National Archives Administration

Republic of China(Taiwan)

2002—2003 Annual Report

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Republic of China(Taiwan)

Annual Report 2002—2003

2002
2003

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A Message from the Director General

The Archives Act, promulgated on December 15, 1999, provided a legal basis for Taiwan's archives and records management system. On March 1 the following year the Research, Development and Evaluation Commission, with the approval of the Executive Yuan, set up a Preparatory Office for the National Archives Administration to undertake the work of establishing an archives management organization, system, and related laws and regulations. The National Archives Administration was formally established on November 23, 2001; and the Archives Act, together with its Enforcement Rules and other subsidiary laws, took effect on January 1, 2002. This brought Taiwan's archives management onto the path of institutionalized, standardized, and professionalized development, and opened up a new era in the progress of the archives management system.

The National Archives Administration has compiled and published this Annual Report to provide the public with information on the development of our agency. Since this is the first issue of the Annual Report, it includes information on the prosecution of our efforts during two years, 2002 and 2003.

This Annual Report is a witness to the development of the National Archives Administration, and the statistical data it contains constitute a source of information that is convenient for all to use. In this Annual Report we give a clear statement of the core values and vision to which the Administration firmly adheres. At the same time, we hope that with this Annual Report we share the fruits of our efforts with our archives management partners throughout the country.

Su -Po Chen

Director General

National Archives Administration

About NAA

1. Organization and Personnel

(1) Organization and Background

National Archives Administration was established on November 23, 2001 and is under the jurisdiction of the Research, Development and Evaluation Commission of the Executive Yuan. The Administration has five divisions and three offices under its structure including planning division, acquisition division, archives preservation division, service division, archives information office and secretariat, personnel office and accounting office.

The Administration has formed a National Archives Administration committee responsible for reviewing the judgments, classification, retention period and other disputes related to the archives. The committee also provides consultation on archives management and general policies.

Chart 1 Organization of the National Archives Administration

(2) NAA Managerial Staff

Director General	**Su-po Chen**
Deputy Director General	**Tsung-ming Chang**
Deputy Director General	**Chih-chung Ho**
Chief Secretary	**Chiu-yen Lin**
Division Director, Planning Division	**Chung-hsien Wang**
Division Director, Acquisition Division	**Cheng-min Huang**
Division Director, Archives Preservation Division	**Hung-ming Chang**
Division Director, Service Division	**Chi-i Hsu**
Division Director, Archives Information Division	**Pei-in Chao**
Chief Personnel Officer	**Li Wang**
Chief Accounting Officer	**Hsiao-chen Chen**
Senior Executive Officer,Secretariat	**Yen-shi Lee**

(3) Functions

a. Plan and formulate archives policies, regulations and management system.

b. Supervise and evaluate the management and application of government records.

c. Compile and publish archives catalogs

d. Examine the archives disposal plans and catalogs of government records.

e. Review judgements, classification, retention period and other disputes related to the archives management issues.

f. Plan and promote relevant acquisition, transfer, arrangement, preservation, accessibility and application facilities.

g. Plan and coordinate donation, entrustment or acquisition of private or organizational documents or information.

h. Plan and carry out opening and utilization of national archives.

i. Plan and build a national archives information system.

j. Conduct staff training, research archives management and applications, archives publications, technology development, academic exchanges and international cooperation.

k. Other archives-related matters.

(4) Human Resources

2002 personnel quota:

91 (to end of December 2002)

2003 personnel quota:

90 (to end of December 2003)

(5) Team Honors

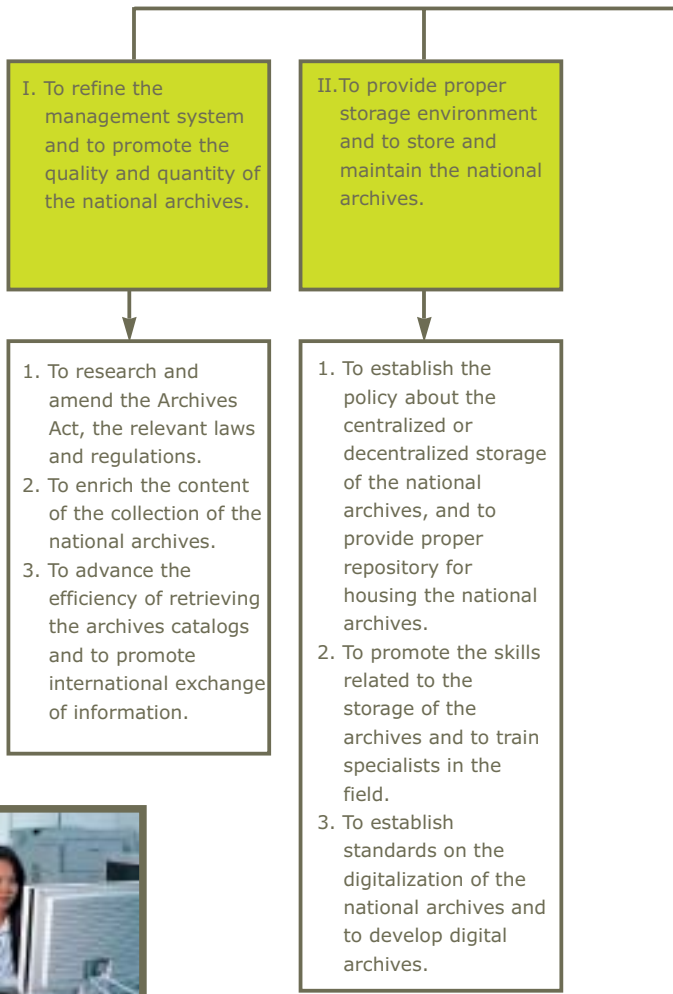
Received Quality English Environment Award in 2003

2. Medium-term and Long-term Strategy Plan

(1) Our Value and Vision

Core Value: To provide evidence of the progress and create the intellectual property of our country.

Vision: The efficiency of the governmental knowledge management will be promoted and ready access to archives in the most useful and convenient way will be offered for users.



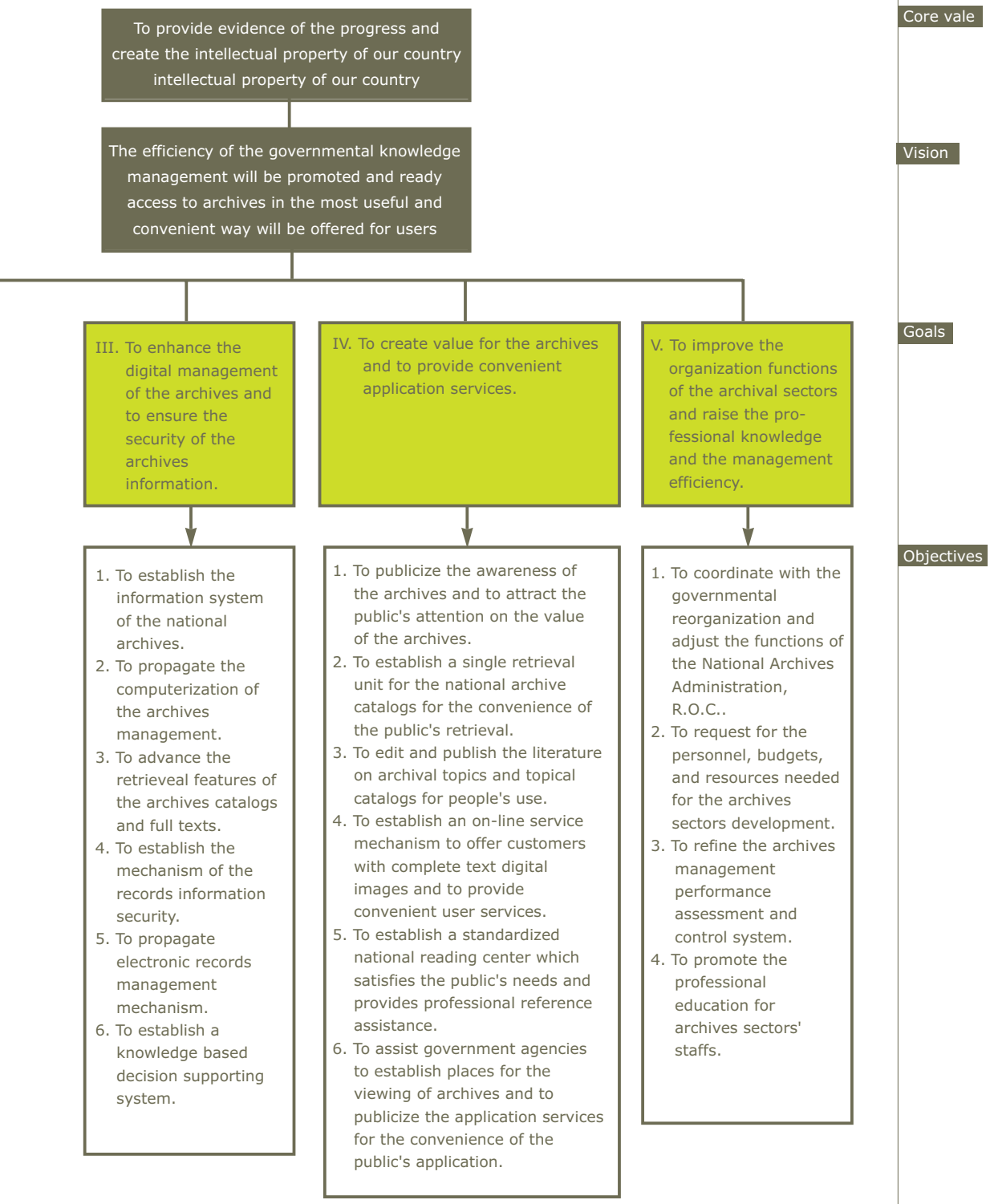


Chart 2 Core Values, Vision, and Goals of the Strategic Plan for Archives Management (2002-2011)

(2) Medium-term Strategic Plan

a. Key Points of Medium-term Strategic Plan

Development Priority: Promoting the new archives management system; promotion of archives opening and utilization.

Strategic goals: Enhance the government's effectiveness in knowledge management and facilitate public access to archives information.

Essentials of plan contents:

(a) Promoting a sound Archive Management System:

Upgrading of the quality and professionalism of archives management, help government agencies organize archive catalogs and old records, review expiration dates of government records and handle records disposal.

(b) Improving the national archives:

Handling of the value assessment of national archives and the transfer of national archives, and collection of valuable individual and legal entity documents.

(c) Strengthen Archive Conservation and Digital Preservation:

Planning and preparation of storage facilities for national archives, planning of national archives preservation and maintenance, and planning of digitization and storage of national archives.

(d) Strengthen Archive Utilization Services, Provide Convenient Public Access to Archives:

Compilation of archive catalogs and assistance to agencies in establishing archive utilization venues, organizing of archive displays and promotions, promotion of archive utilization service concepts, provision of archive utilization and reference consultation, and heightening of customer service satisfaction.

(e) Computerization of government records management:

Implementation of National Archives Information System, promotion and assistance for the digitization of government records management, establish a electronic document record operating system, and an archives knowledge management system.

b. Individual Medium-term Programs

(a) Archives Management Integration Program (2001-2004)

(b) Archives computerization Plan (2001-2004)

(c) National Archives Administration Office Building Renovation Program (2001-2004)

(d) National Archives Information System Installation Program (2003-2006)

c. Performance

All 2002 and 2003 assessment indicators were achieved on time.

Table 1 Achievement of Medium-term Goals

Strategic Goals	Evaluation Indicators	2002		2003	
		Goal	Actual Achievement	Goal	Actual Achievement
Enhance government effectiveness in knowledge management and facilitate public access to archival information	Numbers of records catalogues agencies has made legally.	500,000	17,692,118	500,000	61,201,519
	Ratio of permanent records transferred from agencies increased	--	--	5	5
	National Archives Administration storage areas	30	30	--	--
	Ratio of national archive catalogs available for inquiry	50	100	70	100
	Government agencies records management computerization	5	5	14	14

3. Annual Budgets

2002 budget: NT$255,433,000

2003 budget: NT$673,830,000

4. Laws and Regulations

(1) Establishment of Subsidiary Laws Related to Archives Act

During the preparatory period for establishment of the NAA, eight regulations and 14 directions were completed. These were implemented together with the Archives Act on January 1, 2002.

The Criterion for Appraising Government Agency Archive Management for the Golden Archive Award and Criterion for Selecting and Rewarding Outstanding Government Agency were implemented on April 1, 2002.

The Operating Guidelines for the Management of Agency Electronic Archives was implemented on July 16, 2003.

(2) Revision of Subsidiary Laws Related to the Archives Act

The Plan for the Revision of Archive Regulations and Directions, 2003 was established, and the overall review and revision of related subsidiary laws was undertaken.

5. Research and Development

From its preparatory period through the end of 2003, a total of 39 publications were published and 37 research projects were cerried out.

6. Facilities

The NAA's office premises were occupied on January 10, 2002. They are located at No. 10 Yitong St., Lane 59, Taipei.

Table 2 Subsidiary Laws Related to Archives Act

No.	Name of Law or Regulation	Notes
1	The Enforcement Rules of the Archives Act *	Regulation
2	The Implementation Regulations for Archives Stored on Microfilm	Regulation
3	The Implementation Regulations for Archives on Electronic Storage *	Regulation
4	The Regulations for Transfer of National Archives*	Regulation
5	The Retention Period and Destruction Regulations for Agency Records*	Regulation
6	The Reward Regulations for the Donation of Precious Documents by an Individual or Legal Entity	Regulation
7	The Management Regulations for Classified Archives*	Regulation
8	The Fee Standards to View, Copy or Duplicate Archives *	Regulation
9	Records Check-in Directions *	Direction
10	Archives and Records Arrangement Directions	Direction
11	Archives and Records Description Directions *	Direction
12	Records Conservation and Keeping Directions *	Direction
13	Records Retrieval Directions	Direction
14	Archives Preservation Directions *	Direction
15	Archives Appraisal Directions	Direction
16	Records-Managing Units and Personnel Placement Standards	Direction
17	Archives Storage Facilities Standards *	Direction
18	Records Management Computerized Directions *	Direction
19	Directions for Access to National Archives*	Direction
20	National Archives Administration Committee Directions	Direction
21	The Directions for the Purchase of Precious Documents and for Individuals or Organizations Entrusted Precious Documents to National Archives Administration	Direction
22	Former Presidents' Archives Preservation and Management Directions #	Direction
23	Criterion for Appraising Government Agency Archive Management for the Golden Archive Award *	Direction
24	Criterion for Selecting and Rewarding Outstanding Government Agency *	Direction
25	Operating Guidelines for the Management of Agency Electronic Archives	Direction

*：Regulations and directions scheduled for revision
#瘦Former Presidents' Archives Preservation and Management Directions were rescinded on March 12, 2004.

Management and Services of National Archives

1. Archives Acquisition 2002

The work of archives collection which was implemented in 2002 includes the arrangement and transfer of National Assembly archives and the investigation and collection of archives related to national security, the Formosa Incident, and other major political incidents. A total of 9,476 archive items, 489 volumes of hand-written minutes, and 7,266 audio and video tapes were transferred.

2. Archives Collection

(1) Type and Quantity

The archives under the custodianship of the National Archives Administration at the end of 2003 totaled 73,780 items of hard-copy written archives, 44 rolls of video-taped archives, and 7,222 rolls of audio-taped archives.

Table 3 National Archives by Type

Type of Storage Media	Quantity
Hard-copy Archives (items)	73,780
Photographic Archives (folders)	44
Audio-visual Archives (folders)	7,222

(2) National Archives Management

a. Inventory

In 2002 the National Archives Administration formulated the National Archives Inventory Plan, to be completed in three years. A total of 39,784 national archival items were inventoried in 2002 and 2003.

Table 4 National Archives Inventory **Unit: item**

Year	General Archives	Classified Archives	Subtotal
2002	14,759	758	15,517
2003	24,106	161	24,267
Total	38,865	919	39,784

b. Conservation

A total of 45,677 pages of damaged archives were repaired from 2001 through 2003.

Table 5 Number of Pages of Repaired Archives

Year	Name of Archives	Number of Pages
2002	228 Incident Archives	18,860
2003	228 Incident Archives	21,373
Total		40,223

(3) Scanning

A total of 382,544 pages of national archives were scanned by the end of 2003.

Table 6 Number of Pages of Scanned Archives

Year	Subject of Archives	Pages Scanned	Scanning Specifications
2002	228 Incident	25,829	Full color, resolution 200 dpi, jpg format
2003	Formosa Incident (partial)	45,802	Full color, resolution 300 dpi, jpg format
2003	National Assembly Constitution (partial)	41,938	Full color, resolution 300 dpi, jpg format

Note: Scanning of 228 Incident archives carried out in 2000 and 2001 totaled 268,975 pages.

3. Service Promotion

(1) Utilization of Archives

a. Customer Service Policy

The White Paper on Archives Customer Services completed in July 2002.

Report on Archive Customer Service Results in 2002 published in 2003, and used as basis for review and revision of 2003 customer service goals and performance measurement indexes.

b. Compilation of national archives catalogue and ratio of accessibility

A national archives catalogue file was completed in 2002, and is now 100% accessible.

c. Results of national archive utilization

Approved utilization of national archives in 2002 totaled 763 items of utilization by agencies and 2,399 items of utilization by the public.

Approved utilization of national archives in 2003 totaled 1,157 items of utilization by agencies and 6,021 items of utilization by the public.

Table 7 Applications for National Archives

Cases and Items \ Year	2002	2003	Total
Official Applications by Agencies			
No. of Applications (cases)	72	75	147
No. of Archives Requested (items)	763	1,171	1,934
No. of Applications Approved (items)	763	1,157	1,920
No. of Applications Denied	0	14	14
Applications by the Public			
No. of Applications (cases)	110	184	294
No. of Archives Requested (items)	2,429	6,842	9,271
No. of Applications Approved (items)	2,399	6,021	8,420
No. of Applications Denied (items)	30	118	148
Applications under Evaluation (items)	0	703	703

d. Websites

The following websites provide information on archives:

(a) 228 Incident Archives: http://www.archives.gov.tw/228; completed February 2001.

(b) 921 Earthquake Archives: http://www.archives.gov.tw/921; completed September 2002.

(c) National Electronic Archives Retrieve (NEAR): http://near.archives.gov.tw; completed September 2002.

(d) Formosa Incident Archives: http://www.archives.gov.tw/formosa; completed February 2003.

Table 8 Number of Website Hits

Name of Website	Date Inaugurated	No. Hits*
228 Incident	February 28, 2001	169,113
921 Earthquake	September 17, 2002	23,741
Formosa Incident	February 28, 2003	13,014

*Statistics to Dec. 31, 2003

(2) Archives Exhibition and Customer Inquiry Services

a. Archives exhibition and number of visitors

Formosa Incident Archives Exhibit were held in 2003, in Taipei City, Kaohsiung City, Tainan City, Taoyuan County, and Taichung City. A total of 30,997 visitors attended.

The exhibitions were arranged according to the chronology of occurrence and divided into different display units: Background of the Incident, Process of Events, Response by Government Authorities, Investigation, Judgment, and Implementation, Domestic and Overseas Aid, and Restitution and Compensation.

Methods of display include display of the original documents, display of copies, multi-media presentations, and the online archives display system.

Table 9 Formosa Incident Archives Traveling Exhibits: Results of Visitor Satisfaction Poll

N=906

Satisfaction Indicator	Satisfaction Ratio (%)
Original Document Display	77.8
Full-text Online Display	76.0
Formosa Incident Archives Website	78.4
Multi-media presentation in Mandarin, Taiwanese, and Hakkanese	80.8
Helpful to Understanding Formosa Incident?	87.8
Exhibit Location and Spatial Design	69.8
Provision of On-site Information	73.2
Service by the Staff	89.6

b. Archive Inquiry Services

(a) The National Archives Reading and Information Center was set up to provide a range of services including application for the release of national archives for utilization, archive catalog inquiry, professional publications on archival management, and introduction of publications in the collection.

Publications in the Center's collection at the end of December 2003 included 1,909 Chinese and 514 foreign-language books, as well as 33 Chinese and 16 foreign-language periodicals.

Table 10 Use of the National Archives Reading and Information Center

Type of Service	2002	2003
Apply for the Use of National Archives	53	31
Information Retrieve	35	89
Reading of Publications	33	63
Others	7	5
Total	118	188

(b) Customer Service Center has been established to provide inquiries services for agencies about the management of archives and for the public about archive utilization.

Table 11 Customer Inquiry Service Statistics

Type of Service	Method of Service	2002	2003	Notes
Type of Inquires (cases)	Personal Visit	3	1	
	Hot-line Inquiry	940	627	
	e-mail	23	6	
	Facsimile	2	0	
	Subtotal	968	634	
No. of Inquiries (items)	No. of Inquiries (subtotal)	1,067	698	Because each inquiry can consist of more than one question, there are more inquiries items than inquires cases.
	Subtotal	1,067	698	
Disposition of Hot-line Inquiries (items)	Handled directly	636	547	
	Transferred to responsible unit	304	144	
	Subtotal	940	691	

Table 12 Customer Satisfaction with Hot-line Inquiry

Satisfaction Indicator	2002 (N=75)	2003 (N=132)
	Satisfaction (%)	Satisfaction (%)
Completeness of Interpretation by Service Personnel	80.00	76.87
Attitude of Service Personnel	90.67	92.53
Skill of Interpretation	81.33	76.12
Efficiency of Service Personnel	81.33	81.34

Performance of Government Records Management

1. Outcomes of Major Programs

(1) Review of Government Records Schedules

a. The Principles for Compilation of Records Schedules and Regulations Governing Approval Procedures was promulgated on January 29, 2002. A total of 4,713 agencies had sent records schedules for review by the end of 2003, and 797 of them had been approved.

b. Active planning is undertaken for a common retention period criteria for government records (for secretarial, general affairs, personnel, statistical, research and evaluation, information, legal, civil service ethics, and public relations divisions) for agencies to use as a standard for determining general records retention periods.

Table 13 Review of Records Schedule for Government Agencies

No. of Agencies to Submit for Review	No. of Agencies Already Submitting	No. of Agencies Yet to Submit	No. of Agencies Approved
8,158	4,713	3,445	797

(2) Review of Lists of Agency Records to be Destroyed

The lists of government records to be destroyed that were submitted for review by the end of 2003 totaled 72,045,318 items; review had been completed for 17,857,969 items, of which 14,716,458 items had been approved for destruction and 3,141,511 items had been disapproved.

Table 14 Review of Agency Records to be Destroyed **Unit: Item**

Records Submitted for Review		Results of Review	
Review Completed	Awaiting Review	Destruction Approved	Destruction Disapproved
17,857,969	54,187,349	14,716,458	3,141,511
72,045,318		17,857,969	

(3) Implementation of Major Projects

In March 2001 the National Archives Administration was commissioned by the Executive Yuan's Promotion Committee for 921 Earthquake Reconstruction to carry out the collection, classification and cataloging, and digitization of 921 disaster and initial-stage (September 21, 1999 to May 31, 2000) government records. The cataloging and filing of 59,577 items of records were completed, 623,444 pages were digitally stored, and a 921 Earthquake databank and website for government records were completed in 2002.

(4) Utilization of Human Resources

a. Implementation of the Expansion of Employment through Public Services Program

In line with the government's Expansion of Employment through Public Services Program, the National Archives Administration took in 1,932 unemployed persons, providing assistance for 192 agencies subordinate to the Executive Yuan and local governments and completing the retrospective cataloging of more than 21.7 million archive items.

b. Use of alternative service people to help with archive management

The Implementation Plan for the Use of Alternative Service People by the National Archives Administration in 2004 was formulated. The plan calls for the allocation of 50 alternative service people in 2004, with 45 going to serve with the Taipei City Government, three to the Yilan County Government, and two to the Nantou County Government.

(5) Management of Agency Files

In according with the *Government-wide Survey of Records Management in 2003*, government agencies stored 38,975,822 items of paper records and 61,364 units of non-paper records in 2002. Records placed in permanent storage in 2002 and before totaled 98,350,996 items of paper records with a total length of 923,882.77 meters, and 1,123,818 units of non-paper records.

Table 15 Paper Records Placed in Permanent Storage by Agencies through 2002

Year \ No.	No. of Responding Agencies	No. of Items
Items Stored in 2002	4,272	6,266,826
Items Stored in 1977-2001	2,587	67,199,277
Items Stored in 1976 and Before	2,632	24,884,893
Total	--	98,350,996

Table 16 Number of Non-paper Records Permanently Stored by Agencies through 2002

Year / Type of Record	1976 and Before	1977 through 2001	2002	Total
Photos (frames)	6,134	56,493	19,046	81,673
Photographic Film and Slides (frames)	3,659	20,168	6,855	30,682
Movie Film (rolls)	26	1,998	71	2,095
Microfilm (frames)	56,594	113,011	83	169,688
Microfilm (rolls)	32,633	780,120	1,365	814,188
Audio Tape (rolls)	61	6,036	2,291	8,388
Video Tape (rolls)	281	2,815	4,759	7,855
Magnetic Tape (rolls)	15	213	145	373
Optical Disks (including magnetic disks) (items)	330	4,319	4,297	8,946
Total	99,733	985,173	38.912	1,123,818

2. Manpower Training Performance

A total of 152 training courses were held in 2002, with a total of 15,231 participants.

A total of 162 training courses were held in 2003, with a total of 7,721 participants.

Table 17 Archives Management Training

Year / Training Course	2002		2003	
	No. Courses	No. Trainees	No. Courses	No. Trainees
Archives Management	8	468	6	470
Archives Cataloging Software	--	--	113	3,390
Archives Storage and Maintenance	3	175	2	118
Agency Records Reproduction and Storage	--	--	2	113
Online Management of Agency Records Seminar	--	--	11	420
Online Management of Agency Records Training	--	--	15	450
Courses Held Jointly with Other Agencies	141	14,588	--	--
Support for Training by Other Agencies	--	--	13	2,763
Total	152	15,231	162	7,724

3. Archive Management Awards

The first Archives Management Quality Awards and Outstanding Archivist Awards were carried out in 2003, with 88 agencies and 140 archive managers participating. Following the judging, 27 agencies and 48 individuals received awards.

4. Records Management Services

(1) Cataloging and Announcement of Agency Records

The compilation and announcement of 85,927,532 items of government records on the National Electronic Archives Retrieve Website had been completed by March 31, 2004, providing the public with access via the Internet.

Table 18 Catalogue of Central and Local Government Records

April 1, 2002 - March 31, 2004

Category of Agency		No. of Agencies	No. of Cataloged Records	Ratio (%) of Total
Central	Executive Yuan and Subordinate Agencies	1,532	36,237,082	41.77
	Legislative Yuan	1	19,591	0.02
	Judicial Yuan and Subordinate Agencies	35	2,157,807	2.48
	Examination Yuan and Subordinate Agencies	7	659,128	0.75
	Control Yuan and Subordinate Agencies	26	619,863	0.71
	Other Central Government Agencies	9	374,481	0.43
	Subtotal	1,610	40,067,952	46.19
Local		4,590	46,673,369	53.81
Total		6,200	86,741,321	100.00

Table 19 Category of Catalogued Government Records

April 1, 2002 - March 31, 2004

Category of Agency	No. of Agencies	No. of records	Ratio of Total (%)
Government	2,418	63,143,513	72.81
Enterprise	675	12,020,610	13.85
Public Schools	3,107	11,576,278	13.34
Total	6,200	86,740,401	100.00

(2) Agency records Utilization Service

Table 20 Applications Received by Agencies for Access to Records by the Public

Year / No. of Applications	2002		2003	
	No. of Agencies	Ratio (%)	No. of Agencies	Ratio (%)
0	92	80.00	81	70.43
1	4	3.48	10	8.69
2	6	5.22	8	6.90
3	2	1.74	5	4.35
4	0	0	1	0.87
5	0	0	0	0
6	0	0	1	0.87
7	1	0.87	1	0.87
8	1	0.87	0	0
9	1	0.87	0	0
10 or More	5	4.34	5	4.34
Unknown	1	0.87	0	0
Answer Not Filled In	2	1.74	3	2.61
Total	115	100.00	115	100.00

Table 21 Number of Applications Received by Agencies for Access to Records

Year / No. of Applications	2002		2003	
	No. of Agencies	Ratio (%)	No. of Agencies	Ratio (%)
10 and Under	13	61.91	16	51.61
11-20	0	0	3	9.68
21-30	2	9.52	1	3.23
31-40	0	0	1	3.23
41-50	0	0	2	6.45
51-60	0	0	0	0
61-70	0	0	0	0
71-80	0	0	0	0
81-90	0	0	1	3.23
90-100	0	0	1	3.23
101 and Above	4	19.05	6	19.35
Answer Not Filled In	2	9.52	0	0
Total	21	100.00	31	100.00

Table 22 Approved and Disapproved Applications for Access to Agency Records

Year / Disposition of Application	2002		2003	
	No. of Applications	Ratio (%)	No. of Applications	Ratio (%)
Approved	25,697	98.99	10,385	94.39
Disapproved	261	1.01	617	5.61
Total	25,940	100.0	11,002	100.00

Table 23 Average Handling Times for Applications by the Public for Access to Archives

Year / Time Required	2002		2003	
	No. of Agencies	Ratio (%)	No. of Agencies	Ratio (%)
5 days or less	6	28.57	10	32.26
6-10 days	9	42.86	13	41.94
11-15 days	0	0	3	9.68
16-20 days	1	4.76	0	0
21-25 days	1	4.76	1	3.23
26-30 days	3	14.29	4	12.90
30 days or more	1	4.76	0	0
Total	21	100.00	31	100.00

(3) Utilization of NEAR

National Electronic Archives Retrieve website launched searching services on September 17, 2002. There were 107,231 persons who have visited it by the end of 2003. Meanwhile, 936 registered members have joined the community of NAA customer services center as formal archives customers.

Table 24 Use NEAR for Access to Archives

Indicator	2002	2003
No. of Archive Applications (times)	266	730
No. of Archives Requested (items)	319	1,686

Performance of Archives Management Information System

1. Digitization Projects

(1) National Archives Information System Plan

National Archive Information System Plan (2003-2006) was proposed in 2002 and approved by the Executive Yuan in 2003. The plan goals include the following:

a. Compilation and announcement of national archive catalogs and use of the convenience of the Internet to provide a single portal for archive so as to open government archives and information and transparency of administration transparently.

b. Provision of an online agency archives management system and agency electronic document file management system so as to achieve the digitization of agency archives management.

c. Opening of online access to national archives images and electronic text.

d. Establishment of an integrated electronic for electronic documents and records so as to create an effective flow of government information.

e. Creation of a digital storage system for national archives so as to provide the permanent storage of archives of special value.

f. Extraction of archive value-added knowledge so as to produce reusability.

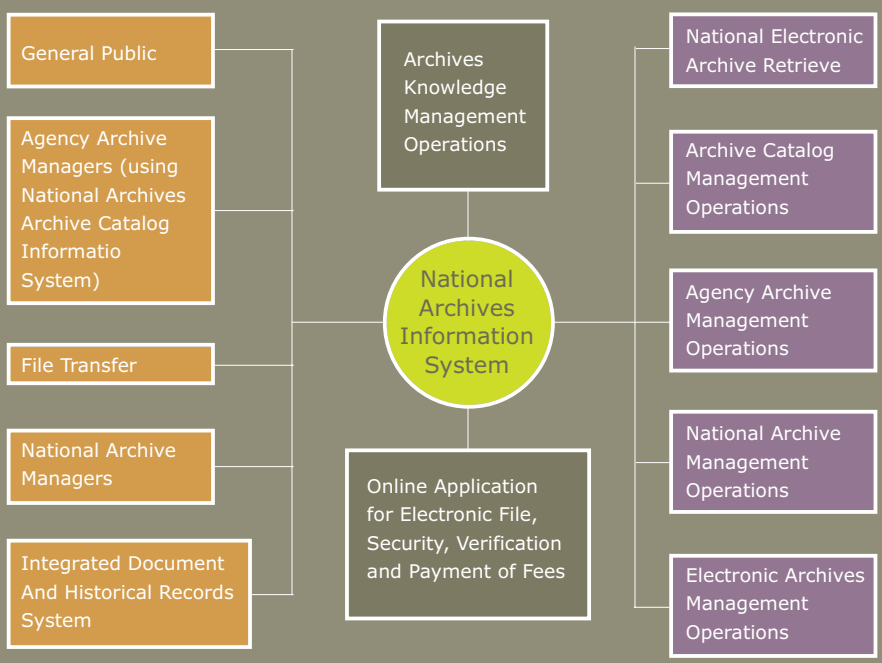


Chart 3 Framework of the National Archives Information System

(2) Experimental Operation Plan for the Agency Electronic Document Records Management System

Experimental Operation Plan for the Agency Electronic Document Records Management System promulgated in 2003, has the following goals:

a. Establish a trial operation system for different scopes and carry out functional teses in line with the Guidelines for Agency Electronic File Management Operations in order to understand the problems that agencies might encounter in actual operations.

b. Establish a system for the integrated management of agencies printed and electronic files.

c. Produce an electronic file management system satisfied the terms of integrity, authentication and accessibility.

d. Maintain the future accessibility of electronic files and make it possible to browse them quickly and securely online.

e. Establish integrated standard user interfaces and software for documents and records management so as to achieve the goal of integrated management of agencies' electronic files.

2. Development of Records Management Application Systems

(1) Establishment of a National Archives Management System

a. Planning and design of Archives Cataloging Software and Archives Catalog Validation Software for agencies to use free of charge.

b. Establishment of Records Online System to help agencies with the digitization of their archives.

c. Establishment of an online catalog of archives submitted by different agencies on the National Electronic Archive Retrieve for inquiry by the public.

(2) Establishment of a 921 Earthquake Archives Website

The 921 Earthquake Government Records Website was completed in 2002, with records and textual images on the government's relief, settlement, and reconstruction efforts for reference in academic research works as well as for the sharing of disaster relief experiences.

(3) Establishment of a Large-capacity Data Search Engine

A large-capacity search engine was completed on October 1, 2003, shortening the response time of the National Electronic Archives Retrieve (NEAR) website from the original 20 million records per each five minutes to 80 million ones per second.

(4) Development and Establishment of a National Archives Information System

Planning for the National Archives Information System began in 2003. The system was expected to be developed completely by the end of May 2004.

(5) Establishment of an Information Security System

An Information Security Management System was established and an *NAA Safety Management Manual* published in 2003, and an accreditation institution was asked to assess the NAA's information security measures in accordance with the BS 7799-2:2002 international standard.

(6) Establishment of Software Modules for Document Management, Records Management and Digital Content Storage Management

Planning for a modular system began in 2002, The system was expected to be established completely in 2004.

Future Prospects

The National Archives Administration will continue working to build up a healthy legal base for archives management, following through with archives management performance assessment, collecting and arranging national archives, establishing national archives repository, reinforcing the custodianship, maintenance, and digitized storage of national archives, implementing the electronic archives management mechanism, organizing national archives value-added and promotion activities, and bringing about the opening and utilization of archives.

Chronology of Major Events

2001	
Nov. 23	National Archives Administration established.
Dec. 20	NAA visited by Mr. Demberel Ulziibaatar and Mr. Khoroldorj Enkhtubshin, chief and deputy chief, respectively, of the National Central Archives of Mongolia.
Dec. 31	First issue of *Archives Quarterly* published.
2002	
Jan. 1	Archives Act implemented along with 22 subsidiary laws, including the Enforcement Rules for the Archives Act.
Jan. 10	NAA office premises formally inaugurated for use.
Feb. 15	National Archives Administration: Directions for Establishing Advisory Committee on Promotion of Archive Application and Services promulgated.
Feb. 18	National Archives Administration: Directions for Establishing Archive Appraisal Committee promulgated.
Feb. 19	National Archives Administration: Directions for Establishing Advisory Committee on Archive Preservation and Maintenance promulgated. National Archives Administration: Directions for Establishing Advisory Committee on Archive Information promulgated.
Feb. 22	Arrangements completed for the establishment of a national archives warehouse.
Feb. 28	National Archives Reading and Information Center opened to the public.
July 22	*The White Paper on Archives Customer Services* published.
Aug. 29-30	Archives Management Strategy Seminar held.
Sep. 17	Inauguration ceremony for National Electronic Archives Retrieve website held, with President Chen Shuei-bian being invited to preside; 921 Earthquake Government Archive website also inaugurated.

Oct. 16-18	Human Rights Related Archives Exhibit held in coordination with International Symposium on Human Rights in Taiwan.
Nov. 14	Signing ceremony held for sisterhood relations between the NAA and the Kaohsiung Museum of History.
2003	
Feb. 21	*Path to 2011 -The Strategic Plan for Archives Management (2002-2011)* inaugurated.
Feb. 28	Opening ceremony held for Taipei venue of Formosa Incident Archives Exhibit at Sun Yat-sen Memorial Hall, with President Chen Shuei-bian presiding.
Mar. 1-12	Formosa Incident Archives Exhibit held at Sun Yat-sen Memorial Hall in Taipei.
Mar. 20	Vice President Annette Lu, convenor of the President Office's Human Rights Committee, observed Formosa Incident archives together with other members of the committee.
Apr. 3-13	Formosa Incident Archives Exhibit held at Kaohsiung Museum of History.
July 24 - Aug. 3	Formosa Incident Archives Exhibit held at National Tainan Social Education Hall.
Aug. 21-31	Formosa Incident Archives Exhibit held at the Taiwan Land Reform Museum, Ministry of the Interior in Taoyuan.
Sep. 18-28	Formosa Incident Archives Exhibit held at the National Museum of Natural Science in Taichung.
Sep. 29	First awards ceremony for Archives Management Quality Award and Outstanding Archivist Award held.
Dec. 25	Named "Excellent" in the Executive Yuan's 2003 Quality English Environment Awards; award received at the 2003 English Carnival Fair.