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CHAPTER XV DOCUMENTS

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- o Concerning the Forms of a Monthly List of Open and Closed Cases and of a Full List of Record Books . . . 1924 Justice-Instruction; Ad-A: 476
- o Informing Subordinate Officials of Instructions and Written Notifications 1927 Justice-Information Ad-A: 216
- o Concerning the Thorough Carrying out of Suggestions, Instructions, Notifications, etc. 1927 Explanation at Prison Governors' Meeting
- o Information of Personnel with Rules and Evidences . . . 1936 Suggestions at Prison Governors' Meeting
- o Sending of Official Letters. 1936 Suggestions at Prison Governors' Meeting
- o Sending and Receiving of Documents. . . 1927 Justice-Information Ad-Con: 22
- o The Unification of the Form of Official Letters. . . . 1918 Justice-Information Dispatched: 317
- o Degrees not to be Recorded on Official Documents. . . 1920 Justice-Information Per-Gen: 231

- o Non Necessity of Attaching a Note of Dispatch to Tables and Statements of Accounts to be Submitted Periodically 1918 Suggestions at Prison Governors' Meeting
- o How to write the Envelopes of Documents submitted to the Ministry 1914 Justice-Information Dis:420
- o Institution of Telegraphic Codes 1932 Justice-Information Dis:1485
- o Management of the Official Documents addressed to the Cabinet 1929 Justice-Information Dis:641
- o Management of the Official Documents addressed to the Cabinet 1929 Cabinet-Information Cabinet-A: 133
- o Writing of the Addresses on the Mail 1920 Justice-Information Dis:1343
- o The Officials to be referred to at the Detection of the Mistakes and Omission in the Documents 1915 Justice-Information Document: 686
- o The Correspondence from Japanese Government Offices to Government Offices in Foreign Countries 1937 Justice-Information Dis: 38
- o Presentation of Manuscript for the Official Gazette 1917 Justice-Information Dis: 88
- o Contribution of Materials to the Columns for "Miscellanea" in the Official Gazette 1923 Justice-Information Dis: 189

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- o Arrangement and Preservation of Records. . . . 1927
Suggestions at the Prison Governors' Meeting
- o The Term of Preservation of the Status Book. . . .
1918 Justice-Information Prison-A: 196
- o Notification for sending the Catalogue of Printed Matters
published by the Government Offices. . . . 1932
Justice-Information Dis: 1414
- o Management of Documents, Manuscripts for the Official
Gazette, Catalogues of Printed Matters by Government
Offices, etc. . . . 1932 Notice to the Attendants
at Prison Governors' Meeting
- o Impression of Thumb-mark on the Document of Defence
Presented by the Solicitor. . . . 1916 Justice-
Ad-A: 804
- o Nomenclature of China. . . . 1930 Justice-Information
Dis: 951
- o On the Style, etc. of the Documents of Government
Offices. . . . 1946 Cabinet-Information Cab-A: 138
- o Reports on Relevant Press News and the Purport of Radio
Broadcasts. . . . 1945 Justice-Information Criminal-
Administration-A: 2028
- o Reporting on the Local Rumors concerning the Government
Offices pertaining to Criminal Administration. . . .
1945 Justice-Information Criminal-Administration:
2081

- o Information concerning the Loan and Reproduction of Secret Maps of Strategic Zones. 1932
War-Information W-C: 821
- o Information concerning the Report to Offices concerned on the Discovery of the Previous Offences and False Names of Criminals. . . 1935 Justice-Information P-A:124

SECTION II. OFFICIAL SEALS

- o Seals to be Used by Government Officials in General.
. . . 1898 Cabinet Ordinance 5
- o The Style of the Seals of Prisons and of Official Posts
. . . 1922 Justice-Instruction Doc:458 . . .
- o Seals of Chief Gaolers and of Chief Warders. . . 1903
Justice-Information Gen:56
- o Seal of Assistant Chief Gaolers. 1913
Justice-Information Doc-Gen:932
- o Preservation of Seals of Chief Gaolers and Assistant Chief Gaolers. 1922 Justice-Information Doc-459
- o Official Seals to be Used by Those Receiving the treatment of Chokunin or Sonin Officials 1921
Justice-Information Doc:230
- o Information on Orders concerning the Institution of Seals of the Youth House and of the President thereof
. . . 1941 Justice-Information P-A:1605

SECTION III STATISTICS AND REPORTS

- o On Making Statistics and Investigation Accurate.
1916 Cabinet-Instruction 1
- o Suggestions as to the Penal Statistics Slips and Tables
. 1927 Justice-Information P-A:692
- o Statistical Investigation and Reports. 1932
Suggestions at Prison Governors' Meeting
- o On the Choice of Words in Prison Statistics. 1924
Justice-Information P-424
- o Suggestions concerning the Drawing up of Monthly Work-
Sheets and Work Tables. . . 1930 Justice-Information
P-A: 1387
- o How to Count the Ages of Prisoners whose Birth Dates
are Unknown 1903 Justice-Information P-C:197
- o How to Make Statistics Slips for Summary Trials of Police
Offences 1917 Justice-Information P-A:283
- o How to Record the Number of Offences in Statistics Slips
. 1933 Justice-Information p-A: 304
- o Classification of Causes of Death and Names of Diseases.
1924 Justice-Information P-A:783
- o Submitting of the Necessary Amount of Statistics Slips
. 1933 Justice-Information P-A: 1519

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- Re. Table Of Number Of Inmates Of Prison.
 Note, Department Of Justice, 1928.
 "Penal Adm. A (Gyo Ko)" 1.601, 982.
- Re. Rules On Penal Administrative Statistical Check Cards.
 Instruction, Dept. Of Justice, 1940.
 "Research" (Cho) 239.
- Re. Forwarding Of Occupational Classification Of Convicts.
 Note, Chief of Research Section, 1940.
 "Research (Cho)" 295.
- Re. Monthly Table Of Penal Administrative Statistics.
 Instruction, Dept. of Justice, 1941.
 "Research (Cho)" 151.
- Re. Delivery Of Statistical Check Cards.
 Note, Chief of Research Section, 1938.
 "Research (Cho)" 2149.
- Re. Annual Table Of Penal Administrative Statistics.
 Instruction, Dept. of Justice, 1941.
 "Research (Cho)" 201.
- Re. Submission Of Statistical Reports.
 Note, Dept. of Justice, 1944.
 "Criminal A (Kei Ko) 5952.
- Re. Distribution Of Forms For Statistical Records.
 Note, Dept. of Justice, 1945.
 "Criminal A (Kei Ko) 118.
- Re. Despatch Report On Number Of Inmates Of Prison.
 Note, Dept. of Justice, 1945.
 "Criminal A (Kei Ko) 1019.
- Re. Table Of Number Of Inmates Of Prison At Year End.
 Instruction, Dept. of Justice, 1945.
 "Criminal A (Kei Ko)" 2221.
- Re. Daily Table Of Inmates.
 Instruction, Dept. of Justice, 1943.
 "Criminal A (Kei Ko)" 25.

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CHAPTER IV BOOK OF THE STATUS OF PRISONERS

(The Establishment of Prisoners Registers and the Book of released Prisoners and the Form relating thereto.)

- | | | | |
|------|---|-----|--------|
| 1893 | The Home Ministry Ordinance | 29 | 986 |
| o | The Plan of Cells, the List of the Prisoners received and the List of Prisoners in Jail. | | |
| 1905 | The Justice Ministry Ordinance | 3 | 5/986 |
| o | The Establishment of the Prisoners Register and the Book of Prisoners sent out and the Form relating thereto. | | |
| 1898 | The Justice Ministry Ordinance | 1 | 8/986 |
| o | The Adjustment of the Book of released Prisoners. | | |
| 1927 | Notice in the Meeting of the Governor of the Prison | | 10/986 |
| o | The Registration of Prisoners of Indeterminate Sentence in the Book of released Prisoners. | | |
| 1923 | Question from the Utsunomiya Prison | | 10/986 |
| o | The Establishment of the Register of Prisoners in the Work-house. | | |
| 1909 | The Justice Ministry Notification | | |
| | Prison A | 882 | 11/986 |

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- o The Application of the Register of the Convicts in Detention to the Persons to whom the Sentence of Detention is not determinate.

1905 The Justice Ministry Notification

Prison C 881 11/986

- o Making the Cover of the Register.

1927 Notice in the Meeting of the Governor of the Prison

- o Registration of Previous Offence in the Book of Status and the Adjustment of the Book of the Status of Ex-convicts.

1927 Notice in the Meeting of the Governor of the Prison 12/986

- o The Prison where the Penalty of the Previous Offence has been executed.

1906 The Justice Ministry Notification

Prison A 562 12/986

- o The Abolishment of the Insertion of the Course in the Table of Task.

1908 The Justice Ministry Notification

Prison A 499

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- o The Time of Inspection of the Record of Conduct of transferred Prisoners.

1917 Question from the Oita Prison

11/986

- o The Investigation of Lineaments and Characteristics of the Defendants and the Suspects.

1927 Notice in the Meeting of the Governor of the Prison

13/986

- o Binding the Information of Reference for Judgment.

1921 Question from the Mito Prison

- o Binding the Book of Admonition together with the Book of Status.

1925 The Justice Ministry Notification

Administration A

1,790

1,790

13/986

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- o The Substitution of the Abstract of the Census Register for the Copy of Census Register.

1925 The Justice Ministry Notification

Civil

13,034

13/986

- o The Usage of the Register.

1944 The Justice Ministry Notification

Administration A

3,650

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- o The Adjustment of the Book of the Status of Released Prisoners.
1943 Question from the Aomori Prison

- o The Improvement of the Book of the Status of Prisoners.
1944 The Justice Ministry Ordinance
3,288

- o The Improvement of the Book of the Status of Prisoners.
1944 The Justice Ministry Notification
Criminal A 3,288

- o The Registration of the Prisoners' Accounts in the Book of the Status at the Time of Release.
Criminal A 3,691

- o Taking the Photograph of the Prisoners.
1942 The Justice Ministry Notification
Administration A 1,084

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CHAPTER XV. Documents.

Section 1. Documents.

Regulations concerning the Disposal and Preservation of documents in Prisons. (Justice Ministry's Instruction: Kan-Ko, No.408, issued July, 1918)

Regulations concerning the disposal and preservation of records in prisons are prescribed as follows and shall come to effect on August 1, 1918.

Article 1. Documents in a prison shall be disposed of and preserved According to the present Instruction.

Article 2. Documents drafted shall be sealed by both the head and the official in charge of the section concerned before they are submitted to the chief warder of the prison for approval.

When a document is approved by the Chief warder of the prison, it shall be delivered to the head of the Document Section.

Article 3. When a document is to be dispatched by mail, a fair copy of the original shall be made, with the case number appended thereto, and sealed and signed by the Chief warder

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of the prison in case it is to be dispatched in the name of the Chief warden of the prison and sealed with the seal of the prison in case it is dispatched in the name of the prison.

Article 4. When the dispatch of a document is completed, record to the effect must be made, together with the date of dispatch, in the book of proposition or the book of reception as well as in the original draft, which shall be returned to the head of the Section.

Article 5. A document arriving at a prison shall be recorded in the reception journal by the official in the Document Section who received it and then be immediately submitted to the head of the Section.

Article 6. A document arriving after the office hours shall be recorded in the reception journal by the official on night duty and be submitted to the head of the Document Section the following morning. Those which require prompt disposal, however, as well as those dispatched by government offices of higher ranks, courts of justice, or offices of public prosecutors, shall be submitted immediately.

Article 7. Of the documents submitted to the head of the Document Section according to the regulations prescribed in

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the preceding two articles, those to be censored by the Chief warden of the prison shall be sorted out by the head of the Document Section and submitted to the Chief warden of the prison on appropriate occasions. Documents requiring prompt disposal, however, and those coming from government offices of higher ranks, courts of justice, or offices of public prosecutors shall be submitted immediately.

Article 8. The submission of documents as prescribed in the preceding two articles shall be so undertaken after they are opened by the head of the Document Section in the presence of the Chief warden of the prison.

The chief warden of the prison shall seal the documents, give directions as to the manners of their disposal, and deliver them to the head of the Document Section.

Article 9. Of the documents prescribed in the preceding article, those concerning the cases proposed by the prison shall be recorded in the book of proposition, and others in the book of reception, by the head of the Document Section, and the case number shall be appended to them before they are returned to the head of the section concerned.

Article 10. When the head receives a document according to the regulations prescribed in the preceding article, he

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shall put his seal to the book of proposition or of reception.

The head of the Document Section shall immediately dispose of the documents, and in case he considers three days or more are needed in investigation, he shall inform the Chief warden of the prison to that effect.

Article 11. Regulations prescribed in Article 9 shall be applied correspondingly to the documents approved or otherwise disposed of by the chief warden of the prison. Instructions, however, which may be deemed as established rules, notifications and other similar documents shall be kept in the custody of the head of the Document Section.

Article 12. The head of the Document Section shall submit to the Chief warden of the prison a monthly list of both closed and open cases as well as the records of the latter by the fifth of the following month.

Article 13. Documents shall be classified according to the following subjects:

1. Government Officials.
2. Name Rolls.
3. Statistics.

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4. Accounts.
5. Custody of Convicts' Effects.
6. Educational Business.
7. Hygiene.
8. Protection and Discipline.
9. Labor.
10. Architecture.
11. Procurements.
12. Miscellaneous.

Confidential documents and those referred to in the proviso of Article 11 may be classified by themselves without regard to the above rule.

Article 14. Documents shall be divided into the following parts according to the length of the period of their preservation:

- Part A: Permanent.
- Part B: 30 years.
- Part C: 10 years.
- Part D: 3 years.
- Part E: 1 year.

Documents to be placed under each of the above departments are prescribed in an attached table. Of those which are not shown in the table, established rules are placed

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in Part A, while others belong to Part D.

Article 15. All the documents, excepting the books and other special volumes, shall be classified according to the classes and parts prescribed in the preceding two articles and preserved as records to be ~~ann~~phled in the order of the year in which their disposal is completed.

The calendar year is adopted for the year mentioned in the above paragraph, except the documents concerning the subjects referred to in Nos. 4, 5, and 11 in the first paragraph of Article 13 and other documents concerning Accounts, for which is adopted the fiscal year.

Drawings, illustrations and letters to be annexed to the documents or records concerning projects covering a period of more than one year, can be bound up in separate volumes. The same is true with the case where there are many documents concerning the similar or the identical subject.

Voluminous documents can be bound up in several volumes and those under Part A can be bound up in volumes each containing records covering several years.

Article 16. A record shall have a cover, with the year, class and part of the document written on it. A table of contents, the subjects and the pages, shall also be attached to it. Records, however, bound up in separate

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volumes as prescribed in the 3rd and 4th paragraphs of Article 15 can bear special titles of their own.

When one document is found to belong to two or more classes and in difficult to be separated, it shall be filed in one of them and the head of the other section or sections shall keep a record of the subjects and their location in the list of the records of the section or sections concerned.

Article 17. The book of proposition, the book of reception and the receipt journal shall be prepared every year, according to the forms shown in the appendix.

Article 18. The term of preservation of the various books shall begin with the following year, while that of other documents shall begin with the year following the completion of their disposal or the year of closing as shown in the following table. That of the documents prescribed in the second paragraph of Article 15 begins with the following fiscal year.

Article 19. Records and books entering their respective terms of preservation shall be transferred into the charge of the head of the Document Section.

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terms

The head of the Document Section shall keep a complete list of them and preserve them in the store-house, excepting those which are to be put to daily use.

Article 20. Records and books shall be checked on the list so that they may not be mixed up or get into a mess. They shall also be exposed to air more than once every year.

Article 21. Any one who desires to look at the records or books for the purpose of business investigation or reference, shall sign and seal in the record-lending register, noting down his official status as well as the name, part, class and the year of the document concerned.

When a record or a book is returned to the head of the Document Section, he shall at once register it in the record-lending register, with the date of its return.

Article 22. When a record or a book is to be destroyed on the expiration of the period of preservation, the sanction of the chief warden of a prison is to be obtained.

Even a document in Part A may be destroyed after 50 years with the permission of the Minister of Justice.

Article 23. When it is deemed necessary to keep a document

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even after the expiration of its term of preservation, it shall be preserved as long as the reason for preservation exists.

Article 24. Important documents that may be used as historical material or for future reference shall be preserved after the expiration of their regular terms of preservation.

The above-mentioned documents shall be preserved by themselves and whenever it is deemed appropriate shall be transferred to the charge of the competent Ministry.

Article 25. The regulations pertaining to the Chief warder of a prison or to the head of a section as prescribed in the present Instruction shall be applied correspondingly, in case of a branch prison, to the chief of a branch prison and officials in charge.

Article 26. When a letter is received addressed to a prisoner, it shall be recorded in the "Reception Journal of Letters addressed to Prisoners" and then immediately handed over to the Chief Official of the Protection and Discipline Section.

SUPPLEMENTARY RULE: Those documents whose periods of preservation have expired according to the previous regulations before the promulgation of the present Instruction can be destroyed according to the previous regulations.

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Those to be preserved permanently, however, according to the present Instruction, shall be considered exceptions.

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TABLE SHOWING THE CLASSIFICATION OF DOCUMENTS

Class	Names of Documents	Year of Closing	Part
G	The status book of prison officials	Year of retirement or death	B
O	The book of writ appointment	ditto	B
V	The table of Control-tests for warders and warderesses		B
E	Book of disciplinary punishment for prison officials treated as of <u>hannin</u> rank		C
R			
N			
M	Papers concerning the appointment, dismissal, advancement and resignation, rewards and penalties of the personnel		C
E			
N	Papers concerning the service exercises, inspection muster of reservists, summons and exemption of summons		C
T			
	Papers concerning pension, retirement allowances, government grants to retiring personnel		C
O			
F	Attendance-book		D
F	Papers concerning the request for authorization for the meetings of chief of warder, "prison physician" and prison chaplain		D
I			
C	Papers concerning the information on the appointment of ex-soldiers to offices treated as of <u>hannin</u> rank		D
I			
A			
L	Papers concerning the information on the appointment of those who get or will get retirement allowances to offices treated as of <u>hannin</u> rank and above		D

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TABLE SHOWING THE CLASSIFICATION OF DOCUMENTS (Continued)

	Reports on the sole and/or commissioned administration concerning the status, advancement, retirement and official tours of prison personnel	E
	Papers concerning the attending of Imperial festivals by prison personnel	E
	Reports on the appointment and/or dismissal of a disciplinary commissioner for personnel treated as of hannin rank	E
	Reports on the disciplinary dismissal of personnel treated as of <u>hannin</u> rank	E
	Papers concerning the request for authorization for delayed departure in case it is difficult to start for post during the period assigned	E
	Papers concerning the submission of attendance lists	E
	Reports on the division of work and chiefs of sections	E
N	Ledger of name rolls or substitute thereof	A
M	Name rolls of prisoners	A
E	Records of collective burials	A
	Daily lists of the number of prisoners	A
	Register of incoming prisoners	B

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TABLE SHOWING THE CLASSIFICATION OF DOCUMENTS (Continued)

		Year of end of term or death	B
	Register of out-going prisoners		B
R	Register book of status		C
O	Register of deaths		C
L	Papers concerning the removing or re- turning of prisoners to hospi- tals		C
L	Papers concerning the suspension of execution		C
	Papers concerning amnesty, provi- sional release, provisional leave, and cancellation of prov- isional release		C
	Calender book of release of prisoners		D
	Name roll of detained prisoners		D
	Reports on the released prisoners who are imprisoned after their terms of probation have expired	Year of release or of death	D
	Reports on the death of prisoners re- leased on probation		E
	Papers concerning the sending in of original finger-print sheets		E
	Reports on the correction of names in the original finger-print sheets		E
	Reports on the addition or alteration in the items mentioned in the original finger-print sheets		E
	Reports on the death of finger- printers		E

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TABLE SHOWING CLASSIFICATION OF DOCUMENTS (Continued)

	Reports on the occasions when the corpses of the executed prisoners are delivered to hospitals and other public institutions		E
S T A T I S T I C S	Monthly lists		A
	Year-end lists		A
	Yearly lists		C
	Calendar-year lists		C
	Discipline slips		D
	Reports on the material for vital statistics concerning prisoners		E
A C C O U N T S	Papers concerning reports on loans on term, deferred loans, and the transfer of the administration thereof to local authorities		A
	Statements of accounts of the sums collected by way of annual revenue and of final disbursement (defrayment)		A
	Collecting Registers		C
	Collecting Journals		C
	Annual revenue settling ledgers		C
	Books of adjustment for carrying over of the accounts receivable		C
	Cash-books		C

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TABLE SHOWING CLASSIFICATION OF DOCUMENTS (Continued)

Revenue vouchers	C
Refundment claiming notes for payments by mistake	C
Books of estimated payments	C
Books of adjustment for sums defrayed at rough estimates	C
Books of adjustment for cash paid in advance	C
Books of adjustment for sums paid by mistake in annual expenditure	C
Original bills for "Payment Orders"	C
Notes correcting items in the annual expenditure	C
Disbursement vouchers	C
Book of adjustment for payment in cash in the annual expenditure	C
Payment vouchers	C
Original bills for the slips for drawing out money on deposit	C
Papers concerning decisions on settlement	C
Estimate papers	C
Papers ordering accounting officials to compensate for losses	C
Papers concerning the destruction of or damages inflicted upon money and other articles by accidents	C

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TABLE SHOWING CLASSIFICATION OF DOCUMENTS (Continued)

Revenue vouchers	C
Refundment claiming notes for payments by mistake	C
Books of estimated payments	C
Books of adjustment for sums defrayed at rough estimates	C
Books of adjustment for cash paid in advance	C
Books of adjustment for sums paid by mistake in annual expenditure	C
Original bills for "Payment Orders"	C
Notes correcting items in the annual expenditure	C
Disbursement vouchers	C
Book of adjustment for payment in cash in the annual expenditure	C
Payment vouchers	C
Original bills for the slips for drawing out money on deposit	C
Papers concerning decisions on settlement	C
Estimate papers	C
Papers ordering accounting officials to compensate for losses	C
Papers concerning the destruction of or damages inflicted upon money and other articles by accidents	C

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TABLE SHOWING CLASSIFICATION OF DOCUMENTS (Continued)

Reports on sums collected by way of annual revenue (collecting journal) and journal of cash paid up	C
Listed statement of accounts carried over in the annual revenue	C
Reports on the carry-overs already disposed of	C
Table of carry-overs in the annual revenue already disposed of	C
<u>Statement of testifying accounts and vouchers other than above-prescribed.</u>	

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	Statement of testifying accounts and evidence- notes other than above-prescribed	C
	Authorizations concerning the changes in the assigned expenses for trips	C
	Certificates for accounting officials	D
	Notifications on "safe" receipts	D
	Reports on the completed receipt by revenue officials	D
	Investigation paper on estimated surpluses and deficits	E
	Inspection paper on the actual payroll of present personnel	E
	Papers concerning reports on revenues and / or disbursements that are not duly classified under regular items	E
	Requests for the designation of officials who are to receive cash in advance	E
	Statement of existing accounts of revenue and expenditure	E
	Inspection paper for temporary service allow- ances to warders and female jailers and reports in case no such facts exist	E
	Notices in case the office of "payment-comman- ding" officials is performed by proxy	E
	Notices of the appointment of revenue officials and the agents thereof	E
R E I	Papers concerning the destruction of and/or damages inflicted upon money and/or articles in custody	C
	Statement of accounts	C
	Cash-books in charge of the accounting officials	C

C
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Register of money left behind

Ledger of money received

Receipt book of money in charge

Book of guarantee-money and/or money in temporary custody received or paid

Evidence-notes for the receiving and/or paying of deposits

Ledger of Articles on deposit

Register of Articles in temporary custody

Book of receipt of presents to prisoners

Evidence-notes for articles on deposit or in temporary custody

Register of articles left behind

Book of receiving or issuing of vouchers

Evidence-notes for receiving or issuing of vouchers

Reports on the receiving or issuing of vouchers

Total of cash outside the regular revenue and expenditure

Licences for accounting officials in charge of cash outside the regular revenue and expenditure

Register of special articles on deposit

Inspection paper for articles on deposit

Original receipt slips for money in custody

Original receipt slips for articles on deposit

C
C
C
C
C
C
C
C
C
C
C
D
D
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D

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	Original receipt slips for vouchers	D
	Register of Articles Missing	D
E D U C A T I O N	Investigation Book of Conducts of Prisoners on provisional release	C
	Ledger of <i>Preaching</i>	C
	Book of Education	C
H Y G I E N E	Clinical Diary	C
	Book of Prescriptions and Treatment	C
	Book of Medical Examinations	C
	Book of receiving or disposal of medicines and other hospital supplies	C
	Daily List of Patients	C
	Vaccination Register	D
	Reports on Infectious Diseases among Prisoners	D
Requests for Authorization for Purchase of Medicines and Instruments other than desig- nated	E	
Requesting papers for authorization for the purchase of medicines and medical instruments	E	
	i	
P R O T E C T I O N	Interview Book	C
	Papers concerning escape and arrest of prisoners	C
	Papers concerning fights or violent deaths among prisoners	C
	Reports on thefts and robberies	C
	Reports on the use of guns and swords	D

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D I S C I P L I N E	Book of Petitions	D
	Book of Punishments	D
	Name-rolls of Accomplices	D
	Register of lost and/or found articles	D
	Register of Visitors	D
	Map showing the arrangement of cells	E
	Papers accompanying petitions concerning the filing in thereof	E
	Papers concerning the transfer of prisoners	E
L A B O R	Yearly schedule of labor	A
	Authorizations for the extention and/or reduction of working hours	A
	Schedule of Agriculture	A
	Ledger of government-supervised manufacture	C
	Ledger of government-supervised agriculture	C
	Ledger of government-supervised labor	C
	Ledger of contract manufacture	C
	Ledger of contract labor	C
	Ledger of commissioned manufacture	C
	Ledger of commissioned labor	C
	Schedule of Daily Routine	C
	Reports on the estimates of reward money for labor	C
	Papers concerning the creation or abolition of the kind of work and the changes in the method, process, and the estimated costs of labor	C

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	Requests for authorization for allowances	C
	Written contracts concerning labor	D
	Monthly schedule of labor	D
	Book of receiving and supplying of instruments and appliances for contract labor	D
	Book of receiving and supplying the unprocessed articles for contract labor	D
	Book of receiving and/or supplying the unprocessed articles for commissioned labor	D
	Authorizations for temporary labor outside cells	D
	Authorizations for temporary exemption from labor	D
	Daily list of the number of people engaged in labor	E
)	Book of Factory Labor	E
	Book of Farm Labor	E
	Reports on the increase and decrease of land under cultivation	E
A	Book of Government-owned Property	A
R	Map of Government-owned Property	A
C	Papers concerning the purchase, sale, loan, transfer of charge of land and buildings and the returning and exchange of government land	A
H		
I	Book of regulation of construction works under direct management	C
T		
E	Attendance book of permanent workers and laborers	C
C	Checking papers on the completed construction (Inspection of parts already completed and paid)	C

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T	Inventory of disused materials	C
W	Book of Balances in the Budget for Construction Works under direct management	C
R	Book of Lumbering	C
E	Paper concerning the inspection of materials (articles) already supplied	C
	Papers concerning the extension of buildings by inhabitants of official residences at their own expenses	C
	Papers concerning the compensation for the destruction and/or damages inflicted on buildings and furnishings	C
	Papers concerning questions about the rents of official residences	C
	Authorizations for repairs amounting to over ¥500, tangible alterations and repairs over ¥50, or the alterations in the plans thereof	C
	Authorizations for tenders by specified bidders	C
	Papers concerning construction or repairs	C
	Construction Diary	D
	Papers concerning the alteration of compulsory official residences into ordinary official residences and <u>vice versa</u>	D
	Reports on the increase, decrease, alteration of government property	E
P R O C U R E	Authorizations for the increase or decrease of items or numbers in the way of clothing, bedding, and other miscellaneous articles for the use of prisoners	A
	Authorizations for the alterations in the variety of rations for prisoners	A

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M	Authorizations for the increase or decrease of the fixed number of clothing and bedding facilities provided for prisoners	A
E		
N	Authorizations for the increase of variety of supplied articles for warders or the alteration in the assigned periods of usage thereof	A
T		
	Authorizations for fittings in the drawing-rooms of official residences	A
	Book of procurement and supply of articles	C
	Papers concerning the purchase, sale, production, procurement and supply of articles	C
	Register of mails and telegrams	C
	Evidence-notes of articles procured or supplied	C
	List of foodstuffs and inspection paper for the procurement and supply of rations	C
	Register of articles purchased in down payment	C
	Written contracts concerning the sale, purchase and loan of articles	C
	Book of articles stored through inspection	C
	Register of disused articles	C
	Authorization for the installation of electric lighting and telephones	C
	Order-slips for providing articles	D
	Reports on the inspection of articles procured and supplied	D
	Notes on regular (provisional) inspection of article-accounting officials	D
	Register of materials and wages for repairs of tools and instruments used in labor and undertaken within labor itself	D
	Authorizations for the increase in the budget and rations for prisoners	D
	Menus	E

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	Reports on rations and reports on changes	E
	Semi-annual lists of the purchase prices of rice and barley	E
	Reports on the appointment of article-accounting officials and/or agents thereof	E
M	Papers concerning establishment or abolition of prisons	A
I		
S	Book of Proposition	B
C	Book of Reception	B
E	Records of Debates of Prison Officials' Meetings	C
L	Reports on floods, fires, storms, earthquakes and other important accidents concerning prisons	C
L		
A	Reports concerning the taking over of the business of the Chief Gaoler	C
N		
E	Report on the creation, abolition, separation or amalgamation of police jails	C
O		
U	Papers concerning the creation, abolition, and/or alteration in the organizations of Discharged Prisoners' Aid Societies	C
S	Information Office Diary	D
	Record-lending Book	D
	Book of Inspection	D
	Diary of Night-duty	D
	Reports on the inspection of protective projects for discharged prisoners	D
	Reports on the inspection of branch prisons and police jails by the Chief Gaoler	D
	Papers concerning Foreign Visitors	D

Papers concerning the reports on the seals of the prison and prison officials	D
Reports on the promulgation of detailed regulations related to the rules for adopting	D

APPENDIX:

<p><u>(Year)</u></p> <p><u>B O O K O F P R O P O S I T I O N</u></p> <p><u>(Name of Prison)</u></p>

To:	Date: _____ No. _____	(Description of the case)
Chief Official: <u>(Seal)</u>	Answer arriving on: <u>(Date)</u> (Seal of C. O.)	Referred again to: <u>(Name of some Govt Office)</u> on: <u>(Date)</u> (Seal of C. O.)
Answer arriving from: <u>(Name of pref. office)</u> on: <u>(Date)</u> (Seal of C. O.)	Case closed. Filed: <u>(Name of File)</u>	

(Year)

BOOK OF RECEPTION

(Name of Prison)

From:	Date: _____ No. _____	Date: _____ No. _____	(Brief Description of the case)
Chief Official:	Referred to: (Name of Prefecture) on: (Date) (Seal of C. O.)	Answer arriving on: (Date) (Seal of C. O.)	
Case closed. Filed: (Name of <u>File</u>)			

(Year)

R E C E I P T J O U R N A L

(Name of Prison or
Branch Institution)

Date	No.	To:	From:	Reference

CONCERNING THE FORMS OF A MONTHLY LIST OF OPEN AND CLOSED

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THE FORMS OF A MONTHLY LIST OF OPEN AND CLOSED
 CASES, RECORDS OF OPEN CASES AND OF
 A FULL LIST OF RECORD BOOKS

(Justice Ministry's Instruction--Administration-A,
 No 476, issued April 1924)

The forms to be used for a monthly list of open and closed cases and records of open cases as prescribed in Article 12 and for a full list of Record Books as prescribed in the second part of Article 19 of the Regulations concerning the disposition and preservation of documents, Instruction No. 408, Prison-A, issued July 1918, are hereby prescribed as on the following sheets.

(Separate Sheet)

MONTHLY LIST OF OPEN AND CLOSED CASES					(YEAR)	
	Proposition		Reception		Total	
	Closed	Open	Closed	Open	Closed	Open
Protection & Discipline						
Labor						
Education						
Medical						
Finance						
Procurement						

Receipts						
Document						
TOTAL						
GROSS TOTAL						

Instances of Dispositon:

1. Cases wettled by the 3rd of the following month shall be classified as closed.
2. Gross totals shall be renewed every calendar year.
3. The above form shall be taken as a sample in branch prisons.

RECORDS OF OPEN CASES					
Month: _____		Year: _____			
Date	Proposition or Reception No.	Sent To:	In charge of:	Case Names	Notes

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Instances of Disposition:

1. The book shall be divided into the following five parts: A, B, C, D, and E.
2. In the column of destruction shall be recorded the date on which destruction was decided in case of the main prison and that of destruction authorized by the governor in case of a branch prison. When a record in Part A is authorized to be destroyed by Justice Minister, that date shall be recorded even in the case of the main prison.
3. In the column for Notes shall be recorded the date on which something to be destroyed is handed over to the article-accounting official, damage, destruction, the reason why certain objects were transferred into the charge of the competent Ministry, etc.

INFORMING OF SUBORDINATE OFFICIALS OF
INSTRUCTIONS AND NOTIFICATIONS

(Information of the Head of the Bureau of Criminal
Execution; Ad-A:216, February 1927)

All instructions and written information, except as are specially confidential, published in the organ "Criminal Administration" are intended to be notified to every official in the field of criminal affairs. We are told, however, that some of the superior officials are negligent of their duty in this sphere and keeping documents not at all particularly confidential out of knowledge of his subordinates, thereby preventing business from being handled smoothly and also causing confusion and disturbance in case the chief official is changed, so that it is strongly recommended that any

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document that is forwarded from this Ministry and is to be considered as an instance or example shall be published, with due explanations if necessary, to all the personnel concerned of not only the main prison but also of branch institutions every time such a document is received.

CONCERNING THE THOROUGH CARRYING OUT OF SUGGESTIONS,
INSTRUCTIONS, NOTIFICATIONS, ETC.

(At the Meeting of Prison Governors of 1927)

Many of the suggestions made at the meetings of Prison Governors and instructions and notes that are being issued at other times remain practically unapplied, some even laying idle on the desks of the Governors and being kept out of touch from all the other prison personnel, frequently accompanied by inconveniences in the normal course of business, saying nothing of the speedy dispatch thereof. Your particular attention is accordingly invited as to the thorough information thereof to the whole personnel concerned.

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INFORMATION OF PERSONNEL WITH RULES AND EVIDENCES

(At the Meeting of Prison Governors, June 1936)

N. B.

1. There are instances of subordinate personnel of prisons knowing nothing about instructions and notifications issued by this Ministry and of no particularly confidential character, which will certainly prove an obstacle in the smooth progress of business, so that any documents that are deemed as rules and evidences issued from this Ministry hereafter, as well as papers related to the meetings of prison governors, will be so dealt with that they may be published to all the personnel of not only the main prisons but also of the branch prisons.

SENDING OF OFFICIAL LETTERS

(Prison Governors' Meeting, June 1936)

1. There are instances of official documents being mixed up with private letters because the former fail to bear the dispatch number on the envelopes. You are hereby advised to take every care never to fail to enter the dispatch numbers on the covers of official letters.

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SENDING AND RECEIVING OF DOCUMENTS

(Information of the Head of the Bureau of Criminal Administration, Ad-Con:22, issued February 1927)

There have hitherto been instances of sending and receiving personal letters to and from chief or subordinate officials concerning the shifting of personnel, interpretation of laws and regulations and the method of handling business. This Bureau entertains no objection whatever to the above practice so long as it is restricted to the asking of personal opinion of individual officials for the sake of mere reference. If, however, those opinions were to be taken as official ones of the competent Ministry, on which the manner of dispatching business should be based, unexpected mistakes and confusions would be likely to happen, so that your compliance will be ^{heartily} appreciated with the advice that an official letter shall be always addressed to the Head of the Bureau or to the Bureau itself, whether asking questions concerning official business or requiring opinions of the competent Ministry whenever it is necessary.

THE UNIFICATION OF THE FORM OF OFFICIAL LETTERS

(Information of Vice-Minister of Justice, Sent-317,

issued March, 1918)

With a view to speeding up and unifying the method of dispatching business, the form of letters is laid down as follows. Your compliance with the same except as otherwise directed will be appreciated.

En passant, the document number will always be entered on the envelopes.

(Form)

(Document No.)

(Date)

From: _____

To : _____

Subject: (Report, Inquiry, etc.)

(Body of the Letter)
.
.

Directions:

1. The body of the letter will be in simple, clear language. Redundancy, complicatedness and red-tapism will be avoided with a view to making a document as short as possible.

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2. Misspellings and the omission of words tend to lead to grave misunderstandings. They may be referred to and corrected afterwards if necessary, it is true, but too much trouble and delay of business is the inevitable consequence in that case. That is why your particular attention to the matter in delivering letters is hereby invited.

3. The cursive style of penmanship is always hard to read. Also it is frequently the cause of misunderstanding and belated disposition of business, so that at least the semi-cursive style of writing is to be employed.

4. The use of carbon paper is by no means objectionable in itself, but the use of too thin paper, especially when it is half-sized or in single sheets, is most frequently accompanied by inconveniences in handling. When they are in several sheets, the letters on the next sheets are seen through the first one, making it difficult to read the text distinctly, so that the use of the paper of ordinary thickness is hereby recommended.

5. As a letter in the above-regulated form has the "Subject: Report on the Case of So-and-so", at the beginning, such customary phrases as "thus we propose to report as

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above stated" or "above is what we report to you" at the end are perfectly unnecessary.

6. The "Subject" is supposed to be stating clearly the content of the document, so that you will keep it in mind to have it fully stating, instead of merely saying as "Report of Crimes" or "Request for Increase," for example, "Report on the Case of So-and-so, requesting preliminary hearing," or "Request for Increase in the Budget of Such-and-such Project," and so forth.

7. If half-sized paper is enough, always use that size and try to dispense with unnecessary expenses.

HOW TO ADDRESS THE ENVELOPE OF AN OFFICIAL LETTER

(Information of Vice-Minister of Justice to Law Courts and the Office of Public Prosecutors, issued April 1912)

Justice Ministry: Document-Sent:A-90

Documents sent to this Ministry from various Government offices have hitherto been addressed on the cover in many different ways, thereby causing inconveniences in handling,

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so that the following rules are recommended for the purpose of speeding up the dispatch of business:

1. When the competent section or bureau for any document to be submitted to this Ministry is apparent, that document is to be definitely addressed to the section or bureau concerned.

When, however, more than two documents are enclosed in one and the same envelope in order to save mailing expenses, it is to be considered as an exception to the above rule.

2. Even a "confidential" letter to the Minister himself shall be addressed to the head of the bureau or section concerned for convenience" sake whenever the competent section or bureau is apparent. For example, a report of crimes shall be delivered to the head of the Criminal Bureau, while a letter concerning the promotion, resignation and/or status of personnel shall be sent to the head of the Personnel Section.

3. The principle set forth in the above two clauses shall also be applied to telegrams.

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DITTO

(Information of Vice-Minister of Justice to Law Courts,
the Office of Public Prosecutors and Prisons; June
1915)

Justice Minister's Secretariate: Iss-331

We have already invited your attention to the advisability of sending a letter or a report to the Minister in an envelope addressed to the competent section or bureau and to the fact that the same principle shall be applied to telegrams. We are, however, still receiving letters dealt with differently, causing many inconveniences in the course of dispatching business. Your strict observance of the above-mentioned principle concerning the address of a document is requested anew.

En passant, your attention also is invited to the Regulations concerning the Division of Business among the Sections of Justice Ministry (published in the Official Gazette of 14 June 1913) for the matter of the division of business in this Ministry.

D I T T O

(Meeting of Prison Governors; November 1934)

(N. B.)

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1. In spite of the information of Vice-Minister of Justice, Iss-317, March, 1918, many documents are still failing to bear document numbers on the envelopes while others are not complying with it regarding the object or the form thereof. Your faithful observation of the fixed form hereafter is earnestly requested.

DEGREES NOT TO BE RECORDED ON OFFICIAL DOCUMENTS

(Information to the Head of Personnel Section of Justice Ministry's Secretariate: Pers-Gen:231, issued July 1920)

On the attached sheet will be found the information from the Chief Secretary of the Cabinet.

(Separate Sheet) (Information of the Chief Secretary of the Cabinet to the Vice-Minister of Justice: Cab-A:186)

In accordance with the recent revision of the Ordinance concerning the Degrees, the Cabinet has decided that no degrees shall be recorded in the officially designated form of signature.

NON-NECESSITY OF ATTACHING A NOTE OF DISPATCH TO VARIOUS TABLES AND STATEMENTS OF ACCOUNTS TO BE SUBMITTED PERIODICALLY

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(At the Meeting of Chief Gaolers, 1918)

(N. B.)

Various tables and statements of accounts to be submitted at fixed periods, unless the stating of some opinions is deemed necessary, need not be accompanied by notes of dispatch if only the name of the prison and the dispatch numbers are recorded in the margin and sealed by the Chief Gaoler.

HOW TO WRITE THE ENVELOPES OF DOCUMENTS SUBMITTED
TO THIS MINISTRY

(Information of Vice-Minister of Justice; Secretariate:
Iss-420, October 1914)

Hitherto the documents submitted to this Ministry from prisons have been delivered in envelopes addressed in many different ways, resulting in considerable inconvenience in handling them, so that the following procedure is hereby recommended:

Note:

1. Documents submitted to this Ministry from prisons shall be sent, whenever it is practicable, to the competent section or bureau or the head thereof. (Reference is invited to the Organization of Justice Ministry and the Regulations concerning the Division of Business among the Sections of

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Justice Minister's Secretariate, published in the Official Gazette, 14 June 1913). Documents of Several different categories sent in one envelope for the sake of economy in mailing expenses may be considered as exceptions.

2. Even those confidential documents which are intended to be addressed to the Minister shall be delivered in envelopes addressed to the head of the competent bureau or section whenever the department of the Ministry taking care of the business concerned is apparent.

3. The principle set forth in the above two clauses shall also be applied to telegrams.

4. Reports on prison statistics shall be delivered to the Bureau of Prison Affairs.

INSTITUTION OF TELEGRAPHIC CODES

(Information of the Vice-Minister of Justice, Iss-1485; July 1932)

Telegraphic codes to be commonly used among the judiciary departments of Japan proper, Korea, Formosa, Kwantung Leased Territory, and the South Sea Islands Govern-

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ment Office have been instituted as in a separate pamphlet and are to come into force on 1 August 1932. The new codes are to be used in all correspondence except in cases when secret ciphers are to be employed.

En passant, telegraphic codes revised by Message No. 725 of the Justice Minister's Secretariate, 3 July 1918, are to be abolished on the date on which the present codes come into use.

(Separate pamphlet omitted)

ON THE DISPOSITION OF OFFICIAL DOCUMENTS ADDRESSED TO THE
CABINET

ON THE STYLE, ETC. OF THE DOCUMENTS OF GOVERNMENT
OFFICES.

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Management of the Official Document addressed to the Cabinet

(Notification of the Director of the Secretariate of Justice Minister

Dispatch No. 641

July 1929)

Concerning the item in the title, a Notification as the following has been received from Chief of the Section of General Affairs, Secretariate of the Cabinet. Your attention to the subject is hereby requested.

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(Separate Sheets)

Management of the Official Document addressed to the Cabinet.

(From: The Chief of the Section of the General Affairs,
Secretariate of the Cabinet.

To: The Chief of the Personnel Section, Justice Minister's Secretariate.

Cabinet-A: No. 133 July 1929)

Concerning the subject in the title. . . the management of the document is being considerably impeded. We have been ordered to request your attention to the thorough carrying out of the principles.

You are also requested to inform the officials under your jurisdiction with the above-mentioned subject.

N. B.

1. The official documents addressed to the Premier and to the Chief Secretary of the Cabinet (except for the application for pension, statistical information, or others to be delivered directly to respective competent authorities) other than the confidential documents to be perused in person by the Premier or by the Chief Secretary of the Cabinet, shall be addressed to the Secretariate General of the Cabinet in the Imperial Palace; the same principle is to be applied

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to the official document dispatched by telegraph.

2. As a rule, except for the official document to be perused by the addressee in person, the envelopes shall not be marked with "confidential."

3. The name of the personnel in charge of the official document concerned (the name, section and the bureau) shall always be recorded in the margin of the document or some other suitable place, except for the minor information or documents concerning the personnel of which officials in charge are generally well understood.

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Writing of the Addresses on the Mail

(Notification of the Director of the
Secretariate of Justice Minister

Dispatch No. 1, 343

November 1920)

Concerning the subject stated above, we have been requested by the Central Post Office of Tokyo as follows. Incomplete addresses on the mail invites serious mistakes and delay the delivery thereof. It not only inconveniences the post office but, in the case of the document of special request, it also proves to be responsible for the loss of opportunity for the timely management thereof. You are requested to comply with the principle stated on the attached sheet concerning the dispatch of mails.

(Separate Sheets)

(Communication No. 9,201

Central Post Office, Tokyo)

Writing of a Complete Address on the Mail

Incomplete addresses on the mail invite mistakes or delay in the delivery owing to inquiry. We are daily inconvenienced by a great number of mails of this kind. Moreover because of frequent changes in the personnel many of us are not experienced in the postal business. Therefore you are requested to write a complete address on the mails even on

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those to be delivered to the Army or to Government Offices
(the name of prefecture shall be stated in the case other
than cities.)

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The Officials to be referred to at the Detection
of the Mistakes and Omission in the Document

(Notification of the Director of the
Secretariate of Justice Minister

Document No. 686

August 1915)

When the mistakes or omissions are detected in the Ordinances, Directives, Notifications and Replies of the said Ministry issued with the seal of the "Director of the Secretariate", you are requested to inquire immediately to the said official regardless of the discrimination of the competent bureau or section. You were already notified of the subject by the Information Document-General: No. 560 issued in 1908 and this present information is just for the sake of making matters sure.

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The Correspondence from Japanese Government Offices to
Government Offices in Foreign Countries

(Notification of the Director of the
Secretariate of Justice Minister

Dispatch No. 38

January 1937)

Concerning the subject stated in the title, the Vice-
minister of Foreign Affairs has sent an information as the
following to the Vice-minister of Justice.

(Separate Sheets)

(From: Vice-minister of Foreign Office

General-combined No. 68

To: Vice-minister of Justice

January 1937)

You are supposed to be well informed of the custom that
the Government Offices either in Japan proper or in colonies
wanting to receive various papers of laws, rules and some
other printed matters issued by the Government Office in the
foreign countries are to send their request to the Foreign
Office, which in turn takes necessary steps to request the
legation in the foreign country concerned for the purpose,
and not to apply directly to the Government Offices in the
Foreign countries. Some of our Government Offices however,
have apparently sent letters requesting for the above-mentioned

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Documents directly from the Government Offices in the foreign countries concerned. Our envoys abroad sent us a notice that they were informed by the Foreign Offices in the countries concerned that the ~~the~~ above-mentioned request should be according to the custom presented through the diplomatic machinery and not by the correspondence delivered directly to the Foreign Office in the country concerned. You are hereby advised anew to send a notice making the above-mentioned custom thoroughly understood by your personnel and by the Government Offices under your jurisdiction, lest they should make similar mistakes in future.

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Presentation of Manuscript for the "Official Gazette"

(Notification of the Director of the
Secretariate of Justice Minister

Dispatdh No. 88

January 1917)

Concerning the presentation of the manuscript of the public announcement for the competitive contract in the "Official Gazette", Notification was issued by "Correspondence No. 252" on the 29th of June, 1914. We were informed by the Notification of the Printing Bureau that the manuscript for the "Official Gazette" should be presented by 2:30 p. m. on week-days except Saturday, on which by 11. a. m. The manuscript received after the prescribed hour shall be published the next day or two days later. Sometimes the manuscript of announcement arrives to the said office when the prescribed hour has already passed, making the publication in the book of designated date difficult, causing the trouble of sending it back or exchanging telegrams several times. It requires considerable trouble and cost. We hereby invite your attention, lest the manuscript come in ^{short} ~~whert~~ for the period of announcement, to send it, taking into consideration the estimated time for conveyance of the manuscript to the Printing Bureau from the said office. Sometimes a letter of request for publication is enclosed with the manuscript, but this is not necessary except in cases it is specially required. The manuscript shall be sent marked "Manuscript for the Official Gazette" in the margin thereof.

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Contribution of the Materials to the Column for "Miscellanea"
of the "Official Gazette"

(Notification of the Secretariate of Justice
Minister

Dispatch No. 189

March 1923)

In the "Official Gazette" the column for "Miscellanea" has been newly furnished. The Director of the Print Bureau has requested the Contribution of the materials to the said column. Therefore we inform you to send suitable materials in detail to the Head of the Information Section of the "Official Gazette" of the said Department. Enclosed is a guide to the drafting of the manuscript for the column in question.

(Separate Sheets)

Concerning the column for "Miscellanea" in the "Official Gazette"

The impartial, accurate and concise information for taste, culture, industry and any other useful matter.

Culture, industry and any other social phenomenon are extremely complicated and of great variety. It is very difficult for us to know it in its reality and comprehend it in its entirety, and yet it is necessary to grasp them. The establishment, at this time, of an organ which informs us impartially, correctly, concisely, and plainly the various matters of society, is conforming to the requirements of the

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times. The column for "Miscellanea" in the "Official Gazette" has been created with the above-mentioned functions as their mission. It can be said it is popularization of the "Official Gazette", which has hitherto been not without the blame of being dry.

Sphere: Arts and Sciences, Technical Crafts, Increase in Production, Industrial Enterprises, Golden Deeds and Praiseworthy Conducts, etc.

We are going to ^{publish} ~~pubeish~~ as much as possible of the material that will contribute to the raising of cultural standard of the public; e. g. reports on the new tendencies and results in arts, sciences, and technical crafts; trends of commerce and industry, social and political conditions at home and abroad, economic and other conditions in various provinces, as well as such more personal topics as praiseworthy conducts incognito and introduction of good books and performances.

Materials: Anything useful from reliable Sources.

In order to be sufficiently impartial, correct and useful, information of real use and value must be obtained from reliable sources. Only authentic information can realize expected popularization of knowledge, promotion of public moral and enlightenment of society. Your contributions to this column are heartily welcome. You are also requested interview our reporters when they call on you and give them as many facilities as may seem convenient for you.

- 64 -

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Style, etc:

In order to become familiar with the general public, the style must be a standard, colloquial one. In compliance with the principle of the recently advocated restriction of Chinese characters, long words and difficult idioms had better be avoided, and the "hiragana" style of syllabary will be adopted as subsidiary signs. Proper use of punctuation marks is also important. The "Miscellanea" Column will appear once a week, on Saturdays, for the time being.

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Arrangement and Preservation of the Documents

(At the meeting of the Prison Governors
1927)

(Indication)

Whether or not the records are preserved and arranged properly bears a great influence upon the efficiency in the course of dispatching business. Nevertheless many quarters are neglecting it. For instances: (1) In classifying closed documents, the discrimination of business and the term of preservation are not given due consideration but documents of different kinds are mixed up in a confused state. (2) The preparation of the prescribed complete catalogue of records in neglected and books are stored in the storehouse without order, impeding the speedy detection of required records; (3) Sometimes records whose fixed term of preservation have already expired are not duly disposed of or destroyed. The above-mentioned disorder is generally due to the fact that the management is left to minor personnel and not properly supervised by the head official; another reason is that the business is considered as closed never to be taken up again. It is necessary to encourage the head official to arrange the records in person and inform the whole personnel as to the importance of the records, so that they may always be found in good order.

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The Term of Preservation of the Status Book

(Notification of the Director of the Prison
Bureau

Prison-A No. 196

February 1918)

The term of preservation of the Status Book was (by the Instruction for the handling and preservation of the document issued by A-No. 97; May 1902) prescribed to be as 10 years. However, when the Status Book has been substituted for the Register of Names in compliance with the Instruction No. 4: issued by Justice Ministry, August 1908, the cover of the Status Book, the Status Slips, the List of Personal Descriptions, corresponding to the Register of Names, shall be preserved permanently as a matter of course. We have heard that some quarters entertain doubts as to the above-mentioned management. This is to notify them by way of making sure.

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Notification for sending the Catalogue of Printed Matters
published by the Government Office

(Notification of the Director of the
Secretariate of Justice Minister

Dispatch No. 2,414

May 1932)

The manuscript of the catalogue of printed matters published by the Government Office indicated in the title has been referred to this office every time it is published. As it is to be published hereafter periodically, 4 times a year (January-March, April-June, July-September, and October-December), you are requested to classify the books into four periods based on the following form of the catalogue and deliver them with the catalogue to this bureau by the 5th of the following month.

From: (date) CATALOGUE OF PRINTED MATTERS BY
GOVERNMENT OFFICE (Name of
Department)

To : (date)

Name of Publisher	Name of Books	Date of Publication	Number of Books	Reference
				-
				1

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Reference:

1. Only the books published in the period concerned shall be recorded in the said catalogue; unpublished ones shall be excluded.
2. Publications will not be delivered separately on the publication of each of them, but they will be collected together and sent to the Bureau concerned en bloc with the said catalogue for each period.
3. The following printed slip will be attached to every publication.

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Reference:

1. Only the books published in the period concerned shall be recorded in the said catalogue; unpublished ones shall be excluded.
2. Publications will not be delivered separately on the publication of each of them, but they will be collected together and sent to the Bureau concerned en bloc with the said catalogue for each period.
3. The following printed slip will be attached to every publication.

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Matters registered in the "Catalogue of Printed Matters
published by Government Offices"

Manuscript (sample form)

(1)	Name of Superintending Section and Bureau		
(2)	Name of Books		
(3)	Important Matters of contents		
(4)	Date of Publication		
(5)	Publication in the Period (Number of Publications)		Seal of Person in charge
(6)	Irregular Publication (Temporary)		
(7)	Price		Name of Government Office
(8)	Postage		
(9)	Saling Agent		
(10)	Date of 1st Publication; Date of Change of Names; Record of Other Changes		

N. B. Notes on the reverse side.

1. The printed matters are to be without exception delivered at every time of their publication.
2. The above-mentioned slip of paper will be attached to every printed matter to be delivered; and every column in the slip will be filled in.

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3. When the date of publication which is to be recorded in the column (4) is not indicated clearly on the printed matter itself, the recording of the ^(column) is particularly required. An estimated date, if necessary, may be recorded in case the actual date of publication is not decided.
4. You may understand that "Publication in the Period", in Column (5), means such printing matters as daily publications, and any kind of printed matter published monthly or annually, including cases in which the date of publication is not fixed.
5. It is to be understood that "the date of first publication" in Column (5), means the date of first number in the case of the periodicals and in the case of non-periodicals the date of first publication of those published at intervals but following the book number. By the "Date of Change of Names" is meant the date when the name of the book has been changed (both the old and new names shall be recorded). "Record of other changes" means the date when, for instance, a monthly publication is changed to a weekly, or periodicals to non-periodicals, etc.

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Management of Documents, Manuscripts for the "Official Gazettes" and Catalogues of Printed Matters by Government Offices, etc.

(Suggestions by the Secretariate

To Attendants)

(At the Meeting of the Prison Governors

July 1932)

1. Management of Ordinary Documents.

Concerning the form of address on the envelope of the letter to be delivered, we have already been informed by the Vice-Minister of Justice with "Préservation: No. 420, October 1914." However, there have been many instances that a letter is addressed directly to the Justice Minister or the Ministry itself. You are requested to carry out thoroughly the principle of said ^{notification} notification for the sake of speedy dispatch of business.

2. Management of the Manuscript of Public Announcement in the "Official Gazette".

1. In spite of the notification for the prompt delivery of the manuscript of the public announcement in the "Official Gazette", by "Préservation: No. 88, January 1917", it is getting later in arriving at this office, there being instances of arriving when the appointed time has already passed. All the manuscripts

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sent from every department are to be copied at the said Secretariate and then delivered to the Printing Bureau by 10 a. m. (Saturday) or 3 p. m. (Weekdays except Saturdays) of the day before the appointed day. Because of mistakes detected in the manuscript, sometimes it cannot be sent immediately to the Bureau concerned. Therefore you are requested to send the manuscripts to be received by the said Secretariate a few days before the appointed day.

(2) There are instances of manuscripts for the Official Gazette being sent directly to the Printing Bureau, which is then forwarded to us from the same Bureau. Such manuscripts are always to be sent to the head of the Public Announcement in the Official Gazette Section of this Bureau.

(3) The form of manuscripts for the public announcement of purchases in the Official Gazette is now almost standardized for all the Departments of the Government. However, sometimes a Department sends us manuscript prepared according to the older form now in use only in that particular Department; it requires different handling for one and the same public announcement of purchase. For instances, in the case of tender, biddings by mails and telegrams are generally permitted, but some of the Departments record only the bidding by the telegram in the manuscript, not seeming to allow it by ordinary mail; the registration of the description, number

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and quantity of purchase is diverse. You are requested to prepare the manuscript of the public announcement in the Official Gazette conforming to the practice in other departments, if possible.

(4) The Notification indicates that the letter of request for publication in the Official Gazette is not required for the manuscript of the public announcement in the same. And yet the manuscript is often accompanied by the said letter. Your compliance is requested with the principle of the above-mentioned notification to simplify business.

3. Concerning the Catalogue of Books published by Government Offices.

(1) Because of the diversity in the management of the catalogue of printed materials published by Government Offices, the Notification was issued by "Dispatch No. 1414, May 1932." There have, however, been instances that the printed matters are delivered directly to the Printing Bureau. The printed matters will hereafter be taken care of in this Ministry to be sent to the Printing Bureau. Therefore, you are requested to send us all the printed matters published during the preceding three months together with the catalogue to this Secretariate.

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(2) There have been instances of the printed matters published by Government Offices and their catalogues being sent to this Section separately. Unless the correspondence is enclosed together, they are to be treated as the fourth class postal matters, so that you are requested to send us the printed matters and their catalogues under the same cover.

(3) For the purpose of simplification of business it is not necessary to attach any delivery notes to a catalogue of printed matters published by Government Offices, but you are requested to send it with the dispatch number.

(4) The term of delivery for the above-mentioned catalogue and printed matters (i. e. by the 5th of the following month of each period) has not always been observed ^{recently} rectly. Sometimes they are delivered only after our repeated requests. It is greatly inconveniencing the business of editors in the Printing Bureau. Therefore, you are requested to send them to us, collecting all the printed matters during the preceding three months, with due considerations for the time of delivery by mail, so that they will be reaching us by the 5th of the following month at the latest.

(5) The number of the catalogue will follow the previous number. Sometimes the numbering is neglected. You

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are requested to number it correctly taking notice for the relation between them.

Impression of Thumb-marks on the Document of Defence presented by the Solicitor.

(Notification of the Chief of
Prison Bureau
Administration-A No. 804
May 1916)

Concerning the items of the title the management is diverse; sometimes a doorkeeper gets the thumb-mark through the agency of a warder in charge of the protection and discipline of prisoners, and at other times a solicitor makes the prisoner impress the thumb-mark at the time of interview. It is the case requiring rapidity and simplicity. Hereafter it will be arranged as the following: When a solicitor wants to make a prisoner impress the thumb-mark on the document of defence at the time of interview, it will be permitted with due recordings in the register of interview.

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Nomenclature of China

(The Director of the Secretariate
of the Justice Minister
Dispatch No. 951
November 1930)

Concerning the subject in the title, the Notification as the following has been received from the Chief Secretary of the Cabinet. We hereby notify you requesting to proceed in compliance with it.

(Separate Sheet)

Concerning the nomenclature of "China", a decision was reached at a Cabinet Conference in 1913. Now it has been decided at a recent conference that the formal appellation "Chung-hua-ming-kuo" (or Chinese Republic", shall always be used hereafter in the public documents in the vernacular exchanged within the homeland or dispatched to the third countries.

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ON THE STYLE, ETC. OF THE DOCUMENTS OF GOVERNMENT OFFICES

(Information of the Chief Secretary of the Cabinet to Vice-Minister of Justice, Cabinet-A: 138, April 1946)

Concerning the style of documents, laws and ordinances, etc., to be employed in Government offices, a decision has recently been reached as is shown on a separate sheet.

The same decision is expected to be thoroughly explained to all the personnel concerned in your office.

(Separate Sheet)

The style, the vocabulary, the choice of Chinese characters, and the punctuation of the documents to be employed in Government offices as well as of laws and ordinances to be enacted (including the cases of whole-clause revisions) will follow the example of the usage of the draft for the recently published Revised Constitution, with a view to making the whole thing as easy and simple as possible.

REPORTS ON RELEVANT PRESS NEWS AND THE PURPORT OF RADIO BROADCASTS

(Information of the Chief of the Criminal Administration Bureau; Criminal Administration-A: 2028; October 1945)

It is our opinion that, now that the war is over,

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many a reform is needed in the sphere of legislation and practice related to prison management. It has also been noticed that more and more of the press news and radio broadcasts are beginning to concern prison management. Although most of them are either only partly true, based upon misunderstanding, or are warped with prejudices to such an extent that they cannot be taken at the face-value as true criticisms of criminal procedure, it is believed that we must accept them with an unbiased and broad-minded attitude, thereby contributing to the progress of social recognition of criminal affairs and adapting ourselves to the changes of the times. It is therefore considered most important to pay full attention to the press news and radio broadcasts more or less related to the criminal and prison affairs, whether they are of central or local sources. Your trouble in making cuts and taking notes of them and sending them in to this Bureau as reference materials with opinions of your own, if necessary, will be highly appreciated.

REPORTING ON THE LOCAL RUMORS CONCERNING THE GOVERNMENT
OFFICES PERTAINING TO CRIMINAL ADMINISTRATION

(Information of Criminal Administration Bureau, Criminal
Administration-A: 2081; November 1945)

In the "Criminal Administration-A: 2082, 31 October

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1945, we have already informed offices pertaining to criminal affairs of the importance of notifying us with the excerpts or the purport of relevant press news and radio broadcasts. This is to notify that all the other offices in the field or criminal administration are also to follow suit, complying with the same principle.

In addition to the above, local rumors of comparatively minor importance are not without possibility of resulting in unexpected consequences when they have some relation to the business of this bureau. Therefore prompt reports on rumors and talks including personal criticisms are earnestly requested.

INFORMATION CONCERNING THE LOAN AND REPRODUCTION
OF SECRET MAPS OF STRATEGIC ZONES

(Information of War Ministry; War-Common: 821; February 1932)

Applications for the loans and reproduction of secret maps, printed by the General Staff Office, have hitherto been made directly to the Minister of War. It is, however, requested that they will henceforth be made through the Fortress Headquarters concerned in the case of the parts

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within the strategic zones.

Your trouble in communicating the purport of the present information to quarters concerned under your jurisdiction will be appreciated.

INFORMATION CONCERNING THE REPORT TO OFFICES CONCERNED ON
THE DISCOVERY OF THE PREVIOUS OFFENCES AND
FALSE NAMES OF CRIMINALS

(Information of the Chief of Prison Bureau; P-A: 124; February 1935)

It has been understood that reports on the subject mentioned in the title, are being made to Government offices concerned whenever such a discovery is made. The practice, however, has hitherto been by no means consistent, resulting in unexpected blunders. You are hereby requested to take every step to report to the Office of Public Prosecutors or the Law-Courts concerned, when the discovery is made before the criminal is sent to prison, and to this Ministry as well as to the Office of Prosecutors and Law-Courts, when it is made after the criminal has been sent to prison.

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SECTION II

OFFICIAL SEALS

SEALS TO BE USED BY GOVERNMENT OFFICIALS IN GENERAL
(Cabinet Ordinance No. 5, August 1898)

The seals to be used in documents to be sent to Government offices of various grades in the name of directors or chief officials concerning official business shall be 9/10 of an inch square (9" x 9") in size for officials of chokunin rank, and 7" x 7" for those of sonin rank, and 6" x 6" for those of hannin rank, and shall bear ^{only} official titles. The seals in use at present need not be replaced by new ones.

THE STYLE OF THE SEALS OF PRISONS AND OF OFFICIAL POSTS

(Instruction of Justice Ministry; Doc-458; October 1922)

The styles and sizes of seals of prisons and of official posts to be used on and after the day of enforcement of the Revised Organization of Prisons are prescribed as follows.

The seals, when they are prepared, shall be reported, together with their impressions, to the authorities concerned.

Note:

1. Seal of "X" Prison.
2. Seal of "X" Prison, "X'" Branch.
Size
Seize: 1 1/2 inch square (1' 5" x 1' 5")

Style of Chinese characters: The usual seal-style called "Ten."

The addition of the character "-no" (meaning "of") is optional, depending upon the number of the characters used in the seal.

3. Seal of the Governor of "X" Prison.
4. Seal of the Chief of the "X'" Branch Prison.
5. Seal of the Chief Warder (former seals may be used).
6. Seal of Revenue Official, "X" Prison.
7. Seal of Revenue Official, "X'" Branch, "X" Prison.
8. Seal of Official in charge of Cash not included in the Annual Revenue and Expenditure, "X" Prison.
9. Seal of Official in charge of Cash not included in the Annual Revenue and Expenditure, "X" Prison, "X'" Branch.
10. Seal of Article-Accounting Official, "X" Prison.
11. Seal of Article-Accounting Official, "X" Prison, "X'" Branch.

The particular style of Chinese characters in common use in China during the CH'IN Dynasty (255-206 B. C.), now almost exclusively used for seals in this country.

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Size: As prescribed in Cabinet Ordinance No. 5, 1898.

Style: Either the seal-character style (i. e. "Ten" style) or the ordinary square style (i. e. the "Kai-sho" style) of Chinese characters.

12. Seal of Chief Official in charge of Articles in Custody, "X" Prison.

13. Seal of Chief Official in charge of Articles in Custody, "X" Prison, "X" Branch.

Size: Same as above.

Style: "Ten".

The addition of the character "-no" (meaning "of") is optional, depending upon the number of the characters used in the seals.

14. Seal of Official in charge of Expenditure, "X" Prison.

Size: "Ten;" the addition of the character "-no" is dependent upon the number of the characters used in the seal.

Material: Buffalo horn.

15. Seal of Official in charge of Funds to be paid in

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advance, "X" Prison.

16. Seal of Official in charge of Funds to be paid in advance, "X" Prison, "X" Branch.

Size: 5" x 5"

Style: "Ten".

The addition of the character "-no" is dependent upon the number of characters used in the seals.

SEALS OF CHIEF GAOLERS AND OF CHIEF WARDERS

(Information of the Chief of the Document Section, Justice Ministry; Gen-56; March 1903)

(Extract)

The seals of Prisons and Prison officials are prescribed as follows and will be used on and from the day of enforcement of the Organization of Prisons. You are hereby requested on orders to make necessary preparations and to report the seal-impressions to the authorities concerned when the seals are ready.

1. Seal of Chief Gaoler.
2. Seal of Chief Warder.

Size: 7" x 7" for officials of sonin rank.

6" x 6" for officials of hannin rank.

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advance, "X" Prison.

16. Seal of Official in charge of Funds to be paid in advance, "X" Prison, "X" Branch.

Size: 5" x 5"

Style: "Ten".

The addition of the character "-no" is dependent upon the number of characters used in the seals.

SEALS OF CHIEF GAOLERS AND OF CHIEF WARDERS

(Information of the Chief of the Document Section, Justice Ministry; Gen-56; March 1903)

(Extract)

The seals of Prisons and Prison officials are prescribed as follows and will be used on and from the day of enforcement of the Organization of Prisons. You are hereby requested on orders to make necessary preparations and to report the seal-impressions to the authorities concerned when the seals are ready.

1. Seal of Chief Gaoler.
2. Seal of Chief Warder.

Size: 7" x 7" for officials of sonin rank.

6" x 6" for officials of hannin rank.

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Style: Both the "Ten" style and the ordinary square style of Chinese characters are adoptible according to circumstances.

SEAL OF ASSISTANT CHIEF GAOLERS

(Information of Justice Ministry, Doc-Gen: 932, May 1913)

Following the creation of the office of an assistant chief gaoler by Imperial Ordinance No. 77 of this year, the seal of the said official is to read "Seal of Assistant Chief Gaoler" and to be reported when prepared.

The size shall be the same as is prescribed in Cabinet Ordinance No. 5 of 1909 and the style of the characters shall be that of "Ten," made as easy to read as possible.

PRESERVATION OF SEALS OF CHIEF GAOLERS AND ASSISTANT CHIEF GAOLERS

(Information of the Chief Secretary, Justice Minister's Secretariate; Doc-459; October 1922)

Following the revision in the Organization of Prisons to be published one of these days, instructions concerning the style of the necessary seals of Prisons and of Government offices have been issued, which means the seals enumerated in the information of the Chief of the General

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Affairs Section, Gen-56, Justice Ministry, 23 March 1903, have all of them been revised. The seal, however, of the Chief Gaoler and that of the Assistant Chief Gaoler may be used on some occasions even after the revised organization comes into force, so that those seals will be preserved as they are.

OFFICIAL SEALS TO BE USED BY THOSE RECEIVING THE
TREATMENT OF CHOKUNIN OR SONIN OFFICIALS

(Information of Chief Secretary, Justice Minister's Secretariate; Doc-230; July 1921)

It is understood by this office that there are certain quarters entertaining doubts as to the use of official seals of those receiving the treatment of chokunin or sonin officials, prescribed in Imperial Ordinance No. 223 this year. They can use their former seals as before, as it is clearly stated in the under-quoted Reply of the Secretary of the Cabinet.

Note:

From the Reply of 20 July to the Inquiry from the Chief Secretary, Justice Minister's Secretariate, Doc-102, 7 July 1921.

Reply of the Secretary of the Cabinet.

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We have received your inquiry concerning the official seals. It is prescribed in Cabinet Ordinance No. 5, 1898, that the seals to be used in connection with official business are to bear official titles. According to our opinion, therefore, those who receive the treatment of chokunin or sonin officials by Imperial Ordinance No. 223, 1921, may keep using their seals of sonin or hannin officials as before until their titles are officially changed.

INFORMATION ON ORDERS CONCERNING THE INSTITUTION OF SEALS
OF THE YOUTH HOUSE AND OF THE PRESIDENT THEREOF

(Information of the Chief of the Prison Bureau, Justice
Ministry, P-A: 1605, September 1941)

This is to inform you that the seals to be used by the Youth House, which was created in a juvenile prison by Article III of the Regulations concerning the Juvenile Criminal Execution and Discipline, as well as by the president thereof, have been prescribed as follows:

1. Seal of "X" Youth House.

Size: 1' 5" x 1' 5"

Style: The usual seal-character.

The character "-no" may be added if necessary.

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2. Seal of the President of "X" Youth House.

Size: 7" x 7"

Style: The usual seal-character.

The character "-no" may be added if necessary.

CHECK CARD OF RELEASE

Imprisonment number:

Name of prison.

Full name & Sex:

Age at time of release:

- Less than 18 years.
- Less than 30 years.
- Less than 50 years.
- Less than 70 years.

- Less than 20 years.
- Less than 40 years.
- Less than 60 years.
- 70 years or more.

Date of release:

Reason of release:

Expiration of term; change of status; general ^{amnesty} amnesty;
 special amnesty; mitigation; rehearing; extraordinary
 appeal for revision; death; indeterminate sentence.

Provisional release; provisional release from workhouse;
 stay of execution of sentence; escaped.

Weight;

At time of imprisonment: _____ Kg.

At time of release: _____ Kg.

Period in custody: _____ year _____ month.

Effect of execution of penalty: Perceptible; fairly perceptible;
 hardly perceptible; imperceptible.

^{have} Male & Term of penalty:

Less than 1 year; less than 3 years; less than 10 years;
 less than 15 years; 15 years or more; for life.

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Name of offence:

Larceny; Robbery; Injury; Murder; Arson; etc.

CHECK CARD OF IMPRISONMENT

Imprisonment number:

Name of prison:

Name & Sex:

Birth
Birth place:

Race & Class:

Age, when imprisoned:

Under 18 years.

Under 20 years.

Under 30 years.

Under 40 years.

Under 50 years.

Under 60 years.

Under 70 years.

Over 70 years.

Date of imprisonment:

Reason of imprisonment:

Newly imprisoned; Change of status.

Reimprisoned;

Provisional release cancelled.

Stay of execution cancelled.

Rearrested.

Venue:

Within own Prefecture (City Town Village) (1) (2)

In other Prefecture (City Town Village) (1) (2)

Name of offence;

Name & Term of penalty: (1) (2)

Number of offence: Times of imprisonment: Reimprisonment
within same year.

CHECK CARD OF IMPRISONMENT

(back)

Occupation:

Religion:

Birth:

Legitimate child; Illegitimate child; Others; Unknown.

Head of household or otherwise:

Married; Unmarried; Divorced; Widow or widower.

Number of family members:

Cancel
Cause of crime:

Father, mother or children dependent on the convict:

Inclination:

Brought up by:

Father; mother; adoptive father; adoptive mother; step-
father; stepmother; grandfather; grandmother; other relatives;
Unrelated person; reformatory; orphanage; *unknown* unknown.

Education:

Higher school (*graduated* ~~Graduated~~; left school without finishing whole course).

Middle school (Graduated; left school without finishing whole course).

Primary school (Graduated; left school without finishing whole course).

Not attended primary school.

Reading and writing (capable; incapable).

Living:

Very wealthy; wealthy; not wealthy; extremely poor; unknown.

Drinking:

drinking
Fond of drinking. (With or without habits of vicious acts);