

Document Management Provisions

1. Objective

These provisions shall be generated with the purpose of ensuring appropriate transaction of business, improving efficiency and specifying the necessary matters for the management of documents owned by this society and confidentiality.

2. Definition of society documents

Society documents under these provisions shall mean the documents etc. generated or obtained, as a part of the society's activities, by the executives or staffs of this society or members of committees belonging to this society (including documents, drawings and electromagnetic records (meaning the records generated in the electronic form, magnetic form or any other form unable to be recognized with the human perception)), that are owned by this society for the organizational use by the executives or staffs of this society or members of committees belonging to this society. However, other than newspapers, magazines, books and any other issued with the purpose of selling or distributing to many and unspecified persons, and those generated on the basis of the information widely publicized by the institutions and persons except for this society on their websites.

3. Principle for the generation of society documents

As a rule, the decision-making of this society shall be conducted by generating documents, and the documents shall be made regarding clerical work and results of operations of this society. However, in the cases listed below, such principle shall not apply:

- (1) When it is difficult to generate documents etc. at the same time as such decision-making; or
- (2) When it is a minor proposal related to the processing.

In the case of the above-mentioned (1), when such decision-making has been already conducted, documents may be generated on such decision-making after the fact.

4. Principle for the management of documents

The executives or staffs of this society or members of committees belonging to this society must properly manage the documents etc. generated or obtained through the activities of this society according to these provisions. In addition, the receipt, generation, storage, dissemination to the outside world, disposition and transfer of society documents must be conducted with swiftness and accuracy and, if required, must keep the information confidential.

5. Document management manager (document management supervisor)

The managing director shall supervise the management of society documents in this society. The managing director may have the chief of the Secretariat undertake a part of the document management whenever necessary.

6. Principle for the disclosure of society documents

This society shall fairly and preferentially disclose society documents to members unless any problem on the activities of this society is expected. In addition, this society shall, as a rule, widely disclose them to the society unless the profitability of the business activities of its members is damaged.

7. Classification of confidentiality level of society documents and the usage of such documents

(1) Confidentiality level A

The documents etc. related to the specific information of particular member who has provided for the purpose of the registration with this society and believed that the member who has provided such documents could be damaged if they are revealed to any other

Confidentiality Level D

members or third party.

These documents shall be used only within the Secretariat of this society or in the committee of this society that has been asked opinions by the society's Secretariat and in the Judging Committee consisting of the external member etc. (Judging Committee for Listing of Antifungal Agent in the Positive List etc.).

(2) Confidentiality Level B

The documents etc. for the information on the items under consideration or discussion in this society and believed that the disclosure to the members at this stage could create confusion.

These documents shall be used by distributing only to the executives of this society, within the selected committees and to the Secretariat. However, the documents belonging to confidentiality level B shall, as a rule, be transferred to confidentiality level C after confirming that there is no special problem with disclosing such documents to all the members.

(3) Confidentiality level C

The documents etc. on the basis of the results of this society's activities that can be usefully used by the members of this society with the preference as members. These documents shall be distributed or publicized only to the members of this society.

The documents etc. believed to be useful to non-members may be transferred to confidentiality level D, when about two months have passed after the disclosure to the members.

(4) Confidentiality Level D

The documents etc. that have an effect of publicizing the details and results of this society's activities to the society, on which disclosure is not likely to create disadvantage for the members.

These documents shall be widely publicized or distributed without distinction between non-members and members.

The examples of the specific society documents belonging to each confidentiality level are shown in Attached Table 1.

The documents corresponding to confidentiality level A, B and C shall be referred to as confidential documents.

8. Determination of confidentiality level of society documents

The confidentiality level of society documents shall be determined by the managing director after mutual consultation with the writer of such documents. If the classification is not determined through mutual consultation, the chairperson, as a supervisor of the Secretariat, shall determine.

9. Indication of confidentiality level of society documents

The corresponding confidentiality level shall be specified on the confidential documents.

10. Storage of society documents

Confidential documents shall be kept in the metal locked archive.

11. Procedures for inspection and reproduction

When inspecting or reproducing confidential documents for the activities of this society, the permission of the document management supervisor must be obtained.

12. Storage term of documents

The storage term of society documents shall follow the Operating Manual for the Storage Term of Documents separately determined.

Formulated: May 19, 2009

Confidentiality Level D

Attached Table 1

Examples of Documents Corresponding to Each Confidentiality Level

Confidentiality Level	Method of disclosure on the website of this society	Examples of corresponding documents etc.
A	Not disclose	<ol style="list-style-type: none"> 1. Admission/voluntary registration data sheets (whole document) 2. Documents for the Judging Committee for Listing of Antifungal Agent in the Positive List (application documents for listing in the positive list including the basis for decisions of the amount of use limitation) 3. Safety test reports, catalog, etc. for the application for admission/voluntary registration, submitted by the particular members to the Secretariat
B	Not disclose	<ol style="list-style-type: none"> 1. Documents for discussion within the meetings of this society 2. Documents for discussion within the committees of this society
C	Disclose only on the pages for members	<ol style="list-style-type: none"> 1. Operating Manual of this society 2. Communication and report concerning the activities of this society 3. Documents etc. on the basis of the results of this society's activities (certain period of time) 4. Nondisclosure part of the Antifungal Agent Positive List
D	Disclose on the pages for the public	<ol style="list-style-type: none"> 1. Pamphlets of this society 2. Member Listing of this society 3. Name of the product and person registered with this society, antibacterial performance, safety data 4. Articles of Incorporation (rules of the society), rules and test method established by this society 5. Disclosure part of the Antifungal Agent Positive List 6. Information on the results of this society's activities preferentially disclosed only to the members for a certain period of time 7. The antibacterial and antifungal information of the government, any other institutions or companies, available to the public, and useful to the members of this society