

經濟部標準檢驗局高雄分局檔案應用申請閱覽作業須知

Instructions for Application for Browsing or Use of Archives

Kaohsiung Branch, Bureau of Standards, Metrology and Inspection
Ministry of Economic Affairs

- 一、 經濟部標準檢驗局高雄分局（以下簡稱本分局）為辦理檔案法第十七條至二十一條及行政程序法第四十四條至四十六條之規定，特訂定本須知。
The Kaohsiung Branch under the Bureau of Standards, Metrology and Inspection, (hereinafter referred to as this Branch), sets out these Instructions to implement Articles 17-21 of the Archives Act and Articles 44-46 of the Administrative Procedure Law.
- 二、 申請閱覽、抄寫、複印或攝影有關資料或卷宗（以下簡稱閱卷），應以書面向本分局申請；未以書面申請者，受理單位應告知其應以書面申請。本分局設閱覽室，為申請人閱卷之地點。
Applications shall be made in written to this Branch for browsing, copying, photocopying or photographing related documents or files (hereinafter referred to as browsing archives). The unit responsible for accepting applications shall inform those that do not make written applications to do so. A reading room is available at this Branch for browsing archives.
- 三、 申請閱卷應備具身分證明文件並填具申請書，逐案向本分局申請之；申請書應記載申請日期、申請事項、申請人姓名、身分證號、地址、電話、與本案之關係及案號等事項。申請人委任代理人閱卷者，應提出委任書。利害關係人提出申請者，應釋明有法律上利害關係之事由。申請人如需偕同輔佐人協助閱卷，應經本分局許可後始得為之，輔佐人應繳驗身分證明。（但不得僅由輔佐人單獨在場閱卷。）
When making applications for browsing archives, an applicant shall provide personal identification documents and fill out the application forms on a case-by-case basis. The application form shall require the following information: date of application, subject of application, name, identification number, address and telephone number of the applicant, relationship with the subject case, file numbers of the case, etc. A letter of authorization shall be presented if a representative of the applicant would browse archives on his/her behalf. Where the application is made by interested parties of a subject case, explanations shall be stated in terms of legal implications. If the applicant requests the company of an assistant to browse archives, the request shall be approved by this Branch and the assistant shall present his/her identification documents. The assistant is not allowed to browse archives alone.
- 四、 本分局應於受理閱卷申請書之日，由閱覽室管理人隨即送達承辦單位，經核准後由承辦單位於核准通知書中載明閱卷期日及地點，於三十日內通知申請人。但卷證尚未齊或因修補或有其他正當理由者，得俟卷證到達後再行指定，並將事由通知申請人。
On the day this Branch accepts the application for browsing archives, the person in charge of the reading room shall forward the application to the responsible unit, which shall, after approval of the application, designate a date and place of browsing archives and inform the

applicant accordingly within 30 days. Where the requested documents or files are not yet complete or under amendment or there are good causes, the date may be designated after completion of the documents or files and the reason of such delay shall be notified to the applicant.

- 五、 申請人應備具核准閱卷之證明文件及本人身分證明文件，於指定時間到達閱覽室，繳交身分證明文件，並經承辦單位承辦人核驗身分證明後，在閱卷紀錄單上簽名或蓋章，洽取卷證；閱畢後，應將原卷交承辦單位承辦人點收無訛後，始得離開閱覽室。申請人撤回閱卷申請或無法於指定時間到達閱覽室閱卷者，至遲應於屆期前一日通知本分局。申請人遲誤指定閱卷時間始到達閱覽室者，本分局得另行指定閱卷時間，以維護閱卷秩序。申請人閱卷，每次時間以1小時以內為原則；如有正當理由者，經本分局同意，得延長半小時。（申請人無正當理由，不得重複申請。）

An applicant shall prepare the approval and identification documents and shall arrive at the reading room at the designated time. The applicant, after submitting his/her identification documents, which shall be verified by the person from the responsible unit in charge of the archives (hereinafter referred to as the responsible person of this Branch), may be given the requested archives for browsing after signing the register. The applicant may leave the reading room after returning the archives to the responsible person of this Branch, which shall verify the correctness of the returned archives. An applicant withdraws application or is not able to be present at the reading room at the designated time shall inform this Branch at least one day prior to the designate time. If an applicant does not arrive at the reading room on time, this Branch may designate another time to maintain the order of browsing archives. In principle, an applicant shall complete the browsing archives in an hour in an application, however the browsing duration may be extended a half-hour with good reasons and the agreement of this Branch. An applicant may not make the same application again without good causes shown.

- 六、 閱卷應由承辦單位承辦人陪同在閱卷地點為之，並應遵守下列事項：

An applicant shall be accompanied by the responsible person to browse archives and shall observe the following rules:

- (一)、不得將卷宗或有關資料攜出閱覽室。
Files or documents are not allowed to be taken out of the reading room.
- (二)、對於卷宗或有關資料不得添註、塗改、更換、抽取、圈點、污損或作其他記號。
The integrity of files or documents checked out shall be maintained without marking, altering, replacing, removing, or staining the content of the files or documents.
- (三)、裝訂之卷宗或有關資料不得拆散，證物或樣品不得拆解。
Bound files or related materials shall not be unbounded; no evidence or samples may be removed.
- (四)、不得有其他破壞或變更卷宗或有關資料內容之行為。
Files or related materials shall not be damaged or altered.
- (五)、卷宗內資料、證物或樣品於閱畢後，仍照原狀存放。
Materials, evidence or samples shall be maintained in its original status after reading.
- (六)、申請人閱卷應使用本局提供之設備為原則；如需使用自備之輔助閱讀

器材設備者，應於申請時載明，經許可後始得為之。

An applicant may use the support devices provided by this Branch when browsing archives. If additional devices are needed, an applicant shall note them on the application and may use them after approval by this Branch.

- (七)、閱卷時應遵守承辦單位承辦人之指示，不得有喧嘩、飲食、吸菸、破壞環境整潔或其他妨礙秩序之行為。

An applicant shall follow the instructions of the staff of the responsible unit and avoid making noises, eating or drinking, smoking, damaging the environment or other disruptive behaviors.

申請人於閱卷過程中應由本分局全程錄影或數位照相；餘有關言詞陳述意見、陳情、申請等過程是否需錄影、錄音則由承辦單位承辦人視個案情形自行決定。

申請人、代理人或其輔佐人違反第一項規定者，承辦單位承辦人得當場中止其閱卷，並為必要之處置；違反第一項第二、三、四款規定如涉及刑事責任者，移送司法機關偵辦。

This Branch shall record or photograph the whole process of browsing archives. Recording of other processes, such as statements made, appeals or application, may be decided by the responsible person of this Branch depending on the nature of cases. Where an applicant, his representative or assistant violates the requirements of the first paragraph, the responsible person of this Branch may suspend their browsing and take appropriate actions. Where violations of subparagraphs 2-4 of the first paragraph involve criminal behavior, it shall be forwarded to the court.

- 七、民眾申請閱卷，本分局依行政程序法第五十二條第一項但書規定，得收取複印費用。複印卷宗或有關資料，其收費標準：B5、A4 每張新臺幣二元；B4、A3 每張新臺幣三元。

This Branch in accordance with Paragraph 1, Article 52 of the Administrative Procedure Law may charge copying fees for applications for browsing archives made by the public. The fees for copying files or related materials shall be NT\$2.00 for each piece of B5- or A4-size paper and NT\$3.00 for B4- or A3-size paper.

- 八、本分局依行政程序法第四十六條第二項規定應拒絕申請人閱覽下列卷內文書或資料：

This Branch in accordance with Paragraph 2, Article 46 of the Administrative Procedure Law may reject applications for browsing the following files or documents under the following circumstances:

- (一)、行政決定前之擬稿或其他準備作業文件。

Drafts or other preparatory documents before administrative decision;

- (二)、涉及國防、軍事、外交及一般公務機密，依法規規定有保密之必要者。

Matters involve national defense, military, diplomacy or other types of government classified information and are deemed necessary to remain confidential as stipulated by regulations;

- (三)、涉及個人隱私、職業秘密、營業秘密，依法規規定有保密之必要者。

Matters involve individual privacy, occupational secrets, and business secrets, as

deemed necessary to remain confidential as stipulated by regulations;

(四)、有侵害第三人權利之虞者。

Possibilities of infringing rights of the third parties; or

(五)、有嚴重妨礙有關社會治安、公共安全或其他公共利益之職務正常進行之虞者。

Possibilities of interfering significantly social security, public safety or the operation of other engagements for public interests.

前項第二款及第三款無保密必要之部分，仍應准許申請人閱覽。

Where part of the documents mentioned in subparagraphs 2 and 3 is deemed not necessary to remain confidential, applications for browsing such documents shall be granted.

九、申請人於閱卷後，應將卷宗或有關資料原件交還承辦單位承辦人，經點收後，承辦單位承辦人應將身分證明文件交還申請人。

An applicant after finishing reading the materials shall return the files or related documents to the responsible person of this Branch, which shall verify the correctness of materials and return the identification documents to the applicant.

十、依本須知規定所取得之資料，僅供本案參考之用，不得移作其他用途。

Information obtained via these Instructions shall be referenced only for the subject case, and not to be used for other purposes.