


Content

Title :	The Directions for the Archives Access and The Use of Government Information of Overseas Community Affairs Council, R.O.C. (TAIWAN) 
Date :	2009.05.05
Legislative :	1.The enacted Directions with all 10 Directions were promulgated by Order of OCAC Chiao-Si-Dang-Zi No. 0913047905-1 on December 5, 2002. 2.The amend Name and Directions with all 13 Directions were promulgated by Order of OCAC Chiao-Si-Dang-Zi No. 09830145501 on May 5, 2009.(Original name : The Directions for the Archives Application of the Overseas Community Affairs Council)
Content :	<p>1.The Overseas Community Affairs Council (hereinafter referred to as the “OCAC”) established the following regulations in response to the Archives Act, the Freedom of Government Information Law, and the Administrative Procedure Act Article 46, regarding the public access to records, the disclosure of government information, and the examination and duplication of relevant materials or archives.</p> <p>2.To apply for access to the OCAC archives, government information, or archived files (hereinafter referred to as “the files”), the Archives Application Form needs to be filled out with the statement of purpose. The aforementioned Archives Application Form must be delivered to the OCAC in person or via mail.</p> <p>3.Depending on the nature of the files applied for, more than one division will be in charge of the processing of applications. The division in charge shall first check the Archives Application Form and inspect the contents of the files applied for, draft the audit report, and submit it to the superior in charge for approval. After receiving the application, the OCAC shall make a decision within 15 days. The review time can be extended to up to 30 days if necessary.</p> <p>4.If an application fails to meet the requirements or lacks required documents, the applicant must revise the application within 7 days after being notified. If the applicant fails to revise the application within the time limit, the case will be dismissed. The 15 days of review time as mentioned in Direction 3 Paragraph 3 will begin after the application is revised.</p> <p>5.In principle, only reproductions of the files can be viewed, copied, or duplicated by the applicant. For files stored electronically, the applicant can view the images or the reproductions.</p> <p>6.If access to part of a file has to be restricted, the OCAC shall only provide the part of the file that can be open to public access.</p> <p>7.When the applicant comes to the OCAC to access the files, he or she must show the notice of approval and photo identification and complete</p>

registration procedures before entering the designated room for accessing the files.

When the applicant accesses the original files, he or she must be accompanied by a staff member in charge.

8. The applicant must abide by the following rules in the designated room:

- (1) No eating, drinking, smoking, or making noise.
- (2) No littering.
- (3) No use of pens, paint brushes, or other tools that may result in damage of files.
- (4) Only pencils, portable computers, or portable media devices are allowed for copying the files.
- (5) Do not bring personal belongings.
- (6) Do not plug in the power cord or connect to the OCAC Internet system.
- (7) Equipment provided by the OCAC must be handled with great care.

The portable computers or portable media devices mentioned in the above paragraph cannot be used without permission. The applicant must comply with regulations of the Overseas Community Affairs Council Information Security Policy. The OCAC must run virus scan of any portable media device before it is used.

If the applicant needs to temporarily leave the designated room, the files must be returned to the staff member in charge. Those who access images or videos must log out of the audiovisual device.

9. The applicant must keep the files intact when accessing them. The following acts are strictly prohibited:

- (1) Annotating, altering, replacing, removing, marking, or damaging the files.
- (2) Removing the binding of the files.
- (3) Destroying or altering the content of the files in any other way.

10. The applicant will be refused access to the files if he or she violates Directions 8 or 9. Serious violations are punishable by law.

11. The files being accessed cannot be taken out of the designated room and must be returned on the same day.

When files are returned, the staff member in charge has to check the files and confirm that the applicant has logged out of the audiovisual device before the identification document can be returned to the applicant.

12. The OCAC is open to file accessing from 9:00 to 17:00, Monday through Friday, and closed on national and regular holidays.

13. In accordance with The Fee-charging Standards for Using Government Information of the Overseas Community Affairs Council, the applicant shall be charged for viewing, copying, or duplicating the files. The applicant shall get a receipt for the aforementioned payment.

Attachments : Archives Application Form.odt

Data Source : Overseas Community Affairs Council, Republic of China (Taiwan) Laws and Regulations Retrieving System