

## **Notice for Access of Archives**

### **National Property Administration, Ministry of Finance**

1. The Archive Room of the National Property Administration (NPA), Ministry of Finance (MOF), is the venue (“Venue”) for offering the access of archives service (“Service”), including viewing, hand-copying or duplication of archives.
2. The opening times of the Venue is 09:00-11:30 and 12:00-16:30, Monday to Friday. The Venue will be closed on holidays and national holidays.
3. Non-NPA personnel must show their proof of identity and complete registration before entry to the Venue.
4. When using NPA Archives, applicants must show the “Notice of Approval for Access to Archives” and be accompanied by a member of staff. If an applicant needs to use the “Navigating Electronic Agencies’ Records” (<http://near.archives.gov.tw/>), please register to the accompanying member of staff before using related equipment.
5. The Venue is equipped with photocopiers for photocopying archives. Applicants should operate such equipment according to the instructions of the accompanying member of staff.
6. Archives must be accessed in the Venue. When applicants need to leave the Venue temporarily, please return all archives and stationery to the accompanying member of staff and should not bring them out of the Venue. When using the “Navigating Electronic Agencies’ Records”, applicants must log out of the network before leaving.
7. The charge for viewing and hand-copying archives is NT\$20 every two hours. Duration less than two hours is accounted for two hours. The charge for photocopy of archives is NT\$2 each B4 and smaller sheet and NT\$3 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.
8. After using the archives for access, applicants should return them to the accompanying member of staff. After checking the archives, the accompanying member of staff will remark “archives returned” in the Receipt of Archives for Access. After logging out of the “Navigating Electronic Agencies’ Records” and paying all required fees, applicants may collect their proof of identity. Archives must be returned on the same day. Applicants in need of further use of archives may make another appointment with the case undertaker. Applicants shall make a new

application for failure to make a booking.

9. When accessing archives, applicants should follow the related NPA regulations and should not engage in the follow acts. When an applicant violates this, a case undertaker of the case handling unit should 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, altar, replace, extract, mark, stain, or damage achieve 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.
10. No drinking, eating, chewing betel nut, clamoring, disturbing others, or dirtying the environment is allowed. NPA has the right to stop offenders from accessing archives. Regulations for Access of Archives.