

Regulation on the Disclosure, Etc. of Official Documents Held by
The Public University Corporation, The University of Aizu

(Regulation No. 2, August 1, 2012)

(Regulation No.2, April 1, 2018)

(Regulation No.33, April 1, 2023)

ARTICLE ONE

(PURPOSE)

1.1 This Regulation stipulates the matters necessary for the enforcement of Fukushima Prefectural Information Disclosure Ordinance (Fukushima Prefectural Ordinance No. 5 of 2000; hereinafter, “ORDINANCE”) with respect to the disclosure, etc. of official documents held by The Public University Corporation, the University of Aizu (hereinafter, “UNIVERSITY”).

ARTICLE TWO

(OFFICIAL DOCUMENT DISCLOSURE WRITTEN REQUEST FORM)

2.1 The disclosure written request form in Paragraph 1 of Article 6 of the ORDINANCE shall be the Official Document Disclosure Written Request Form (Form No. 1).

ARTICLE THREE

(NOTICE OF OFFICIAL DOCUMENT DISCLOSURE DECISION, ETC.)

3.1 Notice pursuant to either the main clause of Paragraph 1 or Paragraph 2 of Article 11 of the ORDINANCE shall be given using the written notice form stipulated for the relevant type of decision in the following items:

3.1.1 Decision to the effect of the disclosure of an official document in full pursuant to the main clause of Paragraph 1 of Article 11 of the ORDINANCE: Notice of Official Document Disclosure Decision (Form No. 2).

3.1.2 Decision to the effect of the disclosure of an official document in part pursuant to the main clause of Paragraph 1 of Article 11 of the ORDINANCE: Notice of Official Document Partial Disclosure Decision (Form No. 3).

3.1.3 Decision to the effect of non-disclosure of an official document in full pursuant to Paragraph 2 of Article 11 of the ORDINANCE (including a decision to the effect of non-disclosure when refusing a request for disclosure pursuant to Article 10 of the ORDINANCE or when the UNIVERSITY does not hold the particular official document pertaining to the disclosure request): Notice of Official Document Non-Disclosure Decision (Form No. 4).

ARTICLE FOUR

(NOTICE OF PERIOD EXTENSION FOR OFFICIAL DOCUMENT
DISCLOSURE DECISION, ETC.)

4.1 Notice pursuant to Paragraph 2 of Article 12 of the ORDINANCE shall be given using a Notice of Period Extension for Official Document Disclosure Decision, Etc. (Form No. 5).

ARTICLE FIVE

(NOTICE OF APPLICATION OF EXCEPTION TO DUE DATE
FOR OFFICIAL DOCUMENT DISCLOSURE DECISION, ETC.)

5.1 Notice pursuant to Article 13 of the ORDINANCE shall be given using a Notice of Application of Exception to Due Date for Official Document Disclosure Decision, Etc. (Form No. 6).

ARTICLE SIX
(NOTICE OF TRANSFER OF CASE)

6.1 Notice pursuant to Paragraph 1 of Article 14 of the ORDINANCE shall be given using a Notice of Transfer of Case (Form No. 7).

ARTICLE SEVEN
(GRANT TO THIRD PARTY OF OPPORTUNITY TO SUBMIT WRITTEN OPINION, ETC.)

7.1 The matters to be stipulated by the implementing agency under Paragraph 1 of Article 15 of the ORDINANCE shall be the following:

7.1.1 The date of the disclosure request.

7.1.2 A description of the information relating to that third party recorded in the official document pertaining to the disclosure request.

7.1.3 The place where a written opinion is to be submitted, and the due date for submission.

7.2 Notice pursuant to Paragraph 1 of Article 15 of the ORDINANCE shall be given either using a Notice of Grant of Opportunity to Submit Written Opinion (Form No. 8), or orally.

7.3 Notice pursuant to Paragraph 2 of Article 15 of the ORDINANCE shall be given using a Notice of Grant of Opportunity to Submit Written Opinion.

7.4 Notice pursuant to Paragraph 3 of Article 15 of the ORDINANCE (including the event where applying mutatis mutandis pursuant to Article 21 of the ORDINANCE) shall be given using a Notice Pertaining to Disclosure of Official Document (Form No. 9).

ARTICLE EIGHT
(DISCLOSURE OF OFFICIAL DOCUMENT)

8.1 The disclosure of the official document (including a duplicate of the official document; the same shall apply to Paragraphs 2 and 3 of Article 8) pursuant to Paragraph 1 of Article 16 of the ORDINANCE shall be made on the date, at the time, and at the location that the Chairperson of the Board of Executives designates.

8.2 In the event that a person who inspects, listens to, or watches the official document tampers with, defaces, or damages the official document being inspected, listened to, or watched or is likely to commit such an act, the Chairperson of the Board of Executives may terminate or prohibit such inspection, listening to or watching of the official document.

8.3 One copy shall be delivered per official document.

ARTICLE NINE
(METHOD OF DISCLOSURE OF ELECTROMAGNETIC RECORDS)

9.1 The method to be stipulated by the Chairperson of the Board of Executives under Paragraph 2 of Article 16 of the ORDINANCE shall depend on the type of the electromagnetic records as stated in the following items, and shall be the method stipulated in that item for that type:

9.1.1 Electromagnetic records that can be output onto paper: inspection of an object output onto paper or delivery of a copy thereof, or inspection, listening to, or watching of an object reproduced by means of specialized equipment (limited to specialized equipment provided for the purpose of inspecting, listening to, or watching objects subject to a disclosure decision; the

same shall apply hereinafter) or delivery of a duplicate thereof.

9.1.2 Electromagnetic records other than those described in 9.1.1: inspection, listening to, or watching of an object reproduced by means of specialized equipment, or delivery of a duplicate thereof.

ARTICLE TEN
(LIABILITY FOR COSTS)

10.1 The amounts to be stipulated by the Chairperson of the Board of Executives under Paragraph 1 of Article 18 of the ORDINANCE shall be as stipulated in Appended Table 1.

10.2 The amounts to be stipulated by the Chairperson of the Board of Executives under Paragraph 2 of Article 18 of the ORDINANCE (including where applying mutatis mutandis pursuant to Paragraph 2 of Article 32 of the ORDINANCE) shall be as stipulated in Appended Table 2.

10.3 Costs prescribed in Article 18 of the ORDINANCE (including where applying mutatis mutandis pursuant to Paragraph 2 of Article 32 of the ORDINANCE) shall be payable in advance.

ARTICLE ELEVEN
(NOTICE OF REVIEW BOARD CONSULTATION)

11.1 The notice pursuant to Article 20 of the ORDINANCE shall be given by a Notice of Review Board Consultation (Form No. 10).

ADDITIONAL PROVISIONS

These regulations shall co as of August 1, 2012.

ADDITIONAL PROVISIONS

These regulations shall be enforced as of April 1, 2018.

ADDITIONAL PROVISIONS

These regulations shall be enforced as of April 1, 2023.

Appended Table 1 (For Article 10)

Category	Cost
1. Delivery of a copy (limited to those on JIS A3 size paper or smaller) produced using a photocopier (excluding 2)	¥10 per page
2. Delivery of a copy (limited to those on JIS A3 size paper or smaller) produced using a color photocopier.	¥30 per page
3. Delivery of a copy produced by a means described in 1 or 2	The cost to produce said copy
4. Cost of sending a copy of an official document	The amount equivalent to the cost of sending said copy

Remarks: In the event of 1 or 2, when printing on both sides of one sheet of paper, each side is to be treated as one page when determining the cost.

Appended Table 2 (For Article 10)

Category	Cost
1. Delivery of a copy (limited to those on JIS A3 size paper or smaller) produced using a photocopier (excluding 2)	¥10 per page
2. Delivery of a copy (limited to those on JIS A3 size paper or smaller) produced using a color photocopier	¥30 per page
3. Delivery of a facsimile on a CD-R (limited to optical disks readable by a reader for JIS X0606 and X6281-compliant optical disks with a diameter of 120 mm)	¥70 per disk
4. Delivery of a facsimile on a DVD-R (limited to optical disks readable by a reader for JIS X6241-compliant optical disks with a diameter of 120 mm)	¥100 per disk
5. Delivery of a copy or facsimile other than by a means described in 1. through 4.	The cost to produce said copy or facsimile.
6. The cost of sending a copy or facsimile of an official document	The amount equivalent to the cost of sending said copy or facsimile.

Remarks: In the event of 1 or 2, when printing on both sides of one sheet of paper, each side is to be treated as one page when determining the cost.

Form No. 1 (For Article 2)

Official Document Disclosure Written Request Form

Date: _____

To: The Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu

Requester Residential address (Zip code)
or address of
principal office
Name, or name of
representative
Contact details: (Tel:)

Pursuant to Article 5 of the Fukushima Prefectural Information Disclosure Ordinance, I request the disclosure of an official document as follows.

Name or description of official document	
Method of disclosure	1 Inspection, listening, or watching 2 Delivery of copy (1) Delivery at a service counter (2) Delivery by mail, etc.)

*Please do not complete the following fields.

Responsible section	
Due date for making disclosure decision	Date:
Remarks	

Notes:

- 1 Under "Method of disclosure," please circle the particular number ("1", "2", etc.) of the method you prefer. "Service counter" means the information disclosure service counter of the responsible section which holds the relevant official document.
- 2 Use JIS A4 size sheets of paper, in portrait orientation.

Form No. 2 (For Article 3)

Notice of Official Document Disclosure Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of an official document, this notice is given to inform you that a decision to disclose the official document as follows has been made pursuant to Paragraph 1 of Article 11 of the Fukushima Prefectural Information Disclosure Ordinance.

Name of official document	
Date and time of disclosure	Date: _____ Time: _____ a.m. p.m.
Location of disclosure	
Method of disclosure	
Responsible section	Tel: _____
Remarks	

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Notes:

- 1 Please present this notice at the time of the disclosure.
- 2 If the data and time designated for disclosure is not convenient for you, please advise the responsible section in advance.

Form No. 3 (For Article 3)

Notice of Official Document Partial Disclosure Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu

With respect to the disclosure requested on _____ of an official document, this notice is given to inform you that a decision for partial disclose the official document been made as follows pursuant to Paragraph 1 of Article 11 of the Fukushima Prefectural Information Disclosure Ordinance.

Name of official document	
Date and time of disclosure	Date _____ Time: _____ a.m. _____ p.m.
Location of disclosure	
Method of disclosure	
Portion of official document not to be disclosed	
Legislative basis and grounds for non-disclosure	
Responsible section	Tel: _____
Remarks	

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Notes:

- 1 Please present this notice at the time of the disclosure.
- 2 If the data and time designated for disclosure is not convenient for you, please advise the responsible section in advance.

Form No. 4 (For Article 3)

Notice of Official Document Non-Disclosure Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of an official document, this notice is given to inform you that a decision to not disclose the official document has been made as follows pursuant to Paragraph 2 of Article 11 of the Fukushima Prefectural Information Disclosure Ordinance.

Name or description of official document	
Legislative basis and grounds for non-disclosure	
Responsible section (office)	Tel:
Remarks	

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Form No. 5 (For Article 4)

Notice of Period Extension for Official Document Disclosure Decision, Etc.

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of an official document, this notice is given as follows pursuant to Paragraph 2 of Article 12 of the Fukushima Prefectural Information Disclosure Ordinance of an extension of the period for a disclosure decision, etc.

Name or description of official document	
Period pursuant to Paragraph 1 of Article 12 of the Fukushima Prefectural Information Disclosure Ordinance	From: To:
Due date for decision after extension	From: To:
Grounds for extension	
Responsible section	Tel:

Form No. 6 (For Article 5)

Notice of Application of Exception to Due Date for Official Document Disclosure Decision, Etc.

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of an official document, this notice is given that Article 13 of the Fukushima Prefectural Information Disclosure Ordinance is to apply.

Name or description of official document	
Period pursuant to Paragraph 1 of Article 12 of the Fukushima Prefectural Information Disclosure Ordinance	From: To:
Period for making disclosure decision, etc. with respect to corresponding portion of official document pertaining to the disclosure request, and portion for which disclosure decision, etc. is to be made within that period	
Grounds for application of Article 13 of the Fukushima Prefectural Information Disclosure Ordinance	
Due date for making disclosure decision, etc. with respect to remainder of official document	Date:
Responsible section	Tel:

Form No. 7 (For Article 6)

Notice of Transfer of Case

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of an official document, this notice is given pursuant to Paragraph 1 of Article 14 of the Fukushima Prefectural Information Disclosure Ordinance that this disclosure request case has been transferred as follows.

Name or description of official document	
Responsible section of the implementing agency which transferred the case	Tel:
Implementing agency to which the case has been transferred	
Responsible section (office) of the implementing agency to which the case has been transferred	Tel:
Grounds for the transfer	

Remarks:

- 1 The disclosure decision, etc. for this disclosure request will now be made by the implementing agency to which the case has been transferred.
- 2 If there are any points about this transfer that you would like clarified, please contact the responsible section or office of the implementing agency which transferred the case.

Form No.8 (For Article 7)
(8-1)

Notice of Grant of Opportunity to Submit Written Opinion

No.
Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

A request has been made under the Fukushima Prefectural Information Disclosure Ordinance for the disclosure of an official document in which information relating to [] is recorded.

This notice is therefore given pursuant to Paragraph 1 of Article 15 of that Ordinance that it has been decided to allow you to submit a written opinion on any decision, etc. concerning the disclosure of the official document.

Name of official document	
Date of disclosure request	Date:
Description of the information relating to []	
Due date for submission of your written opinion	Date:
Responsible section	Tel:
Remarks	

Form No. 8
(8-2)

Notice of Grant of Opportunity to Submit Written Opinion

No.
Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

A request has been made under the Fukushima Prefectural Information Disclosure Ordinance for the disclosure of an official document in which information relating to [] is recorded.

This notice is therefore given pursuant to Paragraph 2 of Article 15 of that Ordinance that it has been decided to allow you to submit a written opinion on any decision, etc. concerning the disclosure of the official document.

Name of official document	
Date of disclosure request	Date:
Grounds for application of Paragraph 2 of Article 15 of the Fukushima Prefectural Information Disclosure Ordinance	
Description of the information relating to []	
Due date for submission of your written opinion	Date:
Responsible section	Tel:
Remarks	

Form No. 9 (For Article 7)

Notice Pertaining to Disclosure of Official Document

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure request for an official document which includes information relating to [], this notice is given pursuant to Paragraph 3 of Article 15 (Article 21) of the Fukushima Prefectural Information Disclosure Ordinance that a decision to disclose the official document has been made as follows pursuant to Paragraph 1 of Article 11 of the Ordinance.

Name of official document	
Date of disclosure request	Date:
Grounds for making the disclosure decision	
Description of the information relating to [] to be disclosed	
Date for implementing disclosure	Date:
Responsible section	Tel:

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Form No.10 (For Article 11)

Notice of Review Board Consultation

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to an appeal against a disclosure decision, etc. dated _____, this notice is given pursuant to Article 20 of the Fukushima Prefectural Information Disclosure Ordinance that pursuant to Paragraph 1 of Article 19 of that Ordinance a consultation has been made to the Fukushima Prefectural Information Disclosure Review Board.

Name or description of official document	
Description of the appeal	
Date of the consultation	Date:
Responsible section	Tel:
Remarks	