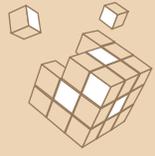
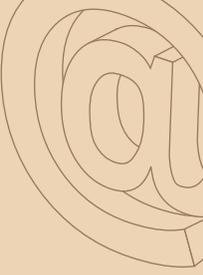


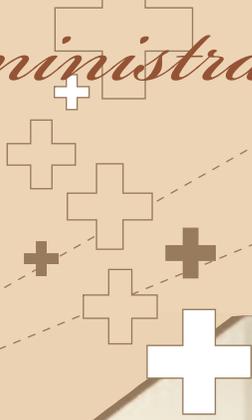


2009
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2009 ANNUAL REPORT

National Archives Administration



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41

第一條 中華民國為三民主義



中華民國憲法草案
中華民國國民大會
遺教
第一章 總綱



歷史搜尋



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Preface

Archives are the precious cultural asset of the country. It reflects accurately the track of our times and helps us trace backward to our origins. It also helps us find the truth of history and pass down the lessons we learned from our time. The performance of archives management can work as a transparent index of a country's democracy. This Administration was established in November of 2001 and has ever since pursued diligently to advance the archives business of our country, trying to perfect the files management of our government agencies. We hope to take the archives business to evidence the progress of administration and to well preserve our national intellectual assets.

To review what this administration has achieved last year, we concluded the following: with respect to the management and application of national archives, we have completed transferring 901.82 meters of files and records of 30 something organizations (agencies), including the National Security Council. The accumulated volume of national archives has reached 6,551.85 meters. There is a new addition of national archive ad hoc site located at Kuangfu S. Road, which is destined to open in 2014. We are also going to have the brand new National Archives office space located in the second urban center of Xinzhuang City, which is about to open in 2014. The development of long lasting preservation techniques of digitized national archives is continuously to move forward. We also worked together with the National Museum of Natural Science to deploy the special exhibit about the 10th Anniversary of 921 Earthquake at the 921 Earthquake Museum of Taiwan. With respect to the system of archives management, we have completed



reviewing the lists of preservation caps of various archives for 109 organizations, and the destruction lists of files and records of 2,502 organizations. We also initiated different professional courses to train almost 5,500 persons, two sessions of counselor panel for archives management, and adjudicated 19 organizations with the Archives Management Quality Award, 18 officials with the Outstanding Archivist Award. In addition, to raise the quality of archives management personnel, we started the e-Archivist online learning platform of Virtual Archives, offering professional archival digital courses for 20 hours. The courses have accumulated members for more than 4,700 people and issued certifications for more than 7,000 persons for those who have passed the courses. In order to cooperate with the employment stimulus plan promoted by the Executive Yuan, we recruited 3,094 short-term persons. This move not only helped alleviate the unemployment situation but also improved the de facto effects of archives management.

This Annual Report is going to showcase our achievements of various tasks in 2009. The content of this Report follows the threads of all previous Annual Reports. We do hope through the publication of this report, we can preserve the evidence of the development of this nation's archives management and facilitate the more comprehensive understandings of the effects of archives management by the society. To look into the future, this Administration shall continue to advance the archives management with forward vision and innovative thinking so that we can make the best of our archives' values and enrich the lives of our people.

Director General

Shu-lin Chen

Respectfully signed off in June, 2010

Our Service Team



Tsung-ming Chang, Deputy Director General



Shu-lin Chen, Director General



Chiu-yen Lin, Deputy Director General



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- i

a. **Chen-jung Chen,**
Chief Secretary

b. **Chun-hsien Wang,**
Director, Planning Division

c. **Yu-hua Chang,**
Director, Acquisition Division

d. **Zheng-min Huang,**
Director, Archives Preservation
Division (transfer, 2009.12.28)

e. **Mei-jung Chen,**
Director, Services Division

f. **Wen-his Chang,**
Acting Director,
Archives Information Division

g. **Wen-de Lin,**
Chief Personnel Officer

h. **Fong-dan Liou,**
Chief Accounting Officer

i. **Chang-kuang Liu,**
Senior Executive Officer, Secretariat

Chapter 1



About NAA

A. Organization

a. Organizational Evolution and Structure



The National Archives Administration (NAA) was established on November 23, 2001 and operates under the jurisdiction of the Research, Development and Evaluation Commission of the Executive Yuan.

The NAA consists of five divisions and three offices: Planning Division, Acquisition Division, Archives Preservation Division, Services Division, Archives Information Division, Secretariat, Personnel Office, and Accounting Office. Our organization also includes a National Archives Committee that is responsible for reviewing judgments, classifications, retention periods, and disputes related to the national archives. The Committee also provides consultation services in regard to archives management and application policy.



Chart 1. Organizational Structure

b. Organizational Functions



1. Plan and formulate archives policies, regulations and management systems.
2. Supervise and evaluate the management and application of government records.
3. Compile and publish archives catalogs.
4. Examine the archives disposal plans and catalogs of government records.
5. Review judgments, classification, retention period and other disputes related to the archives management issues.
6. Plan and promote relevant acquisition, transfer, arrangement, preservation, accessibility of national archives and application facilities.
7. Plan and coordinate donation, entrustment or acquisition of private or organizational documents or records.
8. Plan and carry out opening and utilization of national archives.
9. Plan and build a national archives information system.
10. Conduct staff training, research archives management and applications, archives publications, technology development, academic exchanges and international cooperation.
11. Other archives-related matters.

c. Human Resources



Actual number of personnel: 103 (based on the number of December, 2009)

B. Medium-term Strategic Plan

a. Vision and Strategy



1. Core Values and Development Objectives

Core Values:

To provide evidence of the progress and create the intellectual property assets of our country.

Vision:

To promote efficiency of the governmental knowledge management and offer easy access to governmental archives and records for all citizens.

2. Planning and Promotion of Medium-term Plan

- (1) National Archives Digital Service Project (2008-2011)
- (2) The Digital Preservation Program of Government-owned Enterprises Archives of Taiwan. (2007-2012)

3. Medium-term Strategic Plan (2009 - 2012)

- (1) Strategic goal 1: Raising the visibility of our government, assisting people to participate in public affairs.

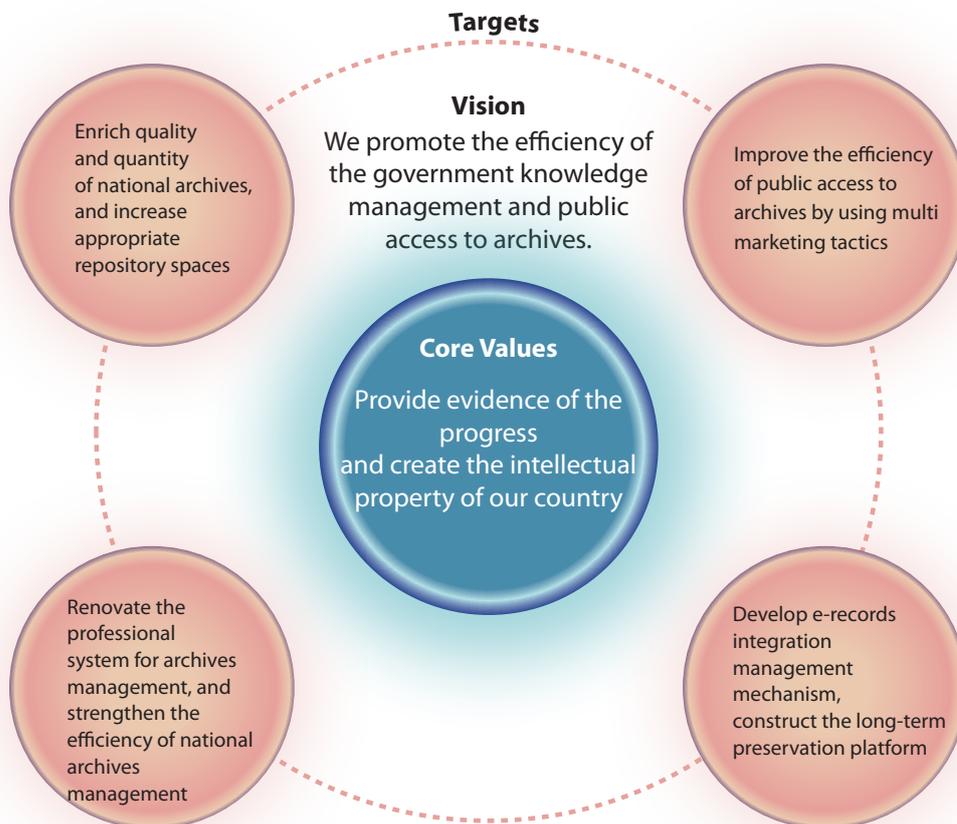


Chart 2. Medium-term National Archives Administration Plan (2009-2012)

I. Enrich quality and quantity of national archives, and increase appropriate repository spaces.

Setting up the National Archives Acquisition Project and gradually searching and collecting national archives. In terms of increasing repository spaces, our short-term goal is to expand the repository spaces of national archives, and our medium to long-term goal is to adopt an installment plan to build the National Archives so that we can provide the repository spaces for different needs at different stages. Eventually we shall have one fully equipped National Archives. Before the completion of the National Archives, we utilize the idle spaces of public buildings to increase our repository spaces for national archives.

II. Improve the efficiency of public access to archives by using multi marketing tactics.

To raise the efficiency of retrieving catalogs of agency records, to update records information and to fulfill governmental promise of transparency of information. Enhancing the functions of agency records information management system and establishing our own Wikipedia-type of online archival searching system so that people can use their familiar interfaces to expand their sources of information while easily collecting and sharing information for the reference of policy planning. Utilizing technologies of Web 2.0 to popularize the archives awareness and activating the flexible application of archives knowledge. Periodically disclosing information of national archives collection and shaping up the open and fast application environment of files and records. Through the cross-ministerial cooperation and inter-archival center's integration of resources, we can establish an integrated platform of records application services. With the selected theme festivals and events that are highly connected to people's daily life, we put on archives exhibitions and educational activities to promote the application of archives.

(2) Strategic goal 2: Establishment of Results-Oriented Administrative Performance Management and Fulfillment of Governmental Promise to the People

I. Renovate the professional system for archives management, and strengthen the efficiency of national archives management.

Renovating the professional system for archives management and establishing the digital training platform. Designing the training courses for different levels of archives management system and strengthening the professional capacities of records management personnel. Continuously pushing forward the archives management efficiency reviewing system and promoting the benchmark learning and exchange and cooperation of archives management studies. In order to permanently store the national archives, we continuously sort and repair the national archives and send for and cultivate the archival specialists and professionals. In addition, we push forward the digitization of national archives and plan the digital media transfer strategies of national archives. In order to reduce the storage risk, we shall combine the resources of all walks of society to promote the study and application of preservation technologies for our national archives.

II. Develop electronic records integration management mechanism, construct the long-term preservation platform.

Completion of review and revision of archives-related laws and regulations to cover the management of digital files and categories. To establish the long-term preservation strategy of electronic files and to propose the hands-on execution standards. Promoting the verification process for agency records management information system and carrying out the standardization information system for integration of documentation and archives. Gradually setting up the storing platform for electronic files and the Center of Technical Services for Electronic Records and the electronic records long-term preservation laboratory. Strengthening training of electronic files education, promoting the international cooperation and exchange in that regard and improving the management system of electronic files and records.

4. 2009 Performance by Strategic Goals

For 2009 the target achievement for various administrative plans, all exceeded the original estimates.



Table 1. 2009 Performance by Strategic Goals

Strategic Performance Goals	Evaluation Indicator	Evaluation Criteria	Original Goals	Actual Achievement
<p>1</p> <p>Raising the visibility of our government, assisting people to participate in public affairs.</p>	Transferring length of national archives	Transferring length per annum (meters)	500 meters	793 meters
	Expansion of repository spaces for national archives	The volume of expansion of repository spaces (length: kilometer)	0 km	0 km
	The number of inquiry of agencies' archives catalog	The number of clicks for Navigating Electronic Agencies' Records	25,000	35,000
	The rate of increasing number of accessible files and records of national archives	$[(\text{this year's number of newly added accessible archival indexes} - \text{previous year's newly added accessible archival indexes}) / \text{previous year's newly added accessible archival indexes}] \times 100\%$	7%	8%
	Increase rate of inquiries at the National Archives Information	$[(\text{this year's number of users of National Archives Information} - \text{previous year's number of users of National Archives Information}) / \text{previous year's number of users of National Archives Information}] \times 100\%$	8.5%	10%
	Number of visitors of Virtual Archives website	Number of usages of Virtual Archives' themed archives section $[(\text{this year's number of clicks of the website} - \text{previous year's number of clicks of the website}) / \text{previous year's number of clicks of the website}] \times 100\%$	15%	256%
	Growth rate of applications for usage of national archives	$[(\text{this year's number of applications} - \text{previous year's number of applications}) / \text{previous year's number of applications}] \times 100\%$	2%	65%
	Number of visitors of archives exhibits	Number of visitors of archives exhibits	5,000 persons	54,847 persons

About NAA

2

Strategic Performance Goals	Evaluation Indicator	Evaluation Criteria	Original Goals	Actual Achievement
Establishment of results-oriented administrative performance management and fulfillment of Governmental Promise to the People	Average degree of satisfaction of digital learning courses	Average degree of satisfaction of digital learning courses each year	70%	80%
	The number of total trainees of archives management internship programs	Total number of trainees of archives management internship programs (including self-held, authorized and cooperative classes)	4,000 trainees	5,412 trainees
	Volume of national archives repaired	Volume of repaired archives per annum (pages)	15,000 pages	27,980 pages
	Volume of national archives collections	Accumulated volume of images scanned for digitalization (thousands of pages, TPs)	250 TPs	295.96 TPs
	Ratio of on-shelf national archives	(the length of on-shelf files and records based on the serial numbers per annum / length of transferring archive per annum) × 100%	70%	74%
	The number of storage media of migrated national archives	The number of storage media of migrated national archives per annum (disks)	900 disks	900 disks
	Construction of the Center of Technical Services for Electronic Records and relevant labs	Numbers of constructions of the Center of Technical Services for Electronic Records and the electronic records long-term preservation laboratory	0 unit	0 unit

b. Major Projects



1. National Archives Acquisition Project (2007-2009)

To enrich national archives and complete archives arrangement and description and to coordinate with archival transfer of public enterprises, the plan is therefore drafted. NAA select and identify permanently valuable records, including: archives of Ministry of Economic Affairs from 1950 to 1971; archives of Council for Economic Planning and Development of Executive Yuan from 1972 to 1985, and archives of Ministry of Foreign Affairs from 1950 to 1966. Continuously transferring the archives of public enterprises and central agencies dating before 1949 as well as archives on major political events.

By the end of 2009, this project has conducted the reviewing and selecting process of archives for the above three organizations, the transfer of records on major political events and the archives of central agencies dating before 1949 (the archives of Ministry of Transportation and Constructions are not included). In addition, the records selected and transferred from the Ministry of Foreign Affairs are entrusted to the Institute of Modern History of Academia Sinica. The remaining transferring of records of the Ministry of Economic Affairs and Council for Economic Planning and Development of Executive Yuan shall be handed over by 2012.

2. The Digital Preservation Program of Industrial Economy of Taiwan (2007-2012)

Research for this program was scheduled to complete in six years (2007-2012). The records to be selected included materials more related to people's daily life activities. Teams of specialists and scholars from various fields were organized to conduct in-depth study and adopt the narrative approach to integrate creativity and knowledge using information technology to present the results as themed web pages, digital learning materials and study reports. Tasks completed in 2009 included archival description of 1,500 records from Tang Eng Iron Works Co., Ltd., Taiwan Salt Industrial Corporation, and Chunghwa Telecom; scanning of a total of 330 thousand pages of selected records from Taiwan Salt Industrial Corporation, Tang Eng Iron Works Co., Ltd., and the Chunghwa Telecom; and publication of selected collections of special records on the chemical engineering industry (the Kaohsiung Ammonium Sulfate, Veterans Pharmaceutical Plant) as well as construction of related web pages.



3. National Archives Digital Service Project (2008-2011)

To extend the implementation and effect of the National Archives Information System Program and facilitate computerization of records management at government offices, NAA formulated the "National Archives Digital Service Project" set to be executed for four years (2008-2011). This project was focused on establishing standard formats for long-term preservation of electronic records and constructing the Center of Technical Services for Electronic Records to provide consultation to all government agencies on questions related to preservation of electronic records and to solve problems encountered during operation. This project was included in the "E-Government Plan" – designed to establish preliminary operations for major public construction projects as well as "the General Plan of 12 Affectionate Taiwan Constructions."

The execution results of 2009 were listed as follows:

- (1) Enabling "Virtual Archives" and integrating the production of 20 hours of e-Archivist courses. By the end of 2009, 4,712 trainees has participated in Virtual Archives, and 7,079 trainees has passed the certification. In addition, producing 12 hours of professional digital archival courses to be released online by January, 2010.
- (2) Scanned 500,490 file pages from the Editorial Office of Military History and the other two organizations of the Ministry of National Defense, digitalized 1,415 rolls of audio-visual files from the National Assembly. Further to complete the documentation of various lexicons and terms of the Veterans Pharmaceutical Plant of the Veterans Affairs Commission of the Executive Yuan and to publish the materials online for people to access via the internet.
- (3) To develop the prototype of electronic Records Knowledge-Base System (including Electronic Records Wikipedia). To construct Electronic Records Long-Term Preservation Operation Platform. To integrate the transferring tool of National Taipei University of Technology and completed the actual conversions of three types of file formats.
- (4) Proposing the guideline on life cycle management of electronic records, promulgating the application methods and management regulations for electronic records storage media and operational guidance for the electronic records long-term preservation laboratory, revising the operational regulations for computerization of documents and records management accordingly.
- (5) Completed 16 sessions of educational trainings on electronic records technology, 23 sessions on management system of electronic public documents and 20 sessions of educational trainings on agencies' records management information system. There was an accumulation of 2,631 persons participation. One seminar on the long-term preservation techniques of electronic records with 167 persons participation.

- (6) Completion of sealing and checkout of electronic records of five agencies. There were 11,980 service cases of Application Software Call Center. There were totally 61 archives management systems that passed the certification process.

4. Archives Customer Service White Paper (2009-2012 Archives Service UP Declaration)

In line with changes in the overall environment, NAA reviewed and revised the objectives and tactics of customer services. The prospects, targets and approaches of archives services in the four coming years were expressed in a more direct and succinct manner. Five service objectives were established, namely "Archives Content Up: Construction of the National History Treasury", "Archives Preservation UP: Rescue of Records in Risky Preservation Conditions", "Archives Information UP: Barrier-free Archives Information Network", "Archives Application UP: Easy Access to Archives", and "Archives Awareness UP: Sustainable Past for Sustainable Future".

5. Short-term Employment Promotion Measures

In line with the Executive Yuan's "2008 Short-term Employment Promotion Measures" NAA initiated the program of "Arrangement and Description of National Archives" and created 46 job opportunities between Nov. 18, 2008 and Jun. 30, 2009 to help with the cleaning, checkout and listing, as well as archival arrangement and description for the Railroad Department of the Bureau of Transportation of the Governor's Office during the Japanese Rule and the Engineering Division of the Taiwan Railways Administration to speed up the archives to public access and application.

In addition, NAA proposed to the Executive Yuan to implement "2009 Short-term Employment Promotion Measures – Management Plan of Agency Records" and has cooperation from 32 central agencies, 26 local agencies from the Taipei city hall and 17 executive agencies such as Bureau of Investigation of the Ministry of Justice. It started on March 1, 2009 to December 31, 2009 and has offered 3,094 job opportunities. Our efforts alleviated the unemployment situation and helped different agencies clear and assort their records and control their administrative costs. The achieved target value has exceeded the projected target value.

Table 2. 2009 Short-term Employment Promotion Measures – Statistics of Administrative Records Management Achievements

Contents	No. of archives cataloged (cases)	No. of archives to be destroyed or transferred (items)	No. of archives inventoried (items)	No. of archives assorted (items)	No. of archives checked out (items)
Targeted volume	2,563,853	10,925,586	4,055,551	14,729,573	17,512,509
Accumulated volume	3,966,063	13,285,315	5,527,940	22,358,640	23,990,643
Achievement ratio	154.69%	121.60%	136.31%	151.79%	136.99%

6. Establishing Archives Cross Boundaries.

NAA has completed the setting up of the “Archives Cross boundaries” (ACROSS), combining resources of Academia Historica, Taiwan Historica, Council for Cultural Affairs of Executive Yuan, National Central Library and other agencies of totally 11 organizations’ 29 databases.

Table 3. Integrated Agencies of ACROSS and their databases

Name of agency	Searching system provided by the agency	Databases included in the system
Academia Historica	Digital Archives Searching System	<ol style="list-style-type: none"> 1. Archives of Nationalist Government 2. Relics of Chiang Kai-shek 3. Council of Resource's Archives 4. Archives of Department of Land, Taiwan Provincial Government 5. Relics of Late President Chiang Ching-kuo 6. Relics of Late Vice President Chen Cheng
Taiwan Historica	Digital Japanese Ruling and Postwar Archives Project of Taiwan Historica	<ol style="list-style-type: none"> 7. Archives of Taiwan Governor-General Office 8. Archives of Exclusive Trade Bureau, Taiwan Governor-General Office 9. Archives of Taiwan Provincial Administrative Executive Office
Institute of Taiwan History, Academia Sinica	Taiwan Collectanea	10. Taiwan Collectanea
	Taiwan Archives Information System	11. Taiwan Archives Information System
Institute of Modern History, Academia Sinica	Online catalog of Archives of Institute of Modern History, Academia Sinica	12. Online catalog of Archives of Institute of Modern History, Academia Sinica
Institute of History and Philology, Academia Sinica	Database of the Grand Secretariat	13. Database of the Grand Secretariat
National Central Library	Taiwan Memory	<ol style="list-style-type: none"> 14. Ancient Contracts 15. Genealogy of Taiwan 16. Rubbings from Taiwan stone tablets 17. Taiwan images of 19th century 18. Pictorial collection of the Japanese colonial period 19. Graduation books of the Japanese colonial period 20. Historical photographs of Taipei city

Name of agency	Searching system provided by the agency	Databases included in the system
National Taiwan University Library	Dan-shin Archives	21. Dan-shin Archives
Kaohsiung Museum of History	The retrieval system of the Museum's collections	22. Historical documentations 23. Collections of public affairs 24. Industries 25. Videos, audio and pictures
Hsinchu County Archive of Cultural Affairs Bureau	Digital Archives System	26. Digital archives
Council for Cultural Affairs, Executive Yuan	National Repository of Cultural Heritage	27. Ancient books 28. Historical photographs
National Archives Administration	National Archives Information	29. National Archives Information

C. Annual Budget

NT \$571.801 Million dollars.

D. Legal Amendment

NAA revised totally 16 laws in 2009 after reviewing and studying relevant regulations, including Records Check-in Directions.

E. Research and Development

Volume No. 8 of the "Archives Quarterly", "The National Treasure Exploration", and 10 other publications were released. At the same time, two special topic research projects were conducted.

Overseas visits to the National Archives (UK), Oxfordshire Record Office and the British Library Sound Archive between Sep. 25 and Oct. 2, 2009. The visit was beneficial to the preparatory operations for the National Archives, the strategic planning for digitalization of national archives and improvement of application of national archives in Taiwan.

Chapter 2



Management and Application of National Archives

A. Archives Acquisition

a. Acquisition Strategy



Pursuant to the promulgation of National Archives Acquisition Plan (2010-2013), NAA has reviewed and selected agency records from Office of the President, Executive Yuan, Judicial Yuan, Examination Yuan and Control Yuan as well as Ministry of Finance, Ministry of Justice and Ministry of Audit and other agencies. NAA also carried on with transfer of records on major political events, from central agencies dating before 1949 and from public enterprises.

b. Acquisition Achievements



Records totaling 901.82 meters in length were transferred, including records from National Security Council and 30 plus agencies, consisting of 11 main categories like Palace and Yuan's policies. Among all the transfers, there are 898.28 meters in length from the government agencies and 3.54 meters in length from the private organizations.

Table 4. 2009 Statistics of Transferring Agencies of National Archives

Unit: meter

Type of Records	Transfer Agency	Length Transferred	Total Length
Palace and Yuan's Policies	National Security Council	0.06	0.06
Justice and Judicial Affairs	Bureau of Investigation, Ministry of Justice	4.38	4.53
	The Supreme Court	0.03	
	Taiwan High Court	0.03	
	Kaohsiung District Court	0.09	
Domestic Affairs	Ministry of the Interior	14.65	16.85
	Middle Office of Ministry of the Interior	2.2	
Foreign and Overseas Compatriot Affairs	Ministry of Foreign Affairs	35	37
	Overseas Compatriot Affairs Commission, R.O.C	2	
National Defense and Veterans Affairs	RSEA Engineering Corporation	89.2	89.21
	Veterans Pharmaceutical Co., Ltd. Plant of the Veterans Affairs Commission, Executive Yuan	0.01	
Finance	Ministry of Finance	32	51.24
	Central Bank of the Republic of China	19.24	
Education and Sports	Ministry of Education	445	454.6
	Middle Office of Ministry of Education	9.6	
Economics and Trade	Ministry of Economic Affairs	0.2	240.84
	Chan-hwa Office of TaiPower Co., Changhua Division	0.06	
	CSBC Corporation, Taiwan	240.58	
Oceanic Affairs	Coast Patrol Directorate General, Executive Yuan	0.03	0.03
Local Affairs	Keelung City Government	0.1	3.92
	Kaohsiung City Government	0.65	
	Kaohsiung County Government	0.6	
	Madou Land Office of Tainan County	0.88	
	Taichung County Government	0.2	
	Jhongli Land Office of Taoyuan County	0.03	
	Kaohsiung County Council	0.58	
	Hualien County Government	0.88	
Civil Groups	United Unions of Taiwan Salt Industrial Corporation	3.5	3.54
	Industrial Union of Lung-chi plant, Veterans Affairs commission, Executive Yuan	0.03	
	The National Archive (UK)	0.01	
Total			901.82

B. Archives Collection

a. Expansion of Repository Space for National Archives



To meet the urgent demand of storage space for national archives, the strategic planning was targeted at establishing a short-term national archives repository as the top priority, and building the National Archives was set as the goal of the mid- and long-term plans. For short-term goals, the national archives repository in Shilin was open for use in 2006 with the storage space of around 6 kms; national archives repository on Kuangfu South Road was open in May, 2010 with the storage space of about 10 kms. For the mid- and long-term projects, NAA has obtained the approval to use a part of the Central Joint Office Building to be constructed in the second urban center of Xinzhuang City for office space, storage of national archives as well as providing archives access services with the storage space of about 30 kms and destined to open in 2014. Efforts are being made to acquire a piece of public land in Linkuo of 2.71 acres to build the National Archives with the storage space of about 128 kms.

b. Types and Numbers of National Archives Collection



1. Profile of National Archives Collection

Since the start of national archives transfer in 2000, until 2009, the national archives NAA has acquired included 6,310.03 meters of paper records, 19.8 meters of photo files, 222 meters of audio-visual files and 0.02 meter of electronic files. Totally the collection is of 6,551.85 meters.

2. Profile of National Archives Management

(1) Archival Description

Completed archival description-folder level for Taiwan Salt Industrial Corporation, Tang Eng Iron Works Co., Ltd., Chungwa Telecom, National Cultural Association, construction blueprints of the Railroad Department of the Bureau of Transportation of the Governor's Office and records of the Railroad Commission during the Japanese Rule in a total of 3,533 folders.

(2) National Archives Checkout Control

Completion of checkout of records of Taiwan Agricultural and Industrial Development Co., Ltd. between 1947 and 1984 with 2,714 cases (3,192 folders) and tapes of National Assembly of 2,000 rolls in 2009. By end of 2009, NAA completed archiving paper files and folders of 3,901 cases (6,848 folders) and 68,197 units, non-paper files and folders of 6,000 rolls.

(3) Reparation of Damaged National Archives

180,717 pages were repaired between May, 2001 and 2009, among which 27,980 pages were repaired in 2009 alone.

c. Digitalization of National Archives

Starting from 2000 until the end of 2009, 2,959,610 pages of paper files were copied and digitalized. In 2009, total digitalized pages were of 836,503. Moreover, in order to save the special media files, NAA has made 1,035 video tapes and 90 vinyl records scanned and digitalized in 2009, resulting in the total digitalization of audio-visual files of 2,189 video tapes, 1,910 open reel tapes, 18 reels of movie film and 90 vinyl records.

d. Collaborated National Archives Collection

To ensure proper preservation of national archives and overcome limited depository space, management personnel and budgets, as well as to facilitate collection of national archives with specific agency characteristics and local cultural features and convenient access, the custody of the 2,292 files transferred from Kaohsiung Ammonium Sulfate Co., Ltd. was entrusted to the National Science and Technology Museum in Kaohsiung for the period from Dec. 2008 to Dec. 31, 2011. NAA also entrusted the Institute of Modern History of Academia Sinica with the transferred records of the Ministry of Foreign Affairs, consisting of 216 meters (8,949 rolls), up until June 30, 2004.

e. National Archives Management Guidelines

All control equipment, lighting equipment, and fire safety and access control facilities of national archives storages comply with NAA's "Archives Storage Facilities Standards", they go through regular maintenance, inspection, repair and correction, and have special personnel monitoring them at all times for any abnormal situations and to take necessary measures when required. National archives are arranged in accordance with the "Records Conservation and Keeping Directions", "The Management Regulations for Classified Archives", and "The Implementation Regulations for Archives on Electronic Storage" by archive number, from left to right, and from top to bottom. To ensure the proper preservation of national archives, thorough checks are conducted each year according to regulations, and damaged files are restored.

C. Archives Access

a. Service Policy

In accordance with the five service objectives of "The Unlimited Potentiality of Archives: 2009-2012 Archives Service UP Declaration", including "Archives Content Up", "Archives Preservation UP", "Archives Information UP", "Archives Application UP", and "Archives Awareness UP", NAA has pushed the envelope to make archives as accessible as possible for the public with fast e-application, transparent information and artificial intelligence 2.0. Eventually it is our goal to raise the overall efficiency and universal dissemination of archival knowledge.

b. Access Application



1. National Archives Access Application Situation

In 2009, NAA received 70 archives applications from agencies for access to 18,685 items of national archives and approved access to 18,670 items; NAA received archives applications from 261 persons for access to 68,053 items of national archives and approved access to 67,328 items.

Table 5. Statistics of Applications for Access to National Archives

Official Applications by Government Agencies					
Year	Items	No. of requests (cases)	No. of archives requested (items)	No. of archives approved (items)	No. of archives denied (items)
2009		70	18,685	18,670	15
2008		57	8,094	8,093	1
2007		123	4,342	4,305	37
2006		46	629	629	0
2005		15	20,786	20,786	0
2004		77	572	572	0
2003		75	1,172	1,158	14
2002		72	763	763	0
Total		535	55,043	54,976	67

Applications by the Public					
Year	Items	No. of applicants (persons)	No. of archives requested (items)	No. of archives approved (items)	No. of archives denied (items)
2009		261	68,053	67,378	675
2008		158	73,164	72,308	856
2007		175	58,063	57,567	496
2006		105	60,775	58,781	1,994
2005		134	12,631	12,589	42
2004		248	16,410	16,241	169
2003		184	6,842	6,481	361
2002		110	2,429	2,399	30
Total		1,375	298,367	293,744	4,623

2. Publishing Online Newsletter “Archives LOHAS”

To spread national archives messages and promote archives access, NAA on July 16th, 2007 issued “Archives LOHAS” No.1 and continued publish following issues in the middle of each month, actively propagating NAA policies and services items and sending messages on national archives access services, activity information, and archive new knowledge introductions by e-mail. Targets of services included applicants for access to national archives, teachers at related departments in universities and colleges, scholars, specialists and organizations conducting history researches, records management personnel from government agencies, scholars, specialists and private citizens with established business relations with NAA. In 2009, from Issue No. 19 to Issue No. 30, totally 12 issues were released.



c. Information Service

1. Archives Application Information Services

The National Archives Reading and Information Center of NAA officially began service on Mar. 1, 2002. It provides consultation services including record-management-related books, explanations to national archives access application procedures and scope of services, introduction to library collections, and archives catalog inquiry. In 2009, the center has provided services to 398 persons. Among them, 209 persons were for “request for access to archives”, 166 persons for “information retrieve”, 14 persons for “access to books and periodicals” and 9 persons for “others”.

Table 6. Statistics of Visits to National Archives Reading and Information Center

Unit: person/trip

Year	Services	Request for access to archives	Information retrieve	Access to books and periodicals	Others	Total
2002		53	35	33	7	128
2003		31	89	63	5	188
2004		75	119	69	43	306
2005		119	49	54	34	256
2006		86	204	45	27	362
2007		187	164	72	80	503
2008		145	140	45	28	358
2009		209	166	14	9	398
Total		905	966	395	233	2,499

In order to enrich the reference materials of nation archives and to facilitate the open accessibility of national archives, NAA initiated the project of “Name Index of 228 Incident”. By the end of 2009, we have uploaded 21,203 names keywords (50,297 entries) for online search.

Management and Application of National Archives

2. Customer Satisfaction Survey for National Archives Application Services

In order to promote the quality of our application services, a customer satisfaction survey has been conducted in 2009 with 155 customers. Average satisfaction of all evaluation indicators reached 92.1%.

Table 7. 2009 Statistics of Customer Satisfaction Survey for National Archives Application Services

Unit: Percentage (%)

Options of Degree of Satisfactions (N*=155)		Totally Agree	Agree	No opinion	Disagree	Totally Disagree	Average Satisfaction rate of Each Category
Application Process	1. The interface of National Archives Information is easy to operate.	37.42	38.06	14.19	9.68	0.65	88.34
	2. The application services form of Nation Archives and other information and descriptions are easy to understand.	34.19	47.74	12.26	5.81	0.00	
	3. The result of the application meets the need.	25.16	54.84	17.42	1.29	1.29	
Service Personnel	4. The attitude of service personnel is warm and kind.	80.00	20.00	0.00	0.00	0.00	97.74
	5. The efficiency of service personnel is good and high	81.29	15.48	2.58	0.65	0.00	
Environment	6. The general environment is nice and comfortable	54.84	36.77	3.23	0.00	0.00	92.11 % (Non-visitor excluded)
	7. The hardware is complete and well-functioned	29.03	45.16	17.42	3.23	0.00	
Average Satisfaction				92.10			

* N represents the number of samples for conducting this satisfaction survey

3. Archives Application Education

In 2009, 458 visitors from 10 colleges and universities visited NAA. In addition, NAA has welcomed 29 visitors from the Binjiang Junior High School, including teachers and students. The overall satisfaction of the visitors with the arrangement reached 93.62%.

Table 8. Analysis of Satisfaction with Archives Application in Universities and Colleges and Provided Consultation

Unit: Percentage (%)

Evaluation Indicator	Year 2004 (N*=126)	2005 (N =90)	2006 (N =187)	2007 (N =118)	2008 (N =595)	2009 (N =423)
Location Arrangement	100.00	100.00	97.33	98.00	90.92	95.98
Time Arrangement	92.85	93.82	93.58	92.37	90.08	91.72
Explanation Content	95.23	98.76	94.11	96.61	91.09	90.78

Year Evaluation Indicator	2004 (N*=126)	2005 (N*=90)	2006 (N*=187)	2007 (N*=118)	2008 (N*=595)	2009 (N*=423)
Explanation Personnel	98.41	98.41	100	99.15	98.31	96.69
Does it help future archives application	99.20	98.76	95.72	96.61	91.26	90.78
Overall Satisfaction	96.82	98.77	97.86	98.31	90.42	93.62

* N represents the number of valid questionnaires of visiting students

4. Visitors to NAA

In 2009, NAA welcomed 274 visitors from 23 agencies (organizations), including foreign visitors of 10 persons from Fairbank Center for Chinese Studies of Harvard University, Chukyo University, Japan Center for Asian Historical Records and etc.

d. Archives Exhibition

To memorize the 10th anniversary of 921 Earthquake in 2009, NAA cooperated with the National Museum of Nature Science to hold the memorial exhibits titled "Learning from the Experience and Moving on from the Heart – 921 10th Anniversary of the 1999 Chi-Chi Earthquake and Special Exhibits of Related Archives" in the 921 Earthquake Museum of Taiwan. The exhibit started from September 21 to November 30 with total visitors of 54,847 persons.

Furthermore, to maximize the utility of this exhibit, we also opened up the website for "Learning from the Experience and Moving on from the Heart – 921 10th Anniversary of the 1999 Chi-Chi Earthquake and Special Exhibits of Related Archives." This exhibits also toured around many places including the National Taiwan University, Fire Safety Museum of Taipei City Fire Department, National Science and Technology Museum, Hsinchu County Government, Chiayi County Government, Hualien County Government and so on, and has received positive feedbacks from the public.

e. Archives Research and Education

NAA in 2009 contracted specialists and scholars to compile "Archives of Veterans Pharmaceutical Plant, Veterans Affairs Commission, Executive Yuan," "Archives of Kaohsiung Ammonium Sulfate Co. Ltd.," and "Archives of National Unification Council," and published the "Glory Medicine as Salvation – Selected Volumes of Archives of Veterans Pharmaceutical Plant, Veterans Affairs Commission, Executive Yuan," and "Golden Years of Ammonium Sulfate – Selected Volumes of Archives of Kaohsiung Ammonium Sulfate Co. Ltd.," To supplement the "Learning from the Experience and Moving on from the Heart – 921 10th Anniversary of the 1999 Chi-Chi Earthquake and Special Exhibits of Related Archives," a guiding manual of important archives was published along with the "Molting to Reconstruct Hope – Selected Archives of the 10th Anniversary of 921 Earthquake."

An article solicitation event was held in April, 2009 for "Awards for Applications of National Archives Research Papers." NAA encouraged the public to share the research results of the national archives and can further contribute to enrich the contents of NAA's collections and bring closer the national archives to the people's lives.

Chapter 3



Advancement of Government Records Management System

A. Advancement of Important Systems

a. Review and Approval of Government Records Schedules



Up till the end of 2009, 6,740 government records schedules had been approved. In 2009, 109 agencies were reviewed, and 30 agencies were approved.

b. Review and Approval of Catalogs of Agency Records to be Destroyed

Up till the end of 2009, 16,524 catalogs of agency records to be destroyed were reviewed and 16,360 were approved, including 209 catalogs of agency records reviewed between 2002 and 2008.

c. Appraise Records with Permanent Preservation Values



In 2009, NAA appraise the archives of Ministry of Economic Affairs between 1950 and 1971; Ministry of Foreign Affairs between 1950 and 1966, and archives of political investigation and prosecutions of the Martial Law Era. NAA shall continue its appraisal of important national archives in accordance with the National Archives Acquisition Plan (2010 to 2013).

d. Guide the Transforming Cities to the Transfer of Archives



To support the transformation of Taipei County, Taichung County (City), Tainan County (City) and Kaohsiung County (City) to the cities under direct jurisdiction of the central government, NAA published the handbook for archival transfer. A live Q&A session was also held for relevant agencies on Dec. 10, 2009. To firmly grasp the transferring operations of archives of governments, councils and their agencies, NAA promulgated the "Plan for Guiding the Transfer of Archives during the Transformation of Cities' Political Status" and planned to assist the counties and cities by way of actual visits so that NAA's personnel can provide necessary counseling services to the archival transfer.

e. Utilization of Human Resources



1. Administration of Substitute Services Draftees

NAA acquired 85 Substitute Services Draftees to help with records management. They were assigned to serve 37 agencies, including NAA and the Ministry of The Interior (the General Affairs Department) after 10 days of training.

2. Short-term Employment Promotion Measures

According to the “2009 Short-term Employment Promotion Measures – Management Plan of Agency Records,” NAA has hired 3,094 persons of short-term employees to assist various agencies to administrate the archives management business.

B. Professional Training

In 2009, NAA offered 12 types of trainings with 98 sessions and 5,412 participants. We completed e-Archivist online learning platform of Virtual Archives (<http://e-archivist.archives.gov.tw/>) and it was officially launched on Jan. 15, 2009. It provided 15 courses including “Records Management for Beginners” for online study.

Table9. 2009 Training Programs for Archives Management

Program	Number of courses	Number of Trainees
Supporting Governmental Trainings	13	909
Workshop on Central Agencies' Records Management	7	300
Trainings of Information System for the Agency Records Management	22	1,780
Trainings of the documents keeping and records management systems for small-size government agencies –official document side	4	104
Trainings of E-Document Records Management System	21	567
Trainings of Electronic Records Management Skill	16	747
Seminars on the Setup of Agency Records Repository	2	105
Seminars on Records Duplication and Storage	2	175
Seminars on Records Preservation and Maintenance	2	148
Records Appraisals Workshop	4	399
Operations of Records Management	2	37
Symposium of the students of National Archives Administration	3	141
Total	98	5,412

Advancement of Government Records Management System

Table 10. 2009 List of Professional Digital Courses of Archives

Serial Number	Category	Name of the Courses	Hours
Production in 2008 (2009 online)			
1	Basic General Education	Records Management for Beginners	2 hour(s)
2	Basic General Education	Overview of Archives Management Planning	1 hour(s)
3	Basic General Education	Introduction to Regulations on Electronic Records	1 hour(s)
4	Basic General Education	Introduction to Electronic Records I	1 hour(s)
5	Basic General Education	Introduction to Electronic Records II	1 hour(s)
6	Basic General Education	Security of Archival Information	1 hour(s)
7	Basic Practices	Reservation of File Storage (AA certification)	2 hour(s)
8	Basic Practices	Records Management Computerization	1 hour(s)
9	Basic Practices	Cataloging of Agencies Records	1.5 hour(s)
10	Basic Practices	Records Appraisals	1.5 hour(s)
11	Basic Practices	Records Disposal	2 hour(s)
12	Basic Practices	Application Service of Archives	2 hour(s)
13	Basic Practices	Management of Classified Archives	1.5 hour(s)
14	Basic Practices	Introduction to the documents keeping and records management systems for small-size government agencies I	45 minute(s)
15	Basic Practices	Introduction to the documents keeping and records management systems for small-size government agencies II	45 minute(s)
Total			20 hour(s)
Serial Number	Category	Name of the Courses	Hours
Production in 2009 (2011 online)			
1	Basic General Education	Introduction to Electronic Archives Encyclopedia	1 hour(s)
2	Basic Practices	Archives Destruction	2 hour(s)
3	Professional Advancement	Repairs of Paper Files and Records: on Materials	1.5hour(s)
4	Professional Advancement	Making of Authorized Sealed Files Online	1 hour(s)
5	Professional Advancement	Value-added Archives and Promotion (A Certification)	1.5 hour(s)
6	Professional Advancement	Repairs of Paper Files and Records: on Practices	1.5 hour(s)
7	Professional Advancement	Records Duplication and Storage — Digitization of Paper Files and Records	2 hour(s)
8	Professional Advancement	Transformation of Electronic Records and Usage of Simulation Tools	1.5 hour(s)
Total			12hours
Total		23 courses	32hours

C. Evaluation of Administrative Records Management

a. Archives Management Award



The 7th Archives Management Quality Award and the Outstanding Archivist Award were carried out, 19 agencies as well as 21 individuals were awarded the honor.

b. Archives Management Counseling



To assist the implementation of agency records management, the archives management counseling service was conducted since 2006. NAA visited Taitung and Yunlin County Governments in 2009 and rendered assistance through two-way communication and diagnosis, delivering the correct way of archives management.

D. Application Services

a. Cataloging and Publication by Agencies



By the end of 2009, the total number of files catalogued and published in NAA's NEAR (<https://near.archives.gov.tw>) is 327,874,632. If files are divided according to central and local agencies, the catalog of records submitted by central government agencies has 173,967,510 items (53.06% of the total) and the catalog of records submitted by local government agencies has 153,907,118 items (46.94% of the total).

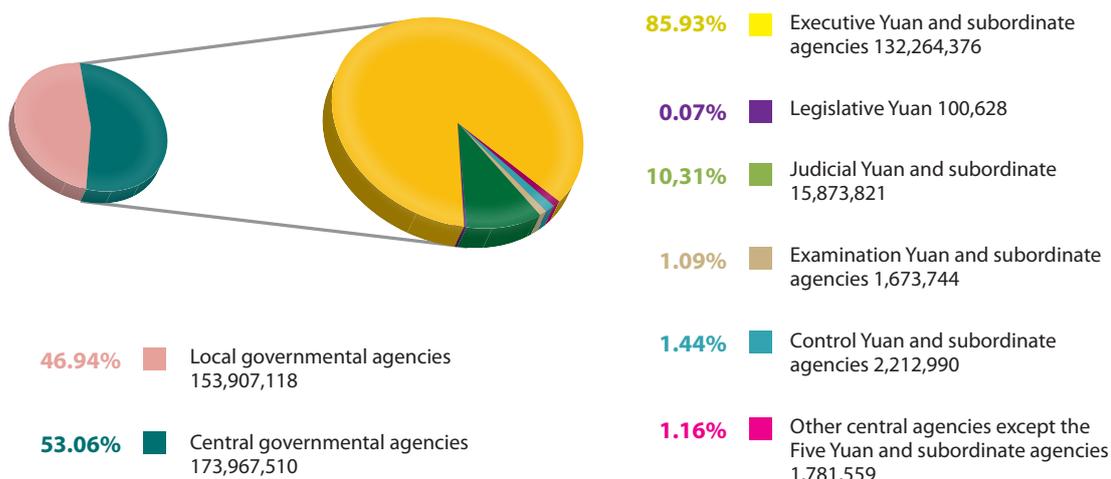


Chart 3. Central and Local Government Agency Records Statistics

Advancement of Government Records Management System

If files are divided according to agency nature, general administrative agencies submitted the most number of files with 121,372,266 items (37.02%), followed by financial administrative agencies and financial institutions with 56,613,604 items (17.27%).

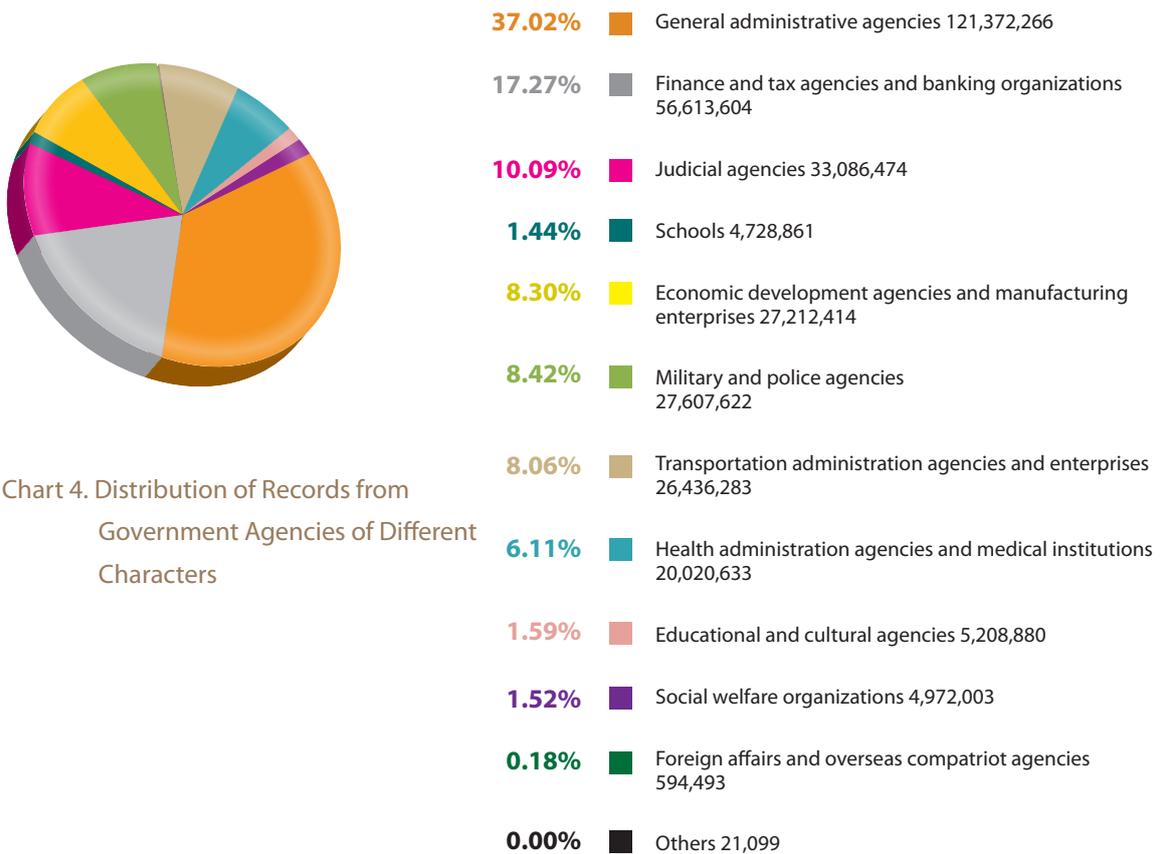


Chart 4. Distribution of Records from Government Agencies of Different Characters

If files are divided according to agency categories, government agencies submitted the most number of files with 288,975,199 items (88.13%), followed by state-owned enterprises with 34,149,473 items (10.42%), public schools with 4,728,861 items (1.44%) and others with 20,379 items (0.01%).

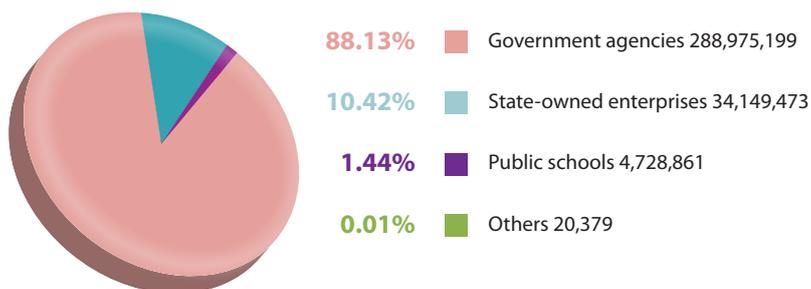


Chart 5. Distribution of Records from Government Agencies of Different Categories

b. Agency Record Application Service

According to the survey conducted in 2009, the agencies processed a total of 42,414 applications, in which 38,801 (91.48%) were approved and 3,613 (8.52%) were disapproved. The public filed for access to government records primarily for protection of their rights and then for evidence inspection.

Table 11. Statistics of Approved and Disapproved Applications for Access to Agency Records

Year Result	2007		2008		2009	
	Number of Agencies	Percentage (%)	Number of Agencies	Percentage (%)	Number of Agencies	Percentage (%)
Approved	65,206	99.36	41,157	96.04	38,801	91.48
Disapproved	418	0.64	1,696	3.96	3,613	8.52
Total	65,624	100	42,853	100	42,414	100

Table 12. Statistics of Purposes of Application from Private Citizens for Records Access

Year Purpose	2007		2008		2009	
	Number of Agencies	Percentage (%)	Number of Agencies	Percentage (%)	Number of Agencies	Percentage (%)
Historical investigation	5	9.62	6	12.24	7	4.40
Academic research	20	38.46	20	40.82	42	26.42
Evidence investigation	22	42.31	22	44.90	21	13.21
Operational reference	20	38.46	17	34.69	21	13.21
Protection of rights	47	90.39	36	73.47	49	30.82
Others	2	3.85	6	12.24	19	11.95

c. Utilization of the NEAR Website



By the end of 2009, the NEAR website was visited by 694,515 internet users starting from Sep. 17, 2002. In 2009, 3,425,616 queries were made at NEAR. 3,334,899 of them, or 97.35%, were simple queries, and 90,717, or 2.65%, were advanced queries.

Chapter 4



Records Management Computerization

A. Advancing and Assisting Computerization of Administrative Records Management

Application Software Call Center in 2009 processed over 18,000 phone calls for assistance and helped government agencies and public schools solve 11,980 problems related to records management. Satisfaction with the information service workers stood at 91%.

B. Developing the Long-Term Preservation Technology of Digital Records

In response to the tendency of electronic records, NAA in 2009 has made active efforts in developing the prototype of Electronic Records Knowledge-Base System (including Electronic Records Wikipedia). NAA has also been constructing Electronic Records Long-Term Preservation Operation Platform and proposing the guideline on life cycle management of electronic records, in the meantime promulgating the application methods and management regulations for electronic records storage media and operational guidance for the electronic records long-term preservation laboratory. Furthermore, NAA has been revising the operational regulations for computerization of documents and records.

C. Honing the Catalog Assembling and Searching Functions

The upgrading of National Archives Information System and Navigating Electronic Agencies' Records simplified records access application procedures and offered the great user experience. The Archives Cross boundaries website was designed to provide the integrated searching platform containing cross-agency resources of archives collections.

D. Establishing Web Pages for Themed Records on Development of Taiwanese Industrial Economy

State-owned enterprises had made significant contributions to the recovery of post-WWII economy in Taiwan. However, as economic growth in the private sector escalated, they finally entered the stage of privatization. To help the public understand the glorious history of state-owned enterprises, NAA completed the themed web pages on the "Veterans Pharmaceutical Plant of the Veterans Affairs Commission, Executive Yuan" and "Kaohsiung Ammonium Sulfate Co. Ltd." and placed them in the themed archives section of NAA's Virtual Archives website (<http://va.archives.gov.tw>) for public access.

E. Reinforcing the Protection for Information Security

NAA continued to promote measures for information security, completed internal auditing for the information security management system. NAA passed the certification of ISO 27001:2005 information security management systems for continuing assessment, and it indicates the reliability of the information security management system at NAA. It further conducted drills for system and web page recovery after disasters as well as upgraded the intrusion detection system and established a platform for enterprise log management, compliance and security at DR-site.



Recordation of Major Events



Date	Events Summary
Jan.9 (Fri.)	<ol style="list-style-type: none"> 1. Transfer of 228 Incident related records dating before 1949 from Keelung and Kaohsiung City Government. Transfer of records dating before 1949 from Ministry of Economic Affairs 2. On-site evaluation and selection of records from Ministry of Examination intended for destruction
Jan. 13 (Tue.)	Release Taiwan Chung Hsin Paper Corporation themed web pages of Taiwanese industrial economy
Jan. 15 (Thu.)	The activation of "e-Archivist online learning platform of Virtual Archives"
Jan. 15 (Thu.) - 17 (Sat.)	Internal audit of the information security management system
Jan. 20 (Tue.)	<ol style="list-style-type: none"> 1. Farewell party for the 58th session of decommission of substitute services draftees 2. Convocation of the 5th meeting on the amendment draft for the Archives Act
Feb. 3 (Tue.)	Transfer of 228 Incident related records dating before 1949 from Kaohsiung County Government
Feb. 4 (Wed.)	<ol style="list-style-type: none"> 1. On-site evaluation and selection of records from Ministry of Audit intended for destruction 2. Processing the "Short-term Employment Promotion Measures" related affairs
Feb. 10 (Tue.)	<ol style="list-style-type: none"> 1. NAA's 1st organization restructuring meeting of 2009 2. Revision of NAA's checklist of the Administration's division of responsibilities to respective levels 3. On-site evaluation and selection of records from Water Resources Agency of Ministry of Economic Affairs intended for destruction
Feb. 13 (Fri.)	<ol style="list-style-type: none"> 1. Provision of NAA's project of future station in Chungho (near the Management College, National Defense University) to the Taipei County Government 2. Transfer of records dating before 1949 from the Middle Office of the Ministry of Education
Feb. 17 (Tue.)	Processing NAA's station into the Central Joint Office Building in the second urban center of Xinzhuang City
Feb. 18 (Wed.)	Convocation of the 6 th meeting on the amendment draft for the Archives Act
Feb. 23 (Mon.) – 25(Wed.) / Apr. 13 (Mon.) – 15 (Wed.) / Jun. 15 (Mon.) – 17 (Wed.)	Holding 2009 workshop on central agencies' records management with the assistance of Civil Service Development Institute (3 sessions)
Feb. 24 (Tue.)	4 th advisory committee meeting on evaluation and selection of 921 Earthquake archives
Feb. 26 (Thu.)	Transfer of 228 Incident related records dating before 1949 from Taichung County Government, Jhongli Land Office of Taoyuan County and Madou Land Office of Tainan County. Transfer of records dating before 1949 from Hualien County Government
Feb. 27 (Fri.)	<ol style="list-style-type: none"> 1. NAA awarded the excellent organization of Drafting Services of the National Military Force 2. Transfer of records dating before 1949 from the Ministry of Education
Mar. 3 (Tue.) / 5 (Thu.) / 10 (Tue.)	Three seminars (north/south/central) on verification of records management information systems

Recordation of Major Events



Date	Events Summary
Mar. 11 (Wed.) – 13 (Fri.) / Jun. 10 (Wed.) – 12 (Fri.) / Sep. 9 (Wed.) – 11 (Fri.) / Nov. 18 (Wed.) – 20 (Fri.)	Holding workshops on agencies' records management with the assistance of Regional Civil Service Development Institute (4 sessions)
Mar. 13 (Fri.)	<ol style="list-style-type: none"> 1. On-site evaluation and selection of records from Bureau of Energy of the Ministry of Economic Affairs intended for destruction 2. NAA's information security management systems acquired ISO27001: 2005 reissuance of certification and certification from The British Standards Institution, Taiwan Branch
Mar. 25 (Wed.)	Release of Issue No. 1 of Volume 8 of the "Archives Quarterly"
Mar. 31 (Tue.)	Transfer of records dating before 1949 from Kaohsiung County Council
Apr. 7 (Tue.)	Transfer of records dating before 1949 from Ministry of Finance
Apr. 10 (Fri.)	The visit of NAA by Mr. Jay Taylor from Fairbank Center for Chinese Studies of Harvard University
Apr. 13 (Mon.)	Group focus discuss of manufacturers for verification of records management information systems
Apr. 16 (Thu.)	Holding meeting of the "scope of publication of organizational archives and the extension of open access of the national archives"
Apr. 17 (Fri.)	1 st meeting on the electronic official document and records management system and conducting a disaster recovery testing of the system
Apr. 21 (Tue.) / 30 (Sun.) / May 5 (Tue.)	Convocation of three meetings on the amendment draft for the Archives Act between different government agencies
Apr. 21 (Tue.) – 22 (Wed.)	Holding seminars on the setup of records repository
Apr. 27 (Mon.) - May 6 (Wed.)	Holding the 69 th training session of substitute services draftees of the public administrative services
Apr. 30 (Thu.) / May 6 (Wed.) – 7 (Thu.)	Holding seminars on records preservation and maintenance (2 sessions)
May 6 (Wed.)	Conference of records appraisals of 1949-1966 from the Ministry of Foreign Affairs
May 8 (Fri.)	Completion of NAA's project of checkout of agency archives of 2009 NAA's
May 13 (Wed.)	Huang Huang-hsiung, the member of Control Yuan, visited NAA to review files
May 14 (Thu.) – 15 (Fri.) / Jun. 2 (Tue.) – 3 (Wed.)	2 training sessions on the documents keeping and records management systems for small-size government agencies
May 18 (Mon.)	Release "The Unlimited Potentiality of Archives: 2009-2012 Archives Service UP Declaration"
May 19 (Tue.) – 20 (Wed.) / Jul. 14 (Tue.) – 15 (Wed.) / Sep. 15 (Tue.) – 16 (Wed.) / Oct. 20 (Tue.) – 21 (Wed.)	Holding workshops on records appraisals (4 sessions)
May 20 (Wed.)	Holding the strategic meeting on the integration of documentations and archives
May 20 (Wed.) – 21 (Thu.)	Visit to Taitung County Government by the NAA 2009 Archives Management Service Team



Date	Events Summary
May 21 (Thu.)	Reporting the amendment draft for the Archives Act and Article 2 and 10 of the Special Law on the Organization of NAA to Executive Yuan for review and approval
May 25 (Mon.)	Reviewing meeting for the adjudicating guidelines for "Awards for Applications of National Archives Research Papers."
Jun. 1 (Mon.) – 22 (Mon.)	Promotional activities for the professional digital archives courses: Archival Baby for the Skygate
Jun. 10 (Wed.)	Issuance of NAA 2008 Annual Report
Jun. 16 (Tue.)	1. Transfer of records dating before 1949 from the Ministry of the Interior 2. Activation of electronic records training website
Jun. 18 (Thu.)	On-site evaluation of the records of damages (water and moth) dating before 1949 from Ministry of Education
Jun. 23 (Tue.)	Holding 1 st meeting of the 4 th Records Appraisals Commission; records appraisals of 1950-1971 from Ministry of Economic Affairs
Jun. 24 (Wed.)	Raffle drawing of promotional activity for the professional digital archives courses: Archival Baby for the Skygate
Jun. 24 (Wed.) / Nov. 10 (Tue.)	Meeting to exchange opinions between students of the e-Archivist online learning platform of Virtual Archives in the northern and central Taiwan
Jun. 25 (Thu.)	Release of Issue No. 2 of Volume 8 of the "Archives Quarterly"
Jun. 26 (Fri.)	Transfer of records dating before 1949 from the middle office of Ministry of the Interior
Jun. 30 (Tue.)	RDE Commission of Executive Yuan issued the amendment draft for the Archives Act and Article 2 and 10 of the Special Law on the Organization of NAA with Letter Fa No. 0985160060 to the Executive Yuan pending for approval
Jul. 2 (Thu.) – 3 (Fri.) / 7 (Tue.) / 8 (Wed.) / 14 (Tue.) / 16 (Thu.) – 17 (Fri.)	Holding of basic trainings on the electronic records in Taichung, Taipei and Kaohsiung (3 sessions)
Jul. 7 (Tue.)	Transfer of records dating before 1949 from of the Ministry of Foreign Affairs
Jul. 10 (Fri.)	Group focus discussion verification of records management information systems
Jul.16 (Thu.) – Oct. 30 (Fri.)	Article solicitation activity of Infinity of Archives Management
Jul. 17 (Fri.)	1. Farewell party for 63 th session of decommission of substitute services draftees 2. Preparatory meeting for the special exhibit on the 100 th anniversary of national founding
Jul. 22 (Wed.)	Wei Kuo-yen, the deputy commissioner of the Research, Development and Evaluation Commission, Executive Yuan, visited NAA
Jul. 22 (Wed.) / Jul. 24 (Fri.) / Jul. 30 (Thu.) – 31 (Fri.) / Aug. 27 (Thu.)	Holding advance classes on the electronic records in Taipei, Kaohsiung and Taichung (3 sessions)
Jul. 28 (Tue.)	Transfer of records from An-kang reception room of Investigation Bureau of Ministry of Justice
Jul.30 (Thu.)	Transfer of records dating before 1949 from Overseas Compatriot Affairs Commission
Aug. 3 (Mon) - Oct. 23 (Fri.)	Holding promotional activities of the professional digital archives management courses: Infinity of Archives Management – calling for companions
Aug. 13 (Thu.)	3 rd meeting of judges of the 7 th Archives Management Quality Award and Outstanding Archivist Award

Recordation of Major Events



Date	Events Summary
Aug. 19 (Wed.)	Holding 2 nd meeting of the 4 th Records Appraisals Commission, records appraisals of 1949-1966 from Ministry of Foreign Affairs
Aug. 21 (Fri.) / 28 (Fri.) / 31 (Mon.)	Holding hands-on classes of electronic records in Kaohsiung, Taichung and Taipei (3 sessions)
Aug. 25 (Tue.)	Executive Yuan held meeting on the amendment draft for the Archives Act and Article 2 and 10 of the Special Law on the Organization of NAA
Aug. 26 (Wed.)	Meeting of NAA evaluation panel on the exchange process of 2009 public documentation
Sep. 1 (Tue.)	Promulgation of National Archives Acquisition Project (2010 to 2013)
Sep. 4 (Fri.)	Research team of Chukyo University visited NAA
Sep. 8 (Tue.) – 28 (Mon.)	Promotional activity for the Virtual Archives : Braving into the Virtual Archives
Sep. 15 (Tue.)	Release of Issue No. 3 of Volume 8 of the "Archives Quarterly"
Sep. 21 (Mon.)	Opening ceremony of "Learning from the Experience and Moving on from the Heart – 921 10 th Anniversary of the 1999 Chi-Chi Earthquake and Special Exhibits of Related Archives"
Sep. 21 (Mon.) – 30 (Wed.)	Holding the 74 th training session of substitute services draftees of the public administrative services
Sep. 22 (Tue.) – 24 (Thu.)	Visit to Yunlin County Government by the NAA 2009 Archives Management Service Team
Sep. 29 (Tue.)	Raffle drawing for the promotional activity : Braving into the Virtual Archives
Oct. 13 (Tue.)	On-site evaluation and selection of records from CPC Corporation, Taiwan intended for destruction
Oct. 15 (Thu.)	<ol style="list-style-type: none"> 1. Transfer and checking of records from the Keelung factory of the CSBC Corporation, Taiwan before its privatization 2. Holding trainings of the technology transfer of the electronic official document and records management systems
Oct. 21 (Wed.)	The 7 th Archives Management Quality Award and Outstanding Archivist Award Ceremony
Oct. 26 (Mon.)	Seminars on the integration of transfers of archives during the transformation of political statuses of cities and counties
Oct. 27 (Tue.)	On-site evaluation and selection of records from Ministry of Transportation and Communications intended for destruction
Oct. 28 (Wed.)	Promulgating the revision of Records Check-in Directions
Oct. 29 (Thu.) – 30 (Fri.) / Nov. 5 (Thu.) – 6 (Fri.) / Nov. 12 (Thu.) – 13 (Fri.) / Nov. 16 (Mon.) / Nov. 20 (Fri.) / Nov. 30 (Mon.)	Holding trainings on agencies' records management information system in the northern, southern, central and eastern Taiwan
Nov. 9 (Mon.)	Transfer and checking of records of 1946-1966 from Ministry of Foreign Affairs
Nov. 4 (Wed.)	Raffle drawing for the promotional activity: Infinity of Archives Management – calling for companions
Nov. 11 (Wed.)	Transfer and checking of archives of political investigation and prosecutions of the Martial Law Era from the Highest Court
Nov. 12 (Thu.)	Transfer and checking of archives of name list of 1 st National Assembly, Legislators and Control Yuan members from the Ministry of the Interior



Date	Events Summary
Nov. 16 (Mon.) / 30 (Mon.)	2 nd meeting with Academia Historica on the amendment draft for the Archives Act
Nov. 17 (Tue.)	<ol style="list-style-type: none"> 1. Transfer and checking of the records of the CSBC Corporation, Taiwan before the privatization 2. Transfer and checking of archives of political investigation and prosecutions of the Martial Law Era from the Taiwan High Court
Nov. 18 (Wed.)	Presentation on E-knows-it-all: results on the professional digital courses of archives
Nov. 19 (Thu.)	Seminars on the long-term preservation technology of electronic records and article solicitation competition
Nov. 20 (Fri.)	Promulgation of the handbook for archival transfer
Nov. 23 (Mon.)	On-site evaluation and selection of records from the Department of Military Justice of Ministry of National Defense intended for destruction
Dec. 2 (Wed.) / 10 (Thu.) / 18 (Fri.) / 23 (Wed.)	Holding seminars on the participation of the 8 th Archives Management Quality Award and Outstanding Archivist Award in the northern, southern, central and eastern Taiwan
Dec. 3 (Thu.)	Director general of NAA reported to Office of the President with the chief commissioner of the Research, Development and Evaluation Commission for the amendment for Archives Act
Dec. 4 (Fri.)	Transfer and checking of archives of political investigation and prosecutions of the Martial Law Era from the Coast Patrol Directorate General, Executive Yuan
Dec. 7 (Mon.)	<ol style="list-style-type: none"> 1. Completion of interior decoration of national archives repository on the Kuang-fu S. Road 2. Training sessions of upgrading of the electronic official document and records management system
Dec. 8 (Tue.)	Officers and researchers from Japan Center for Asian Historical Records visited NAA
Dec. 9 (Wed.)	NAA won the excellent award of organization for substitute
Dec. 10 (Thu.)	<ol style="list-style-type: none"> 1. Holding seminars on the transfer of archives during the transformation of cities' political status 2. The v.8.0 of the documents keeping and records management systems for small-size government agencies passed the verification of records management information system (complete version)
Dec. 11 (Fri.)	Holding the second meeting of the 4 th committee of the national archives management conference
Dec. 14 (Mon.)	Meeting to consult the experts' opinions of the government records schedule of the Atomic Energy Council, Executive Yuan
Dec. 15 (Tue.)	Transfer and checking of multimedia records from the RSEA Engineering Corporation before its privatization
Dec. 16 (Wed.)	Transfer and checking of archives of political investigation and prosecutions of the Martial Law Era from Taiwan Kaohsiung District Court
Dec. 21 (Mon.)	Succession ceremony between the acting director general Shi Chun-yin and new director general Chen Shu-lin
Dec. 25 (Fri.)	<ol style="list-style-type: none"> 1. Release of Issue No. 4 of Volume 8 of the "Archives Quarterly" 2. On-site evaluation and selection of records from the Ministry of the interior intended for destruction
Dec. 28 (Mon.)	Holding consultation meeting for legal aspects of agency records disposal

*National
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Administration*

ISBN 978-9860239423



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GPN：1009902216

定價：新台幣480元

