

# Access to Archives Checklist

## National Property Administration, Ministry of Finance

Applicant:		Application Number (document receipt serial number): (the photocopy of the application form enclosed)	
The review results of your application are as follows:			
<input type="checkbox"/> Approved for access.	Method of access:		File application serial number
	<input type="checkbox"/> Copy is available for viewing.		
	<input type="checkbox"/> Original is available for viewing.		
	<input type="checkbox"/> Available for copying. Application No. The personal data of other parties will be concealed before the required document(s) is provided.		
<input type="checkbox"/> Temporarily inaccessible	Reason(s)		File application serial number
	<input type="checkbox"/> Archives involved with classified national security information.	<input type="checkbox"/> Archives involved with personal criminal data.	
	<input type="checkbox"/> Archives involved with trade secrets.	<input type="checkbox"/> Archives involved with technique information and qualification reviews.	
	<input type="checkbox"/> Archives involved with personnel management and salaries.	<input type="checkbox"/> Archives must be kept confidential by law or under contracts.	
	<input type="checkbox"/> Other causes to ensure public interest or a third party's due right or interest.	<input type="checkbox"/>	
<input type="checkbox"/> Other			
Legal basis			
Notices and Charges <ol style="list-style-type: none"> <li>1. Fees for access to NPA archives are charged according to the "Fee Standards for Viewing, Hand-copying or Duplication of Archives" established by the National Archives Administration.</li> <li>2. Applicants disagreeing with the MDA review results may appeal to the Ministry of Finance with a written grievance within 30 days from the next day of delivery of this review notice.</li> <li>3. Archives must be returned on the same day.</li> <li>4. Applicants who cannot return the archives to NPA on the due date should notify the NPA case undertaker before the due date to renew the date of archive return. Renewal is limited to one time. Applicants who do not renew the viewing should apply for a new access to archives.</li> </ol>			