

- 一、臺中市沙鹿區戶政事務所（以下簡稱本所）為辦理檔案法有關檔案開放應用事項，特訂定本須知，提供檔案應用資訊之諮詢、閱覽、抄錄及複製等服務。
  1. Taichung City Shalu District Household Registration Office (hereinafter referred to as “The Office”) formulates this direction to provide archives access service in accordance with the Archives Act. This service includes consulting, viewing, copying and duplicating archives.
- 二、申請閱覽、抄錄及複製(以下簡稱應用)檔案，應填具申請書或以書面載明規定事項並敘明理由向本所提出。有代理人者，應提出委任書，並檢具相關證明文件影本。
  2. When applying to view, copy or duplicate (hereinafter referred to as “Access”) archives, applicants should fill out the application form, or in written form which includes the list of related regulations and detailed reasons in written form to The Office. For a proxy, should provide a copy of warrant of attorney, and provide copies of related documents.
- 三、本所受理申請後，業務主管單位應檢查申請案件是否符合規定，並自受理之日起30日內將准駁結果以書面通知申請人或其代理人（以下簡稱申請人）。若有不符規定程式或資料不全者，應通知申請人7日內補正，屆期不補正或不能補正者，得駁回申請；其有補正資料者，准駁之30日自申請人補正之日起算。
  3. Once The Office receives an application, the relevant division should review the application for its eligibility, and inform the applicant or proxy (hereinafter referred to as “The Applicants”) about the result of approve or not in written form within 30 days. In case not meet the regulation or short of necessary materials, applicant shall be notified to submit a revised application within 7 days. Overdue revision or unable to revise may result in rejection of application. For those within legitimate revised form was submitted, the 30-day window of the review process will be reset to start from the date of reception of the revised application.
- 四、本所受理申請應用檔案後，由業務主管單位就檔案內容得否提供應用，擬具檔案應用申請准駁通知書、及准駁審核表通知申請人。
  4. After The Office received application of archives access, the superintendent unit will decide whether or not to provide been requested archives, and should formulate Archives Access Application Result Notice, and the allow or deny review table for the Applicants, upon the completion of archives accessibility review.
- 五、同意應用之檔案，如僅其中一部分有應限制公開或提供之情形，應採分離原則，去除不得公開或提供部分，就其他部分公開或提供之。
  5. Accessible archives, if its contain involves restricted content, should be handled with the principle of separation, remove the restricted content and public only those unrestricted content.
- 六、申請人至本所應用檔案時，應先出示『檔案應用申請准駁通知書』、身分證明文件，完成登記程序後，始得應用檔案。
  6. The Applicants who come to The Office to apply Archives Access Application, should provide the Archives Access Application Result Notice and personal identity document. After complete registration process in The Office, applicant can access archives in The Office.
- 七、申請人如有暫時離開之必要時，應將檔案交予業務主管單位保管，不得攜出；檔案應用完畢應予歸還，並經點收後，始得離開。
  7. If applicants have to leave The Office temporarily, archives should be kept by the relevant division, and not be taken out of The Office. Return Archives to The Office after completion the research, and double checked by related personal before applicants leave The Office.
- 八、抄錄或複製檔案，如涉及著作權事項，應依著作權法及其相關規定辦理。另，閱覽、抄錄檔案，應保持檔案資料之完整，並不得有下列行為：
  - (一)攜帶食物、飲料、刀片、墨汁及修正液等易污損或破壞檔案之物品。
  - (二)拆散已裝訂完成之檔案。
  - (三)添註、塗改、更換、抽取、圈點或污損檔案。
  - (四)以其他方法破壞檔案或變更檔案內容。有違反前項各款情形者，本所得停止其閱覽或抄錄檔案；其涉及刑事責任者，移送檢察機關偵辦。
  8. When copying or duplicating archives, applicants should pay attention to the Copyright Act, should abide by the Copyright Act. Also, when viewing or copying archives, The Applicants should keep archives intact, and should not engage in any of the following behaviors:
    - (1)bringing in food, beverage, knives, inks, correction fluid or any other things that may stain or damage archives.
    - (2) dismantling bounded archives.
    - (3) annotating, altering, changing, removing, marking or staining archives
    - (4) damaging or altering archives in any other waysViolators of those rules will be stopped from viewing or duplicating archives. Violators who commit a criminal offense will be turned over to the Prosecutors Office for further investigation.
- 九、檔案之應用一律在本所為之，並應當日歸還，如有繼續使用之必要者，業務主管單位應先於檔案應用簽收單註記應用情形後，先辦理還卷，擇日再行應用。
  9. Archives should only be Accessed in The Office, and should be returned on the same day. If there is a need for further Access, division in charge should first complete the return process of archives after documenting Access details on Archives Access Receipt Form, and then choose another date to release.
- 十、應用本所檔案應以使用本所提供之設備為原則；如有使用自備之可攜式電腦、媒體、輔助閱讀器材或其他器材之必要者，應於申請時載明，經許可後始得為之，其使用應遵守本所資訊安全相關規定。
  10. Archives should primarily be Accessed with equipment provided by The Office. If there is a need to use The Applicants’ own portable devices, media reading assistive devices or any other devices, the necessity should be filed with application. The use of personal devices should be approved in advance by The Office and comply with The Office’s cyber security regulation.
- 十一、申請人於檔案應用完畢歸還後，應依國家發展委員會檔案管理局所訂定之檔案閱覽抄錄複製收費標準向本所繳納費用；其如需提供檔案複製郵寄服務者，業務主管單位應先收取申請人繳交之郵資、處理費及複製費用後，將檔案複製品併同收據寄交申請人。
  11. After complete the archives return process, The Applicant should pay a fee to The Office according to Fee Standards for viewing, hand-copying or duplication of Archives set by National Archives Administration of National Development Council. If The Applicants need mail service of archives copies, the division in charge should collect postage, process fee and copying fee from The Applicants, and mail archives copies with the receipt to The Applicants.
- 十二、申請人應用檔案應至本所指定之處所為之。檔案應用開放時間為星期一至星期五上午8時至12時及下午1時30分至5時30分，例假日及國定假日除外。
  12. The Applicants should only Access archives in the area designated by The Office. The operation hours for archives Access is 8:00AM to 12:00PM and 13:30PM to 17:30PM on weekdays, except national holidays.
- 十三、本須知未規定者，依檔案法及其他相關規定辦理。
  13. Anything not mentioned in this direction should refer to the Archives Act and other related regulations.