

National Chiayi University main point of the file application

95.11.14 The 2nd-time executive meeting of 95 academic years pass

- 1 、 National Chiayi University (following referred to our school) The 17th provision that carries out the Archives Law reads Referred to as the application archives) , makes copy or make duplicate the file in our school, etc. Especially establishing this important point.
- 2 、 The file apple of our school, taking providing the reproduction as the principle, , the one who have usage necessary original piece, should after written application(enclosure a) stating clearly in writing its particulars of a matter, and signing the affidavit(enclosure two), in person sending to hold or written form communication method sending to our school, through examine carry out it.
- 3 、 The application of the file, Archives Law Article 18,the administration procedure method a Clause 2 or the government information public method an of the situation, our school have to refuse it to apply.
- 4 、 The application of the file, should have oneself the valid identity card clear statement piece of the photograph, the applicant can't in person carry out, have to appoint to carry out, and lift the authorization letter(enclosure three), the nonage should be on behalf carried out by the Legal Representative.
- 5 、 The application of the file, Managed the unit by the file in our school since day of the written application register the meeting business unit inside the 30th to examine by law, and for the decision that allowed to refute after, state clearly in writing the reason with the writing form to notify the applicant. If the applied procedure of the application not agree with the important item is unprepared, through notify applicant the one who repair positive, should repair in seventh just, the one who do not repair positive or can't repair positive at an appointed date, have to the one who reject it apply for; it has already repair the positive data, repair from the applicant positive of the day start counting.
- 6 、 The file is old and old unbearable browse and can't provide the application, According to the provision of the Archives Law a Section 7, in order to safeguard the public benefit, our school having to refuse the application when it's necessary, the file tube unit also should record while examine in examining the form(enclosure four) to up note,

waiting to complete the file repair and maintenance open again the application.

- 7、The application of the file should divide into the meeting business unit to examine, should in examine the notice file management unit that the form states the reason.
- 8、The business unit for job the personnel to examine the application of the file of original piece, On-line survey the way, in set the legal power inside the application the user, not subject to restriction :
 - (1) The personnel in our school temporarily transfer of case for personal contract for job the business, the case list must approve by the unit's supervisor.
 - (2) After the unit's supervisor checking the chapter, the personnel in our school could temporarily transfer the case is the non-supervisor business, Send contract for business supervisor approval, or sign to ask principal to approve.
 - (3) When other organization temporarily transfer or use the file by law, should be depended on your letter by the business unit to fill the case list after the approve of principal in our school.
 - (4) When our school or his organization transfer the case only to read to put forward the application with the request, it handles the procedure to contrast ex-three provision to carry out. °
- 9、Since the day applicant receive the examine notification(enclosure five) should go to our school to apply the file in 30 days, and in advance contact with the file manager , provide for the preparation; When it applies the file, should post notice to examine the notification and the identity card clear statement piece that fully have oneself the photograph,, go to specify the place as it, through the file the manager accepts to check to examine the notification and the identity card clear statement piece or authorization letter, and fills the affidavit and the reading room usage to register the form(enclosure six), start enter to read the place.
- 10、Provide the file of application, the content who have items of the restriction application, should depend on the following way, only provide it for other parts.
 - (1) File can be dismantle, should not provide to application after take out leave.
 - (2) File can the one who dismantle a, provide the part that should not

provide to application after take out leave The file management unit should take out the file part to leave, conceal or cover up the situation to note to record to sign to accept the list(enclosure seven) in the file application, telling the applicant.

- 11、The application of the file, can not hold to specify to read the place, and should on that day the one who return; it can not application complete on that day, the file management unit's contracting for job the person should after the file application signing to accept the list to up note to record apply situation first carry out still the volume, , and agree on the date with the applicant, the another day goes again to survey the application.
- 12、The file application complete, the file management unit should examines the return file from applicant and whether have the not appropriate breakage situation; it has the contamination and breaks the not appropriate usage situation of etc., should after the file application signing to accept the list to note to record, depend on the Archives Law Article 26 and related provision to carry out;file after ordering to accept, the applicant start get to return to the identity card clear statement piece.
- 13、The applicant should depend on the file that the file management bureau settle to read to make copy to make duplicate the charge standard(enclosure eight) after the file application completing to return, to the Cashier's Section in our school who pay expenses; another need to provide mail the service, the postal delivery expenses calculates with a quantity, every time also adds to accept to handle the expenses NT\$50 dollars.
The charge of the clause above, cashier's personnel should draw the receipt to give to the applicant;file manager combines to give to the applicant with the file reproduction and identity card clear statement piece.
- 14、Our school open applied the file time for Monday go to Friday, go to 5:00 P.M. at 9:00 A.M..But don't include the usual holiday and national holiday;if it has other special reason to stop open, another go to announce to know to all.

National Chiayi University instructions file to application

1. Application archives, should read the instructions, and to the National Archives Retrieve website (<http://near.archives.gov.tw/>) , After searching the filename and the file number, depend on the procedure to know well to fill the written application(enclosure a), and sign the affidavit(enclosure two), in person send to hold or the written form communication method sends to our school.
2. The application reads,makes copy or makes duplicate the file in our school, should fill"the National Chiayi University file reads to make copy Make duplicate the written application", state clearly in writing the following items with the writing form:
 - (1)Applicant name, date of birth, phone, address, identification number. As is a legal person or other establish the group of the administrator or representative, its name,office or business and the name,date of birth,telephone of the administrator or representative,live(reside).
 - (2)Agent'sname, date of birth, phone, address, identification number ;
If it is surely agency , should make appointment book(annex 3) ; if is legal agency , should talk its clear relation.
 - (3)Items of Application.
 - (4)File name and content ◦
 - (5)File number or Send and receive text number.
 - (6) Purpose of Application.
 - (7)Date of Application.
 - (8) The file of our school is applied, taking providing the reproduction as the principle, already the one who use necessary original piece of file, state clearly in writing its particulars of a matter.
3. The application of the file, Managed the unit by the file in our school since day of the written application register the meeting business unit inside the 30th to examine by law, and for the decision that allowed to refute after, state clearly in writing the reason with the writing form to notify the applicant. If the applied procedure of the application not agree with the important item is unprepared, through notify applicant the one who repair positive, should repair in seventh just, the one who do not repair positive or can't repair positive at an appointed date, have to the one who reject it apply for; it has already repair the positive data, repair from the applicant positive of the day start counting.

4. Applicant should in receive the day of examine the notification(enclosure five) since the 30th inside goes to our school to apply the file, and in advance manages the unit to contract for job the personnel the contact with the file, provide for the preparation;the application file, should post notice to examine the notification and the identity card clear statement piece that fully have oneself the photograph, go to specify the place as it.Through the file the manager accepts to check to examine the notification and the identity card clear statement piece or authorization letter, and fills the affidavit and the reading room usage to register the form(enclosure six), start enter to read the dwelling place, and after the file application signing to accept the list(enclosure seven) confirmation number of items sign to accept.
5. The applicant's identity card clear statement piece, after reading,making copy or making duplicate the file for period, temporarily taking care of by our school, waiting the application to complete to pay the fee and return. The applicant to enter the premises to view, should following :
 - (1) Prohibit eating, smoking, loud noise.
 - (2) Not damage the environment clean.
 - (3) The applicant signed receipt of the application, take over the file to the applicant.
 - (4) Transcribe the file within the limit of the usage pencil or the portable computer.
 - (5) Forbid to take the private article, the private article please hand over is take care of by the information desk.
 - (6) Haven't yet the file personnel allows to forbid to connect to use the power supply without authorization;have not yet the application sanction, can not record image(sound),photograph without authorization.
 - (7) The applied device that our school provide should be secure to carefully safeguard, can not break, acting against, should take the indemnity responsibility by law.
 - (8) If being necessary to leave the place , should deliver files is taken care of by files manager, it is operated that application video systematic should be completed to mount.
6. The applicant applies the file, should keep the integrity of the file data, can not have the following behavior :
 - (1) Add to note, alter, change, distil, punctuate or contaminate the file.
 - (2)Unpacking the bound archives.
 - (3) Damage by other means or changed files content.
7. Before asking person to this two row situation, our school have to stop it to apply and record it, and depend on the concerning the ordinance rules Certainly the one who handle; if it involve the pertaining to crime responsibility, moving to send should take care of to check the Police organization to investigate.
8. Apply for the file of application, can not hold to specify to read the dwelling place, and should the day return, if can not be on that day The application completes, file's managing the unit to contract for job the person should first after the file application signing to accept the list to up note to record apply situation, first

9. The applicant should depend on the file that the file management bureau settle to read to make copy to make duplicate the charge standard(enclosure eight) after the file application completing to return, to the Cashier's Section in our school who pay expenses; another need to provide mail the service, the postal delivery expenses calculates with a quantity, every time also adds to accept to handle the expenses NT\$50 dollars.
10. Our school open applied the file time for Monday go to Friday, go to 5:00 P.M. at 9:00 A.M..But don't include the usual holiday and national holiday;if it has other special reason to stop open, another go to announce to know to all.
11. If the one who have usage self-provided of portable computer,assistance reading necessary device or other devices, should state clearly in writing, through admit start is it.
12. If this special note's have don't matter of fulfill, have to revise it at any time.

(Annex 1)

National Chiayi University application files for inspection and copying

(Please read the back of the instructions before completing)

Application code :

Name	sex	Date of Birth			Identification Number										Dwelling place, Contact phone					
Applicant	male <input type="checkbox"/> female <input type="checkbox"/>	yr	month	day																Address : Phone : (H) (O) e-mail: Fax :
※ Relationship of Agent and applicant ※ ()	male <input type="checkbox"/> female <input type="checkbox"/>	yr	month	day																Address : Phone : (H) (O) e-mail: Fax :
※ Relationship of Adjuvant and applicant ()	male <input type="checkbox"/> female <input type="checkbox"/>	yr	month	day																Address : Phone : (H) (O) e-mail: Fax :

※ Legal person 、 Group 、 General affairs or Operation Office (Individual applications don't need fill)

Title :

Address :

(Manager or Representative data Please fill in up applicant's column)

Num	File number	File Name or Substance of the content	Apply for the item (Can indirect election) 【 Read 】 【 trans crip 】 【 Copy 】
1			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

※Number _____ It has to use the necessity of original files, content :

Apply purpose for : Historical research Academic Research The matter certificate Business reference

The rights guarantee

(Can indirect election) Others (State the purpose) :

Applicant sign : ※Agent sign : ※ Adjuvant sign :

Date :

Instructions

- 1、Each column please fill the integrity, ※the marking, please see to need to add to fill.
 - 2、Identification number, please fill out an identity card number or passport number.
 - 3、If the agent is an idea to certainly act for, please enclose and submit the authorization letter(enclosure three);as is a legal agency , Please enclose and submit the related certificate photocopy.The one who apply for case belong to personal privacy data, ask Enclose and submit the status relation certificate.
 - 4、Adjuvant is mean to assist applicants to view the file by mean.
 - 5、Legal person、Group、General affairs or Operation Office, please enclose a copy of registration certificate.
 - 6、The application of the file, Archives Law Article 18,the administration procedure method a Clause 2 or the government information public method an of the situation, our school have to refuse it to apply.
 - 7、The applicant reads,makes copy or makes duplicate the file, should notice the service time and place as it in our school.
 - 8、The applicant applies the file, should keep the integrity of the file data, can not have the following behavior :
 - (1) Add to note, alter, change, distil, punctuate or contaminate the file.
 - (2)Unpacking the bound archives.
 - (3) Damage by other means or changed files content.
 - 9、Read, copy or duplicate files, according to the attached "file to view, copy or duplicate charges" (Annex VIII) fees.
 - 10、After written application(enclosure a), could in person send to hold or the written form communication method sends to our school , If have the doubt, please talk over with the Document & File Section in our school.
- Address: No.300 Syuefu Rd., Chiayi City 60004, Taiwan (R.O.C.)
Contact Phone : (05)2717092
Website : <http://www.ncyu.edu.tw/> ◦
- 11、Since written application in 30th day of register, with the written notice the applicant examines the result.

National Chiayi University application files for inspection and copying

(Please read the back of the instructions before completing)

Application code :

Name	sex	Date of Birth			Identification Number									Dwelling place, Contact phone	
Applicant John	male <input checked="" type="checkbox"/> female <input type="checkbox"/>	43 yr	08 month	29 day	A	1	2	3	4	5	6	7	8	9	Address : Panchiao City, Taipei County, Chung Cheng Road, Section 1, Lane 2, Alley 3, 4, 5, Phone : (H) 02-29661234 (O) 02-26543210 e-mail: Fax :
※ Relationship of Agent and applicant ()	male <input type="checkbox"/> female <input type="checkbox"/>	yr	month	day											Address : Phone : (H) (O) e-mail: Fax :
※ Relationship of Adjuvant and applicant ()	male <input type="checkbox"/> female <input type="checkbox"/>	yr	month	day											Address : Phone : (H) (O) e-mail: Fax :

※ Legal person、Group、General affairs or Operation Office (Individual applications don't need fill)

Title :

Address :

(Manager or Representative data Please fill in up applicant's column)

Num	File number	File Name or Substance of the content	Apply for the item (Can indirect election) 【 Read 】 【 transcrip 】 【 Copy 】	
1	89/14/2/1/001	School field trip inspection of nuclear preparedness plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	86/01/3/5/001	Accept for the year 85 the people to stage a protest the case to accept the knot to carry out the situation covariance form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	80/06/6/9/005	For the year 80 personnels selection case	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>

※ Number _____ It has to use the necessity of original files, content :

Apply purpose for : Historical research Academic Research The matter certificate Business reference
 The rights guarantee

(Can indirect election) Others (State the purpose) :

Applicant sign : John ※ Agent sign : ※ Adjuvant sign :

Date : 94.01.02

Instructions

- 1、Each column please fill the integrity, ※the marking, please see to need to add to fill.
 - 2、Identification number, please fill out an identity card number or passport number.
 - 3、If the agent is an idea to certainly act for, please enclose and submit the authorization letter(enclosure three);as is a legal agency , Please enclose and submit the related certificate photocopy.The one who apply for case belong to personal privacy data, ask Enclose and submit the status relation certificate.
 - 4、Adjuvant is mean to assist applicants to view the file by mean.
 - 5、Legal person、Group、General affairs or Operation Office, please enclose a copy of registration certificate.
 - 6、The application of the file, Archives Law Article 18,the administration procedure method a Clause 2 or the government information public method an of the situation, our school have to refuse it to apply.
 - 7、The applicant reads,makes copy or makes duplicate the file, should notice the service time and place as it in our school.
 - 8、The applicant applies the file, should keep the integrity of the file data, can not have the following behavior :
 - (1) Add to note, alter, change, distil, punctuate or contaminate the file.
 - (2)Unpacking the bound archives.
 - (3) Damage by other means or changed files content.
 - 9、Read, copy or duplicate files, according to the attached "file to view, copy or duplicate charges" (Annex VIII) fees.
 - 10、After written application(enclosure a), could in person send to hold or the written form communication method sends to our school , If have the doubt, please talk over with the Document & File Section in our school.
- Address: No.300 Syuefu Rd., Chiayi City 60004, Taiwan (R.O.C.)
Contact Phone : (05)2717092
Website : <http://www.ncyu.edu.tw/> ◦
- 11、Since written application in 30th day of register, with the written notice the applicant examines the result.

Affidavit

Oneself already behind attach its"the National Chiayi University of file application application's read must know" The sixth,the seventh and the eighth provision, the reading complete, well understanding it content, the assurance obeys the provision, if against, the wish takes the related ordinance responsibility.

Applicant :

(Sign)

R.O.C (year) (month) (day)

add : 「 The National Chiayi University of file application application's read must know 」

6、The applicant to enter the premises to view, should following :

- (1) Prohibit eating, smoking, loud noise.
- (2) Not damage the environment clean.
- (3) The applicant signed receipt of the application, take over the file to the applicant.
- (4) Transcribe the file within the limit of the usage pencil or the portable computer.
- (5) Forbid to take the private article, the private article please hand over is take care of by the information desk.
- (6) Haven't yet the file personnel allows to forbid to connect to use the power supply without authorization;have not yet the application sanction, can not record image(sound),photograph without authorization.
- (7) The applied device that our school provide should be secure to carefully safeguard, can not break, acting against, should take the indemnity responsibility by law.
- (8)If being necessary to leave the place , should deliver files is taken care of by files manager, it is operated that application video systematic should be completed to mount.

7、The applicant applies the file, should keep the integrity of the file data, can not have the following behavior :

- (1) Add to note, alter, change, distil, punctuate or contaminate the file.
- (2)Unpacking the bound archives.
- (3) Damage by other means or changed files content.

8 、 The applicant listed in the preceding two cases, the school may suspend the application and records, and according to related laws and regulations; if the case of criminal act, transfer the prosecutorial agency for investigation.

(Annex 3)

Mandate Letter

Myself Cause Inability to
the case come in person to the National Chiayi University reads, makes
copy, makes duplicate the data(office file), especially appointing
to on behalf carry out.

Name	Appointor	The Authorized
Sexuality		
Date of Birth		
Identification number		
Occupation		
Address		
Phone		

Regards,

National Chiayi University

Appointor (sign)

The Authorized (sign)

R.O.C (year) (month) (day)

(Annex 4)

The date of receive: No.

National Chiayi University The Applied Application of the File Examines Form(A)

0 0 0 君 Apply for the our school file. The file is charge to the unit, completed in 00 days, please

No.	Send and receive text No. (File Unit fill it)	Available applications (Can indirect election)					Applications can not provide the reasons for temporary (Know well to pass away the ruling)					Is accompanied by business unit	
		Copies for review	For reading the original	Provide the repliation	All available pages	Page not available	Accord ance with Archive s Law 18	Depend on adminis tration procedu re method Article 46	Article 18 accordi ng to the govern ment informa tion	Ruli ng	Others	Yes	No
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

The result of examine : As the application form it examines the column, agreeing to provide applied 00 piece, temporary can't provide applied 00.

The explanation of examine :

Phone :
Undertaler

Unit heads 16

President

throw also set the school instruments ◦

(Three copies of the single A with text backup B file takes care of personnel's file for reference C applicant's file for reference)

No.	Send and receive text No. (File Unit fill it)	Available applications (Can indirect election)					Applications can not provide the reasons for temporary (Know well to pass away the ruling)					Is accompanied by business unit	
		Copies for review	For reading the original	Provide the replication	All available pages	Page not available	Accordance with Archives Law 18	Depend on administration procedure method Article 46	Article 18 according to the government information	Ruling	Others	Yes	No
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Application service time and location : R.O.C 000year00month000day week to School Reading Room

Note and Fees :

- 一、 The archives, please review the notice and holding the identity document prepared (ID card, driving license or passport) , to school Reading Room (Address : No. 300 Syuefu Rd. , Chiayi City 60004, Taiwan (R. O. C.)) apply file, And please contact with undertaker by 3 days before go, provide for the preparation.
Phone : (05) 2717092
- 二、 The one who defy our school examine the decision, get to examine the notification to send to the next day to rise from the origin on 30th inside, repair to have to tell to Appeals the book to bring up to tell the wish toward Administration Yuan.
- 三、 Apply the charge standard: depend on behind attach "the file reads to make copy make duplicate the charge standard" charge
 - ⊙ Copy files, If another the one who need provide mail the service, its postal delivery expenses calculates with the solid quantity, every time also adds to accept to handle the expenses NT\$50 dollars .
 - Copy fee__ , mail fee__and handle fee50NTD , Total__ . Pleased in 0 years 0 months 0 days ago to deliver the our school Cashier's Section with the cash bag or the postal order (Address : No.300 Syuefu Rd., Chiayi City 60004, Taiwan (R.O.C.).

The national Chiayi University file application application
examines the notice form of result(B)

(Annex 5)

(Three copies of the single A with text backup B file takes care of personnel's file for reference C applicant's file for reference)

The national Chiayi University file application application examines the notice form of result(C)

No.	Send and receive text No. (File Unit fill it)	Available applications (Can indirect election)					Applications can not provide the reasons for temporary (Know well to pass away the ruling)					Remarks
		Copies for review	For reading the original	Provide the replication	All available pages	Page not available	Accordance with Archives Law 18	Depend on administration procedure method Article 46	Article 18 according to the government information	Ruling	Others	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Application service time and location : R.O.C 000year00month000day week to School Reading Room

Note and Fees :

- 一、 The archives, please review the notice and holding the identity document prepared (ID card, driving license or passport) , to school Reading Room (Address : No. 300 Syuefu Rd. , Chiayi City 60004, Taiwan (R. O. C.)) apply file, And please contact with undertaker by 3 days before go, provide for the preparation.
Phone : (05) 2717092
- 二、 The one who defy our school examine the decision, get to examine the notification to send to the next day to rise from the origin on 30th inside, repair to have to tell to Appeals the book to bring up to tell the wish toward Administration Yuan.
- 三、 Apply the charge standard: depend on behind attach "the file reads to make copy make duplicate the charge standard" charge
 - ⊙ Copy files, If another the one who need provide mail the service, its postal delivery expenses calculates with the solid quantity, every time also adds to accept to handle the expenses NT\$50 dollars .
 - Copy fee__ , mail fee__and handle fee50NTD , Total__ . Pleased in 0 years 0 months 0 days ago to deliver the our school Cashier's Section with the cash bag or the postal order (Address : No.300 Syuefu Rd., Chiayi City 60004, Taiwan (R.O.C.).

⊙ Archives Law

The 18th Law File contain following of the situation, each organization have to refuse the application :

- 1 · Those relating to state secrets.
- 2 · Relevant criminal information
- 3 · The relevant industry and business secret ◦
- 4 · The data of the relevant scholarship technical ability examination and the qualifications reviewing ◦
- 5 · The relevant personnel and the salary data.
- 6 · Make by law or the contract keeps secret of obligation ◦
- 7 · Others to defend public benefit or the rightful of rights and interests of 3th person

⊙ Administration procedure Law

The 46th Law(The application reads the office file) The party concerned or relation the person have to read, transcribe, copy or photograph the relevant data or office file toward the administration organization application. But take laying claim to or safeguarding its law to have the necessity up the benefit as to limit. The administration organization to the application of the clause above, in addition to having following of the situation, can not refuse:

- 1 · The administration decides to be draft a document or other prepare the homework document.
- 2 · Involve the national defense, military, diplomacy and general official business secret, by law the provision of the rules one who have the necessity that keep secret
- 3 · Involve personal privacy, occupation secret, business secret, the provision of the rules kept secret by law of necessity ◦
- 4 · Already the one who violate the worry of the third human rights benefit.
- 5 · The one who have severity hinder concerning the duty of the social public order, public and safe or other public benefit to normally carry on of worry. The clause above Section 2 pass three the styles did not keep secret the necessity of part, should still allow of to read. The party concerned has to enclose and submit the fact certificate for the first data or the office file content one who jot down mistake concerning self, requesting the related organization to correct.

⊙ Government Information Law

The 18th Law The government information belongs to following and each of the situation, should limit publicly or not to provide it:

- 1 · Through by law the one who check and ratify ordinary the provision for the national secret or other laws, laws should the secret items or restriction, forbid public.
- 2 · Public or the one who provide is hindrance the crime to investigate, pursue for, carry out or the good enough to encumbrance pertaining to crime accused be subjected to fair of assize or have bane others life, body, freedom, property.
- 3 · Before government agency make the meanings decision, the internal unit draft a document or other prepare the homework. But to the public welfare one who have necessity, have to publicly or provide it.
- 4 · The government agency inspects, manages, check(adjust) for the implement check, crack down etc. business, and obtain or manufacture the direct and manage, check(adjust) to check, crack down the object Related data, it is public or provide will to carry out the purpose to cause difficult or obstructer.
- 5 · The relevant specialized knowledge, technical ability or qualifications examine, examine or authenticate...etc. for it

concerning the data, it public or the one who provide will influence the performance of its fair efficiency.

6、Public or the one who provide violate personal privacy, occupation up the secret or copyright person of announce the power publicly. But have necessity to the public welfare or is a protector people's livelihood life, Body, healthily the one who have necessity or was agree by the party concerned, not subject to restriction.

7、Personal, the legal person or the group business top secret or the management business are relevant of information, it is public or provide have already violate should personal, the right of the legal person or group Contend for the position or other proper benefits. But the public welfare who have necessity or for the protector people's livelihood life, body and healthily have the necessity or was agree by the party concerned, not subject to restriction

.8、To particularly manage for keeping the cultural property, and publicly or the worry that provide to have already put out to lose or decrease it to be worth。

9、The government operated business organization conducts it concerning the data, it is public or the one who provide will harm it to conduct up it proper benefit. But to the public welfare one who have necessity, have to be public or Provide it. The government information one who have a restriction public or not to the items that provide, should only other parts are public or provide it.

Num	Date		Visit time	Leave time	Name	Date of Birth	Identification number	Purpose (indirect election)			Contact Phone
	month	day						Applied file	The computer search	Other (Describe)	
1											Tel:
2											Tel:
3											Tel:
4											Tel:
5											Tel:
6											Tel:
7											Tel:
8											Tel:
9											Tel:
10											Tel:

(Annex 7)

National Chiayi University Receipt of the application

Total Two (First Union The Document & File Section fully checks ` Second Union for Applicant)

Applicant :			Agree on the applied date :			
Application NO. : _____ pages			applied date : From (hr) (mins)			
Undertaker :			To (hr) (mins)			
No.	File No./Send and receive text No.	Main point / Title	Application mode	Return remarks	Pagecount	Continued access date
1			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
2			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
3			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
4			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
5			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
6			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
7			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
8			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
9			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
10			<input type="checkbox"/> Read <input type="checkbox"/> Transcribe <input type="checkbox"/> Copy	<input type="checkbox"/> read through <input type="checkbox"/> Continue		
The applicant confirms the file content, number of pages and number of items to without any error sign to accept :						
File management personnel examine:						
Date :						

Remarks : Provide the file of application, the content which items of the restriction application, should depend on the following way, only provide it for other parts.

- (1) File can be dismantle, should not provide to application after take out leave.
- (2) File can be dismantle, should not provide to application after take out

leave.

(Annex 8)

Inspection and Copying Files Standard of the Charge

The file management bureau 90.12.12 (90)No.0002054-7 publish

The file management bureau 93.6.16 No. 09300046581 publish

- Article 1 This standard is the tenth according to the Archives Law Article 21 and the fees method provision establish it.
- Article 2 Application for read, copy or duplicate files go through approve , only other decrees have stipulation additionally, according to the stipulation of this standard, collect fees.
- Article 3 Read, make copy the organization file, take the NT\$20 dollars every 2 hours; not enough 2 hours, calculate with 2 hours. Read, make copy the national file, do not need the charge ◦
- Article 4 Copy file, Charges in accordance with the attached.
- Article 5 Copy file, every time also adds to accept to handle the expenses NT\$50 dollars
- Article 6 The standard set of fees, the fee shall be in accordance with budget procedures.
- Article 7 From date of promulgation of this standard ◦

Copy the file for inspection and copying fees table

File type appearance	The way of duplicate	The format of duplicate	The standard of Charge (For NTD)	Remarks
Viewing, copying			NT\$20 dollars every 2 hours	not enough 2 hours, calculate with 2 hours
Papers	photocopiers	The B4(contain) size the following	2 NTD per	The paper replication output if copy for the color, make duplicate the charge the standard with the left row black and white 500% account the price ◦

		A3size	3 NTD per	The original piece of the picture turns over to clap to take did not have the ready-made picture electronics file as to limit.
The reproduction mail				Its postal delivery expenses calculates with the solid quantity, every time also adds to accept to handle expenses NT\$50 dollars.

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