

臺中市西屯區戶政事務所申請檔案應用須知

Instructions for Applying for Archives Access at the Xitun District Household Registration Office, Taichung City

中華民國114年7月3日訂定

英語

Amended on July 3, 114th year of the Republic of China

一、臺中市西屯區戶政事務所〈以下簡稱本所〉為辦理檔案法有關檔案開放應用事項，特訂定本須知，提供檔案應用資訊之諮詢、閱覽、抄錄及複製等服務。

1. The Xitun District Household Registration Office of Taichung City (hereinafter referred to as "the Office") has Amended this instructions to handle matters related to the archives under the Archives Act, providing services such as consultation, viewing, copying, and duplicating of archive application information.

二、申請閱覽、抄錄及複製〈以下簡稱應用〉檔案，應填具申請書或以書面載明規定事項並敘明理由向本所提出。有代理人者，應提出委任書，並檢具相關證明文件影本。

2. To request viewing copying, and duplicating of the files (hereinafter referred to as "Archives Access"), an application form or a written statement specifying the required information and reasons should be submitted to the office. If an proxy is appointed, a power of attorney should be submitted, along with copies of relevant supporting documents.

三、本所受理申請後，業務主管單位應檢查申請案件是否符合規定，並自受理之日起30日內將准駁結果以書面通知申請人或其代理人〈以下簡稱申請人〉。若有不符規定程序或資料不全者，應通知申請人7日內補正，屆期不補正或不能補正者，得駁回申請；其有補正資料者，准駁之30日自申請人補正之日起算。

3. After accepting an application, the competent authority shall check whether the application complies with regulations and notify the applicant or the proxy (hereinafter referred to as the applicant) in writing of the approval or rejection result within 30 days from the date of acceptance. If there are any non-compliance procedures or incomplete materials, the applicant shall be notified to make corrections within 7 days. If the corrections are not made or cannot be

made within the time limit, the application may be rejected; if the applicant has made corrections, the 30-day period for rejection shall be calculated from the date the applicant makes the corrections.

四、本所受理申請應用檔案後，由業務主管單位就檔案內容得否提供應用，擬具檔案應用申請准駁通知書、准駁表及准駁清單通知申請人。

4. After accepting an application for archive access, the competent authority will issue a notice of approval or rejection, a list to the applicant to determine whether the file content is suitable for use.

五、同意應用之檔案，如僅其中一部分有應限制公開或提供之情形，應採分離原則，去除不得公開或提供部分，就其他部分公開或提供之。

5. If a file whose use is agreed upon has circumstances requiring restriction of disclosure or provision, the principle of separation should be adopted, removing the parts that cannot be disclosed or provided, and disclosing or providing the remaining parts.

六、申請人至本所應用檔案時，應先出示「檔案應用申請准駁通知書」、身分證明文件，完成登記程序後，始得應用檔案。

6. When applying for the files at this office, the applicant must first present the "Notification of File Application" and identification documents, and complete the registration process before the files can be used.

七、申請人如有暫時離開之必要時，應將檔案交予業務主管單位保管，不得攜出；檔案應用完畢應予歸還，並經點收後，始得離開。

7. If an applicant needs to leave temporarily, they should hand over their files to the competent authority for safekeeping and must not take them out. After use, the files should be returned and counted before leaving.

八、抄錄或複製檔案，如涉及著作權事項，應依著作權法及其相關規定辦理。另，閱覽、抄錄檔案，應保持檔案資料之完整，並不得有下列行為：

〈一〉攜帶食物、飲料、刀片、墨汁及修正液等易污損或破壞檔案之物品。

〈二〉拆散已裝釘完成之檔案。

〈三〉添註、塗改、更換、抽取、圈點或污損檔案。

〈四〉以其他方法破壞檔案或變更檔案內容。

8. When copying or reproducing archives, copyright matters shall be handled in accordance with the Copyright Act and its related regulations. Furthermore,

when viewing or copying archives, the integrity of the archival materials must be maintained, and the following actions are prohibited:

- (i) Bringing food, beverages, razor blades, ink, correction fluid, or other items that may easily soil or damage the archives.
- (ii) Disassembling archives that have already been bound.
- (iii) Adding annotations, altering, replacing, removing, marking, or defacing archives.
- (iv) Damaging archives or altering their contents by other means.

九、檔案之應用一律在本所為之，並應當日歸還，如有繼續使用之必要者，業務主管單位應先於檔案應用簽收單註記應用情形後，先辦理還卷，擇日再行應用。

9. All use of the archives must be carried out within this office and they must be returned on the same day. If there is a need for continued use, the competent department should first note the use details on the archive use receipt form, then process the return of the archives, and use them again on a later date.

十、應用本所檔案應以使用本所提供之設備為原則；如有使用自備之可攜式電腦、媒體、輔助閱讀器材或其他器材之必要者，應於申請時載明，經許可後始得為之，其使用應遵守本所資訊安全相關規定。

10. When using the files of this firm, the use of the equipment provided by this firm shall be the principle. If it is necessary to use your own portable computer, media, auxiliary reading device or other equipment, you shall specify this in the application and may use it only after obtaining permission. The use of such equipment shall comply with the relevant information security regulations of this firm.

十一、申請人於檔案應用完畢歸還後，應依國家發展委員會檔案管理局所訂定之檔案閱覽抄錄複製收費標準向本所繳納費用；其如需提供檔案複製郵寄服務者，業務主管單位應先收取申請人繳交之郵資、處理費及複製費用後，將檔案複製品併同收據寄交申請人。

11. After the applicant has finished using the archives and returned them, they should pay the fees to this office in accordance with the fee standards for viewing, copying and duplicating archives set by the Archives Administration Bureau of the National Development Council. If the applicant needs to provide archive copying and mailing services, the competent department should first

collect the postage, processing fees and copying fees paid by the applicant, and then send the archive copy along with the receipt to the applicant.

十二、申請人應用檔案應至本所指定之處所為之。檔案應用開放時間為星期一至星期五上午8時至12時及下午1時30分至5時30分，例假日及國定假日除外。

12. Applicants should access their files at the location designated by our office. File access hours are Monday to Friday, 8:00 AM to 12:00 PM and 1:30 PM to 5:30 PM, excluding public holidays and national holidays.

十三、本須知未規定者，依檔案法及其他相關規定辦理。

13. For matters not covered in this notice, the Archives Law and other relevant regulations shall apply.