

申請檔案應用「閱覽、抄錄、複製」程序表

Procedure Table for Application to Access Archive for “Viewing, Hand-copying or Duplication”

申請程序 Application Procedures	說明 Instructions
1、先詳閱本署相關規定 First, read carefully the Office's relevant rules and regulations	欲申請應用本署檔案者，請先詳閱本署檔案開放應用須知及收費標準等規定。 To apply for access to this Office's Archives, first read carefully the Office's relevant rules and regulations and the standard charging fees.
2、查詢檔案目錄 Search the Archive directory	請先至「機關檔案目錄查詢網（NEAR）」 https://near.archives.gov.tw 檢索資料，或至本署為民服務中心查詢後提出申請。檔案應用服務專線：06-9211699分機113 Please retrieve information about Navigating Electronic Agencies' Records(NEAR), first, at https://near.archives.gov.tw or apply after inquiry at the Service Center of this Office (06-9211699ext.113)
3、填寫檔案應用申請書 *空白申請書請洽本署為民服務中心服務人員索取或至本署全球資訊網「檔案應用服務」專區下載列印。 Fill in the application form to access the Archive *For a blank application form please contact the service personnel of Service Center of this Office to obtain a copy or download and print from the “Archive Application Service” section of this Office's World Wide Web.	申請閱覽、抄錄或複製本署檔案者，應填具臺灣澎湖地方檢察署檔案應用申請書，以書面載明下列事項： Application to access this Office's Archives to view, hand-copy or duplicate shall be made in a form available at the Taiwan Penghu District Prosecutors Office, with the following written details to be specified: (一) 申請人之姓名、出生年月日、電話、住(居)所、身分證明文件字號。如係法人或其他設有管理人或代表人之團體，其名稱、事務所或營業所及管理人或代表人之姓名、出生年月日、電話、住(居)所。 Applicant's name, date of birth, telephone number, residential address and identification document number. In case, it is a legal person or other organizations with a manager or representative, its name, office or business office and manager or representative's name, date of birth, telephone number and residential address. (二) 有代理人者，其姓名、出生年月日、電話、住(居)所、身分證明文件字號；如係意定代理應提出委任書，如係法定代理者應敘明其關係。 If there is a proxy, his/her name, date of birth, telephone number, residential address and identification document number; if it is intended to be a proxy, he/she shall submit a power of attorney; if he/she is the legal representative, the relationship shall be stated. (三) 申請項目。Application items. (四) 檔案名稱或內容要旨。Archive name or contents. (五) 檔號或案號。Archive number or case number. (六) 申請目的。Purpose of application. (七) 本署之檔案應用，以提供複製品為原則，有使用檔案原件之必要者，應載明其事由。 When accessing this Office's Archives, the applicant will, in principle, be provided with copies. Shall it be necessary to access the original archive, the reasons must be clearly stated. (八) 申請日期。Application date.
4、申請書之送達方式 Method of submission of application form	請將填妥之申請書持送本署收發室或郵寄本署（地址：澎湖縣馬公市西文里西文澳309號）收文辦理。 Please deliver the completed application form to this Office's mailroom or mail to this Office (address: No.309, Xiwen Village, Magong City, Penghu County, Taiwan). It will be processed accordingly upon receipt.
5、應用審核結果之通知 Notification of application review results	本署將於收文後30日內儘速將審核結果以掛號郵遞或其他適當方式通知申請人，再約定檔案應用時間。 This Office will notify the applicant of the results of his/her application review, by registered post or other appropriate means within 30 days or receipt of the application. Then an appropriate time will be assigned so as to access the Archive.
6、繳交費用 Fees payment	應用本署檔案須依「檔案閱覽抄錄複製收費標準」繳交費用，並由本署開立收據。 Application to access the Archive is subject to fees payable in accordance with the “Fee Standards for Viewing, Hand-copying or Duplication of Archives”, to which a receipt will be issued by the Office.
備註：檔案應用服務開放時間 Remarks: Opening hours of Archive access service	本署檔案應用服務處所（澎湖縣馬公市西文里西文澳309號）開放時間：每週一至週五上午九時至十二時及下午二時至五時，國定及例假日不開放。檔案應用服務專線：06-9211699分機113 The opening hours of the Records Ready Room of this Office (No.309, Xiwen Village, Magong City, Penghu County) are: Monday to Friday from 9:00~12:00 and 14:00~17:00. Archive service hotline: 06-9211699 ext.113

申請 檔案應用 指南



臺灣澎湖地方檢察署
Taiwan Penghu District Prosecutors Office

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Taiwan Penghu District Prosecutors Office

檔案應用申請Q&A

Application to
access the Archives

Q1 如何向本署申請檔案應用及取得檔案應用申請書？

How to apply to access this Office's Archives and how to get the application form to do so?

A1 民眾得親自至本署為民服務中心或來信索取檔案應用申請書，本署網站檔案應用服務專區亦可下載檔案應用申請書，填寫完畢後以書面親自持送或郵寄本署提出申請。

Members of the public need to come in person or may apply by mail to this Office's Service Center to request access to the Archives. You may also go to this Office website's Archive Service Area and download an application form to access the Archives. After completing the form, submit it in person or by mail to this Office.

Q2 檔案申請應用身分有何限制？

What are the restrictions to access the Archives?

A2 申請人應出示審核通知函及身分證明文件，若委託受任人，應加附委任書正本及代理人或委任人身份證明文件至本署指定場所完成登記手續。任何人均可為應用檔案之申請人，限制開放檔案則限當事人或利害關係人（需提供佐證資料）。

The applicant shall present his/her approval notification letter and his/her identification document(s). However, if you appoint an agent, the original authorization letter and the agent's or the applicant's identification document(s) shall be submitted to this Office's designated station to complete the formalities. Any person can apply for access to the Archives but restricted archives are limited in their access to only the concerned party or the stakeholder (supporting proof needs to be provided).

Q3 申請檔案應用處理時間？

What is the processing time for the application to access the Archives?

A3 本署收到檔案應用申請後，原則自受理日起（有不合規定或資料不齊全者，自申請人補正之日起算）三十日內將審核結果以書面通知申請人；如經通知申請人於七日內補正，逾期不補正或不能補正者，本署得敘明理由駁回申請。

Following receipt of an application to access the Archives (in the case of any inconsistent or incomplete information, then, from the date of the applicant's corrected application) this

Office shall, in principle, within 30 days, notify the applicant, in writing, of the results of the application review. Shall the applicant fail to make amendments to his/her application within 7 days or if the applicant exceeds the delay awarded for amendment, this office shall reject the application and will state the reason(s) of its action.

Q4 檔案申請範圍有何限制？

What are the restrictions in the scope of application to access the Archives?

A4 檔案涉有下列情形之一者，本署得拒絕申請：

- 1、有關國家機密者；
- 2、有關犯罪資料者；
- 3、有關工商祕密者；
- 4、有關學識技能檢定及資料審查之資料者；
- 5、有關人事及薪資資料者；
- 6、依法令或契約有保密之義務者；
- 7、其他為維護公共利益或第三人之正當權益者。

The Office may reject an application if the record is subject to any one of the following situation where:

1. State secrets are concerned;
2. Criminal information is concerned;
3. Industrial and commercial secrets are concerned;
4. Information about learning skills testing and data review is involved;

5. Information about personnel and payroll is involved;
6. Confidentiality obligation is required by law or by contract;
7. The public interest or the legitimate interests of third party(ies) is or are to be maintained.

Q5 檔案應用申請人應遵守之規範？

What rules does an applicant for access to Archives need to comply with?

A5 申請人閱覽、抄錄或複製檔案，應保持檔案資料之完整，並不得有下列各款行為，違反者依檔案法26條之規定，停止其應用檔案：

- 1、添註、塗改、更換、抽取、圈點或污損檔案。
- 2、拆散已裝訂完成之檔案。
- 3、以其他方法破壞檔案或變更檔案內容。
- 4、未經許可擅自持卷宗資料之一部分或全部離開檔案應用服務處所。
- 5、應用檔案時須遵守本署所制定之應用規範。

When an applicant views, hand-copies or duplicates records, he/she shall maintain the integrity of the archived data and shall not commit any of the acts listed below. Violators, shall in accordance with the provisions of Article 26 of the Archives Act, be stopped in accessing the records requested.

1. Add note(s), alter, replace, draw, punctuate

or defaced the record(s).

2. Disassemble completed bindings of the record(s).
3. Use other means to destroy or modify the contents of the record(s).
4. Take part or the whole volume of records and leave the Records Ready Room without permission.
5. Shall not refuse to comply with the regulations, designed by the Office, when accessing the Archives.

Q6 本署檔案應用服務處所開放時間？

What are the opening hours of the Records Ready Room?

A6 本署檔案應用服務處所位於本署一樓（澎湖縣馬公市西文里西文澳309號），開放檔案閱覽、抄錄或複製時間為星期一至星期五上午九時至十二時及下午二時至五時，例假日及國定假日不開放。

The Records Ready Room is located on the first floor of the Taiwan Penghu District Prosecutors Office (No.309, Xiwen Village, Magong City, Penghu County). Opening hours to the records access, hand-copying or duplication are from Monday to Friday, 9:00 to 12:00 and 14:00 to 17:00. Closed on national holidays.

Q7 民眾申請檔案閱覽、抄錄或複製收費標準為何？

What are the standard fees charged for

records viewing, hand-copying or duplication?

- A7**
- 1、申請檔案閱覽、抄錄檔案每2小時收費新臺幣（下同）20元，不足2小時，以2小時計算。
 - 2、複製以影印機黑白複印，B4（含）尺寸以下每張收費2元，A3尺寸每張收費3元。
 - 3、其餘複製方式收費標準依國家發展委員會檔案管理局訂定之檔案複製收費標準表。

- 1.Records viewing and/or hand-copying is charged NT\$20 for every 2 hours (same as mentioned below) or less than 2 hours.
- 2.Duplication is made on black and white photocopy paper. NT\$2 is charged for every photocopy of size B4 (inclusive) or smaller and A3 photocopy paper size is charged NT\$3 per sheet.
- 3.All other duplication methods shall be based on the archive duplication standards set up by the National Archives Administration, National Development Council.



閱覽
Viewing



抄錄
Hand-copying



複製
Duplication

臺灣澎湖地方檢察署受理民衆申請檔案應用作業流程圖



守護正義 守護檔案

臺灣澎湖地方檢察署

地址：88056澎湖縣馬公市
西文里西文澳309號
電話：06-9211699轉113
傳真：06-9214889
信箱：phce@mail.moj.gov.tw
網址：http://www.phc.moj.gov.tw



檔案應用申請

申請審核及回覆

閱覽、抄錄或複製檔案

收費還卷歸檔

