

Regulations for Access of Archives of the National Property Administration, Ministry of Finance.

1. These Regulations are established to facilitate citizens, profit-making businesses, agencies, and groups to apply for access to the archives and data of the National Property Administration (NPA), Ministry of Finance (MOF) in coordination with Chapter 3 of the Archives Act, Articles 16-23 of the Enforcement Rules of the Archives Act, and Chapter 21 of the Contents of Handbook on Records Management for Government Agencies.
2. Citizens, profit-making businesses, agencies, and groups or the representative/proxy they authorize may apply for access to NPA archives with respect to these Regulations.
3. "Archive" under these Regulations refers to the text or non-text data and its annexes archived for management with respect to the NPA File Management Procedures. The NPA may reject the application for access to archives involved with information specified in Article 18 of the Archives Act, including
 - (1) Archives involved with classified national security information.
 - (2) Archives involved with criminal data.
 - (3) Archives involved with trade secrets.
 - (4) Archives involved with technique information and qualification reviews.
 - (5) Archives involved with personnel management and salaries.
 - (6) Archives must be kept confidential by law or under contracts.
 - (7) Other causes to ensure public interest or a third party's due right or interest.
4. Method of application: Applicants should fill in the Application Form for Access to Archives (Annex 1) and make an application to the NPA either in person or in writing.
5. Review and response
 - (1) After receiving an application, NPA staff shall register the application and assign it to the case handling unit to review the application.
 - (2) After receiving the application, a case undertaker shall review if the application method and requirements are fulfilled. If supplementation or correction is required, the case undertaker shall notify the applicant to make supplementation or corrections within seven days. If no supplementation or correction is possible, the case undertaker shall specify the reason(s) for rejecting the application.

- (3) The case undertaker shall check all information provided in the application form to verify its accuracy. The case officer shall clarify or correct errors, if any, in the subject, file number, and related data of the archive.
- (4) When reviewing an application, the case undertaker shall view the archive from the file management unit based on the related regulations and keep custody of the archive until returning the archive to the file management unit.
- (5) The case undertaker shall preview if the archive content is suitable for viewing; fill in the Notice of Approval for Access to Archives (Annex 2) and the Access to Archives Checklist (Annex 3) and submit them to the unit head or its authorized member of staff to approve the application; and send a written notice to inform the applicant of the review result (approval/rejection) of the application within thirty days of acceptance of the application.

If the application required supplementations or corrections, the thirty days will be calculated from the last date of supplementation or correction.

- (6) When notifying the applicant of the review result (approval/rejection), the case undertaker shall send a copy of the notice and the photocopy of the application form to the file management staff.

6. Preparation of archives for access

- (1) If an application is approved, the case undertaker shall prepare the archives for access, the receipt of archives for access, and the photocopy of the application form before the designated date of access.
- (2) The case undertaker shall examine if the required archives for access are restricted from disclosure. If part of an archive is restricted from disclosure or provision, the "separation principle" shall apply to remove the section(s) restricted from disclosure and retain the section(s) for disclosure or provision. For detachable archives, the case undertaker should detach the section(s) not suitable for disclosure or provision before provision for access. For undetachable archives, the section(s) not suitable for disclosure or provision should be concealed before provision for access. The case undertaker shall note the section(s) detached from or concealed in the archive in the Receipt of Archives for Access (Annex 4).

- (3) Archives shall be provided for access in their duplicate copies. If the original copy of archives is required, applicants shall specify this in the application form.

7. Access of archives

(1) Place and time of access

- 1) Place: The Archive Room on the 3rd floor of the NPA (No. 148 Guangfu South Road, Taipei City).
- 2) Time: Opening hours from 09:00 to 11:30 and from 14:00 to 16:30.

(2) Required documents of proof: Applicants shall view the required archives for access in person at the time and place designated by the NPA. Applicants shall also submit the following documents and complete the registration procedures prior to viewing.

- 1) The original copy of the Notice of Approval for Access to Archives and the Access to Archives Checklist.
 - 2) Certification of identify of applicants. Individual applicants shall submit the original copy and the photocopy of their citizen identity card. Profit-making businesses or agencies or groups shall submit the company (business) registration or entity registration documents (The submitted copy should note that "This copy is identical to the original copy. The bearer shall assume full legal liability for using false copies." and be signed), and the documents of proof of the responsible person, statutory representative, or manager.
 - 3) In addition to the above documents of proof, the representative or proxy shall also submit the original copy and photocopy of its citizen identity card and the original copy of the power of attorney (assignment). When submitting a photocopy of its citizen identity card, the representative or proxy shall make an affidavit to ensure that the photocopy is identical to the original copy. After examination, the case undertaker shall return the above documents of proof to the applicant after the applicant check the archives and pay the related fees.
 - 4) The case handling unit shall send a member of staff to check the above documents and accompany the applicant throughout the viewing, hand copying, or data reproduction process.
- (3) When access archives, applicants shall abide by the related NPA regulations and shall not engage in any of the following acts. In the

case of violation, the case undertaker of the case handling unit shall immediately terminate the applicant's access to archives according to Article 26 of the Archives Act and refer the applicant to the prosecutor's office for further investigation for involvement with criminal liabilities.

- 1) Add, alter, replace, extract, mark, stain, or damage archive data.
 - 2) Disassemble bound archives.
 - 3) Damage archives or change archive contents through other means.
 - 4) Carry archive data out of the viewing place without a reason.
- (4) Archives for access shall be returned on the same day. When an applicant cannot finish using archives in the same time, the case handling unit shall note this in the Receipt of Archives for Access and complete the return procedure. Then, the case undertaker shall book another date with the applicant for further viewing of archives. Applicants shall make a new application for failure to make a booking.
- (5) When an applicant fails to view archives at the NPA at the designated time, the case undertaker shall reschedule the access of archives and notify the applicant to come on time. The archive access time can be rescheduled for one time only, in order not to affect the NPA's routine operations.
- (6) After viewing the archives for access, the applicant shall return them to the case handling unit. After checking the archives, the case handling unit shall note "archives returned" in the Receipt of Archives for Access, give the Applicant's Copy to the applicant, and attach the Archive Owner's Copy to the archives before returning them.
8. Fees and payment of fees: The file management staff shall issue a payment notice for the applicant to pay the fees and create and give a payment receipt to the applicant. The file management staff shall also hand over the fees to the treasury according to the Accounting Act.
9. Fees
- (1) Viewing and hand copying of archives: NT\$20 every two hours. Periods of less than two hours shall be charged at two hours.
 - (2) Photocopy of archives: NT\$2 for each B4 sheet or smaller and NT\$3 for each A3 sheet. Please refer to the "Fee Standards for

Viewing, Hand-copying or Duplication of Archives” established by the National Archives Administration for more information.

- (3) When mailing service is required after file duplication, the postage shall be charged as incurred, with a handling fee of NT\$50 each time.
10. The file management unit (staff) shall proceed according to the following procedures.
 - (1) Fill in the retrieval order based on the request of the case handling unit and retrieve the required archives for the case undertaker to examine the contents.
 - (2) Provide the Application Form for Access to Archives, Receipt of Archives for Access, and payment notice; and prepare the viewing place.
 - (3) Bind the duplicate copy of the Notice of Approval for Access to Archives sent to the applicant by the case handling unit and the Receipt of Archives for Access for future reference and examination or for producing statistics.
 11. These Regulations shall be implemented as of the date of promulgation. The same shall apply to the amendments thereof.