

**The Construction Program of
Archives Preservation and Service (2018-2025)**

1. Origin of the program

- (1) Article 11 of the Archives Act requires that permanent records be transferred to the central archives authority-in-charge for management. Article 22 of the same Act requires that national archives be made available for public access no later than 30 years after their creation. Since the Archives Act entered into force, permanent records stored by a government agency must be reviewed by the National Development Council's National Archives Administration (NAA) and then transferred so the latter can administer them sustainably as archives collection that it makes available for public access for all types of purposes, e.g. reading, research, display, etc.
- (2) In her inaugural address of May 2016, President Tsai Ing-wen outlined her administration's policy on the protection of human rights. In that regard, she stated that achieving transitional justice would be a key focal point, and added that the Four-Year National Development Plan (2017-2020) sets out related strategies and measures. For example, it includes a plan for the collection and display of archives in order to provide ease of access and lay a solid foundation for a more deeply rooted national memory.

2. Analysis of issues

- (1) Archival institutions, libraries, and museums are the three mainstays of an advanced nation's knowledge system, but Taiwan does not yet have a fully developed archives system, so our knowledge framework is clearly out of balance.
- (2) There are some 103 kilometers of government agency records currently awaiting transfer to the NAA, 99.8% of which are in hardcopy form. Hardcopy documents have unique primary source value and cannot be replaced by digital records, and an assessment has shown an 20:1 gap between the volume of records awaiting transfer to the NAA and the archival capacity of the system. The inability to effect timely transfer of

old, important government agency records severely weakens our archival development capacity.

- (3) The lack of a national-level archival institution has influence on a shortage of quantity and quality of archives collection, and limits our ability to provide research materials, experimental spaces, and systems and physical facilities. And our inability, despite the galloping pace of progress in the field of information technology, to upgrade our techniques for the management of documents and records, hinders the achievement of sustainable storage and access.
- (4) Services provided to the public at this point are limited to reading and display facilities, while the lack of sufficiently developed systems and physical facilities make it difficult to diversify our services, and we are unable to open our doors to the public on weekday evenings or weekends. Also, a shortage of archives service resources and poor ability to provide value-added services have made it difficult to tap into the diverse range of archival value.

3. Objectives and nature of the Program

- (1) A fully developed national knowledge system

An archives facility is an important showcase of a nation's past. It holds the shared memories of its people. This Program seeks to create enough capacity to handle the next 20 years of archival volume. We want to do more R&D work on archiving techniques and development of documents and records information technologies and related services in order to raise the level of our people's knowledge and understanding about education, culture, research, and history, so that we can cooperate with the national library, museums, and other such institutions and form strategic alliances aimed at building a fully developed national knowledge system.

- (2) Bringing out diversified archival value

The launch of this Program can make archives more useful in such

fields as education, culture, and leisure. By collecting, researching, and exhibiting such archives, we can generate stronger public interest in visiting our facilities. In the design of systems and physical facilities, we will create unusual spaces and ensure that visitors enjoy a unique experience. We want to make it more convenient and comfortable for visitors to access archives, and bring the value and cultural significance of archives.

(3) Nature of the Program

The Program has the following four core missions: establish a comprehensive source material center for the national memory; become the most authoritative access and research center for the national memory; become a national memory learning center that is a "must visit" for all people; and become a professional R&D center for national memory technologies.

4. Implementation strategies and methods

(1) Enhance archives quality and facilities

(i) Integration of services

We are planning to incorporate current administrative and service functions into this Program in order to integrate resources and raise the efficiency of archives services. After this Program has been completed, we will transfer the existing office building to the National Property Administration for management in order to increase government revenues and resources.

(ii) Construct a building to national-level specs

(a) Main use: In carrying out archives collection and preservation, performing technical R&D work, and providing the public with educational, cultural, and leisure services, we will act in accordance with the Building Act, urban planning regimes, environmental protection arrangements, urban design, building management, the Green Building Mark system, etc. The

Program is scheduled to be completed in 2025.

- (b) The building will sit on a 2.6-hectare site, and will have enough capacity to store all holdings to be archived over the next 35 years (about 220 kilometers). Due to the government's limited revenues, the building will be constructed in separate phases. The phase one portion will have enough capacity to store everything archived over the next 20 years (100 kilometers). After that point we can expand the building as necessary, depending on what happens between now and then.

(iii) Information technology and automated management

- (a) We will adopt smart building design concepts to achieve more efficient use and derive more benefit from the building's management.
- (b) We will adopt green data center concepts—including structured cabling, integrated air conditioning, and high-efficiency cold and hot aisle design—to conserve energy and reduce carbon consumption. By combining this approach with the use of virtualization and cloud technology, we will also build up and improve the security of computer facilities.
- (c) We will design archives retrieval/return equipment and establish a repository management system. These will incorporate special conveyance equipment and information technology applications, which we will complement with a building design conceived from the ground up with features that allow for optimum conveyance.
- (d) We will adopt the latest digital applications to provide multimedia tours and diversified information services throughout the building, and will present thematically arranged learning activities, sometimes via augmented reality or virtual reality, to make our web-based services more efficient and user-friendly.

(iv) Review of government agency records scheduled for possible transfer to the NAA

The NAA intends to comprehensively plan for and expand its reviews of catalogs of government agency records scheduled for possible transfer to the NAA. Within three years after this Program has been completed and the building has gone into use, we will complete above records transfer from central and local government agencies and collect them centrally so that they can be made available for public access. This will enable the passing down of information on past government policy initiatives, and enrich the national memory.

(2) Develop records-based learning as well as educational and cultural services

(i) Make archives easier to access

(a) To deal with the increasingly diverse range of records media, we intend to establish many different types of reading facilities as well as a reception area, a catalog search area, research rooms, an area for photocopying and photographic reproductions, etc. These measures will meet the needs of users and long-term academic researchers; make it easier and more comfortable to access archives; establish a more fully developed and reliable environment for public access; and spur the release of government information to the public.

(b) To make it easier for members of the public to access archives, we will provide a diverse range of catalogs for searching, and will enable convenient retrieval of full-text information. This will improve the speed and quality of the archives search and access process.

(ii) Promote a wide variety of exhibitions

(a) During construction of the building, we will simultaneously plan and establish the overall content of displays and the spaces

where these will take place, and in connection with the building's opening we will hold publicity activities and plan out our displays. Acting in line with the principle of combining physical facilities, context, and the use of technology, we will create a lively, vivid, and varied style.

(b) We will take the most precious archives in our collection and group records types by storage medium to set up permanent exhibits. The result will be informative, educational, experiential, and interesting exhibits.

(iii) Expand multi-functional services, promote education and culture

(a) In order to build up a multi-functional services environment, we will engage in dialogue and communication with every stratum of society, and will bring about the formation of an integrated and cooperative multi-functional services and archival education environment.

(b) We will set up spaces featuring experiential, interactive, cultural, and aesthetic elements, and will combine these with humanistic and technical design features to facilitate records-based education and extension activities.

(c) We will use open-space scenery design and public installation art to provide the public with leisure spaces and build a milieu in which cultural life can thrive.

(3) Guide archives research and the development of management techniques

(i) Improve archives storage and preservation techniques

(a) We will establish a fully equipped hardcopy records restoration office and a dedicated area for scanning operations in order to implement archives protection and restoration measures and carry out digital storage operations.

(b) We will establish diversified spaces and facilities for research on archives storage and maintenance techniques to facilitate R&D

and experimental work on archiving techniques, and to improve preservation techniques for audio records.

- (ii) R&D work on long-term storage of digitized documents and records
Using the data center at our Electronic Documents and Records Service Center, and the computer equipment at our Xinzhuang office, we will continue working to develop documents and records information technologies, and tools for long-term storage of electronic records, so that we can provide consulting services to government agencies nationwide.

(4) Create added interdisciplinary value

The diverse nature of archives admitted into NAA holdings in the future may generate value-added cultural and creative applications and interdisciplinary cultural and creative industries. We will therefore research and make plans for added interdisciplinary value and inter-industry alliance while promoting outsourced management in order to gradually expand added interdisciplinary value and create partially self-funding operations.

5. Program duration and resource requirements

- (1) Program duration: 2018 to 2025 (8 years)

- (2) Funding requirements

The required funding for this Program would be NT\$2,919,216,000. Of this amount, NT\$2,748,481,000 would be booked as capital expenses while NT\$170,735,000 would be operating expenses.

6. Expected benefits and impact

- (1) Provide testimony to the nation's development, create national knowledge assets.
- (2) Elevate records management to the international level, guide development of nationwide records management.
- (3) Link up with schools and lifelong learning, create close ties between

archives and the general public.

- (4) Activate national knowledge assets, build up cultural and leisure resources.
- (5) Bring the value of archives into play, achieve transitional justice.
- (6) Achieve inter-industry alliances and diversified development, create interdisciplinary value.