

Archives Application Service Q&A

1. What are the regulations regarding public access to archives?

Answer: The Archives Act, the Enforcement Rule of the Archives Act, and the Handbook on National Archives Management.

2. What is the principle guiding public access to archives?

Answer: In principle, duplicates are provided for access. If the approval of public access to archives is limited to public partly, the separate principle is applied and only part of the file is provided.

3. As public access to archives is limited, in what kinds of situation is public access to archives rejected?

Answer: Application for access may be rejected when the archives are related to classified information, personal information, salary information, the protection of public interest and third party's right.

4. When are the application hours for archive viewing, copying or duplication?

Answer: The application hours are from Monday- Friday 9:00am-12:00p.m and 02:00p.m-05:00p.m (excluding weekends and national holidays).

5. What are the ways of applying for archive viewing, copying or duplication?

Answer: Application in person, by mail or fax.

6. What is the procedure for the public to apply for access to archives from the Taxation Administration, Ministry of Finance?

Answer: First of all, citizens should submit an access application form to the Taxation Administration, Ministry of Finance. Afterward, the citizen will receive a letter of approval to access the records.

7. In order to apply for public access to the archives of the Taxation Administration, Ministry of Finance, what kinds of content is needed to be filled out?

Answer: The name of the archives, the subject of content, the purpose of application, and the reason of using original archives.

8. In how many days must the authority decide whether to approve or reject the application for archive viewing, copying or duplicating?

Answer: In 30 days

9. Can foreigners access the government agency records of the Taxation Administration, Ministry of Finance?

Answer: Yes, foreigners may request government information in accordance with the law only when their countries do not restrict the nationals of the Republic of China from requesting government information of such country.

10. What behaviors are forbidden during archive viewing, copying or duplicating?

Answer:

1. Adding annotations, altering, changing, removing, marking or damaging the content of the archives;
2. Unpicking the bound archives;
3. Destroying or altering the content of the archives by other methods.

11. National Archives Administration provides the service of "Navigating Electronic Agencies' Records." What is website address?

Answer: National Archives Administration National Development Council- Navigating Electronic Agencies' records. (<https://near.archives.gov.tw/>)

