

檔案應用問答集

Q & A for Access to Archives Chinese to English version

Q1.什麼是檔案開放應用？

Q1.What is Access to Archives?

答：係指民眾向各機關申請閱覽、抄錄或複製檔案，其使用目的是為個人或關係人資料之查詢、學術研究、業務需要或新聞報導等。

A : Access to Archives is the way civilians apply for the reading, copying and duplicating of relevant files of all institutions. The purposes of Access to Archives are to search, to research academically, to fulfill business needs or news reports for individuals or for parties.

Q2.民眾如何查詢檔案目錄？

Q2.How do people search agencies' records?

答：為便利民眾了解全國檔案資訊，目前檔案管理局已建置了「全國檔案目錄查詢網」(NEAR <http://near.archives.gov.tw>)，民眾可不受時間及地點限制，隨時上網查詢各機關彙送之檔案目錄，但機密檔案目錄依法不公布。

A : In order to make civilians understand how to use National Archive Information, National Archives Administration had built National Electronic Agencies' Records. (NEAR <http://near.archives.gov.tw>) Civilians can search any information of any institute's records online at any time anywhere, though confidential records aren't published according to law.

Q3.何人可提出檔案應用申請？外國人可否申請？有無年齡限制？

Q3.Who can apply for Access to Archives? Can Foreigners apply for Access to Archives? Is there any restriction of the application of Access to Archives?

答：任何人均可申請檔案應用，限制開放檔案則限當事人或利害關係人（需提出利害關係相關佐證資料），如採委託方式，需填具委託書。行政資訊公開辦法第9條第3項規定：「外國人，以其本國法令未限制中華民國國民請求其行政資訊者為限，亦得依本辦法請求之。」機關檔案之提供外國人應用，應適用該法條規定辦理。申請檔案應用並無年齡限制，惟未成年人申請應用機關檔案，應由法定代理人代理。

A : Everyone can apply for Access to Archives. Nonetheless, if civilians tend to apply for the Limited Archives, he must be the party or the interested party

(interested party ought to prove his identity). Certificate of entrustment is fine if the party and the interested party can't show up personally. According to the Law of Administration Information Archives article 9 item 3, 'According to the law of Republic of China, civilians aren't restricted to execute the rights to apply for the Access to Archives, so do foreigners.' Foreigners have to apply for the Access to Archives according to the relevant law. There is no age limitation of applying Access to Archives, if minors tend to apply Access to Archives, his legal representative has to apply for him.

Q4.民眾如何向本所提出檔案應用申請？

Q4. How do civilians apply for Access to Archives to Household Registration Office, Xinyi District, Taipei City?

答：民眾申請閱覽、抄錄或複製檔案，應填具「檔案應用申請書」，以親自持送、書面通訊方式送交本所辦理。檔案應用申請書可至本所網站下載或本所索取。

A : Civilians ought to fill in the Application Form For Access to Archives to apply for reading, copying, duplicating files. Also, civilians have to hand in the Application form personally or mail it to Household Registration Office, Xinyi District, Taipei City. In addition, civilians can get Application Form For Access to Archives in Household Registration Office, Xinyi District, Taipei City or download it online.

Q5.申請閱覽、抄錄或複製檔案應具備之證件為何？

Q5.What do civilians need to apply for Access to Archives?

答：申請人閱覽、抄錄或複製檔案時，應備附有本人照片之身分證明文件，並出示審核通知書與完成登記程序後，由專人陪同進入指定之檔案閱覽處所。

A : Applicants have to bring ID card or other identity certification with personal photo, the verification form of Access to Archives and complete the registration process before reading, copying, and duplicating files. Caution! Civilians can enter the specific Room of Records only with accompany of staff.

Q6.申請閱覽、抄錄或複製檔案是否需要費用？

Q6. Is there any cost for the application of Access to Archives?

答：

1. 申請閱覽、抄錄或複製機關檔案，每 2 小時收取新臺幣 20 元。不足 2 小時，以 2 小時計算。

2. 複製檔案以影印黑白複印，B4（含）尺寸以下每張收費 2 元，A3 尺寸每張 3 元。

A：

1. 20 NTD for 2 hours, if applicants search files shorter than 2 hours, he should pay the least fee: 20 NTD.
2. Photocopy fee: 2 NTD for B4 size (including smaller size) and 3 NTD for A3.

Q7.申請閱覽、抄錄或複製檔案有何限制？

Q7. Is there any restriction of the application of Access to Archives?

答：檔案涉及下列情形之一者，本所得拒絕申請：

1. 有關國家機密者。
2. 有關犯罪資料者。
3. 有關工商秘密者。
4. 有關學識技能檢定及資格審查之資料者。
5. 有關人事及薪資資料者。
6. 依法令或契約有保密之義務者。
7. 其他為維護公共利益或第三人之正當權益者。

A：If the file related to any of the following circumstances, Household Registration Office, Xinyi District, Taipei City will reject the application:

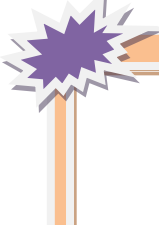
1. National confidential
2. Criminal
3. Industry and commerce
4. Data of intelligence examination and the censorship of qualification
5. Personnel and income
6. Confidential files executed by laws or contracts
7. Public benefit maintenance or the rights of third person

Q8.申請閱覽、抄錄或複製檔案須注意哪些事項？

Q8. Notes for Access to Archives

答：申請閱覽、抄錄或複製檔案，應保持檔案資料之完整，並不得有下列各款行為：

1. 添註、塗改、更換、抽取、圈點或污損檔案。
2. 拆散已裝訂完成之檔案。
3. 已其他方法破壞檔案或變更檔案內容。



4. 未經許可擅自持卷宗資料之一部分或全部帶離閱卷室。

A : After reading, copying, and duplicating, applicants ought to keep the data clean, and aren't allowed to do the following actions:

1. Noting, altering, exchanging, taking out, circling, or damaging data
2. Unpacking files
3. Breaking files in other ways
4. Taking out the files out of the Room of Records without the permission of staff