

# National Archives Administration

## 2012 Annual Report



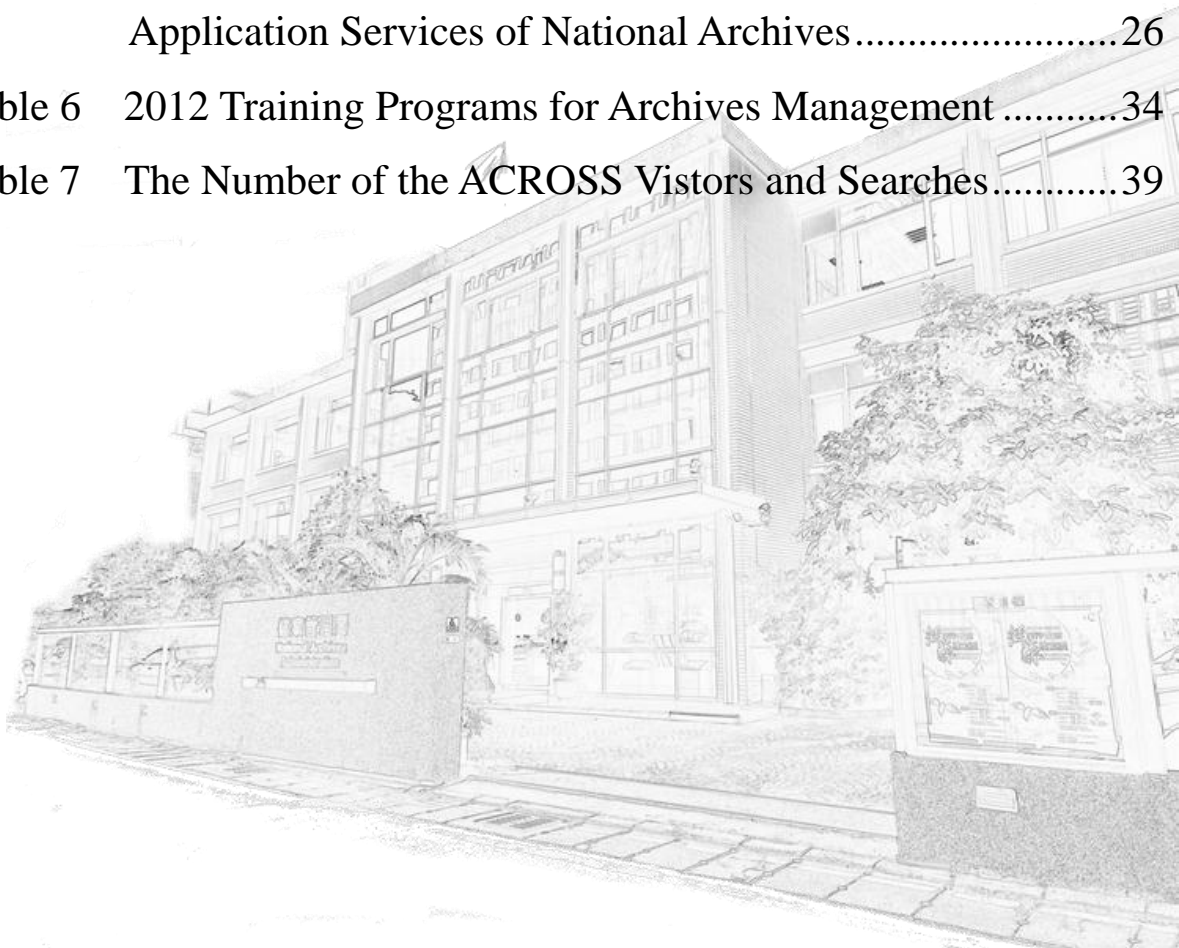
# National Archives Administration Annual Report 2012

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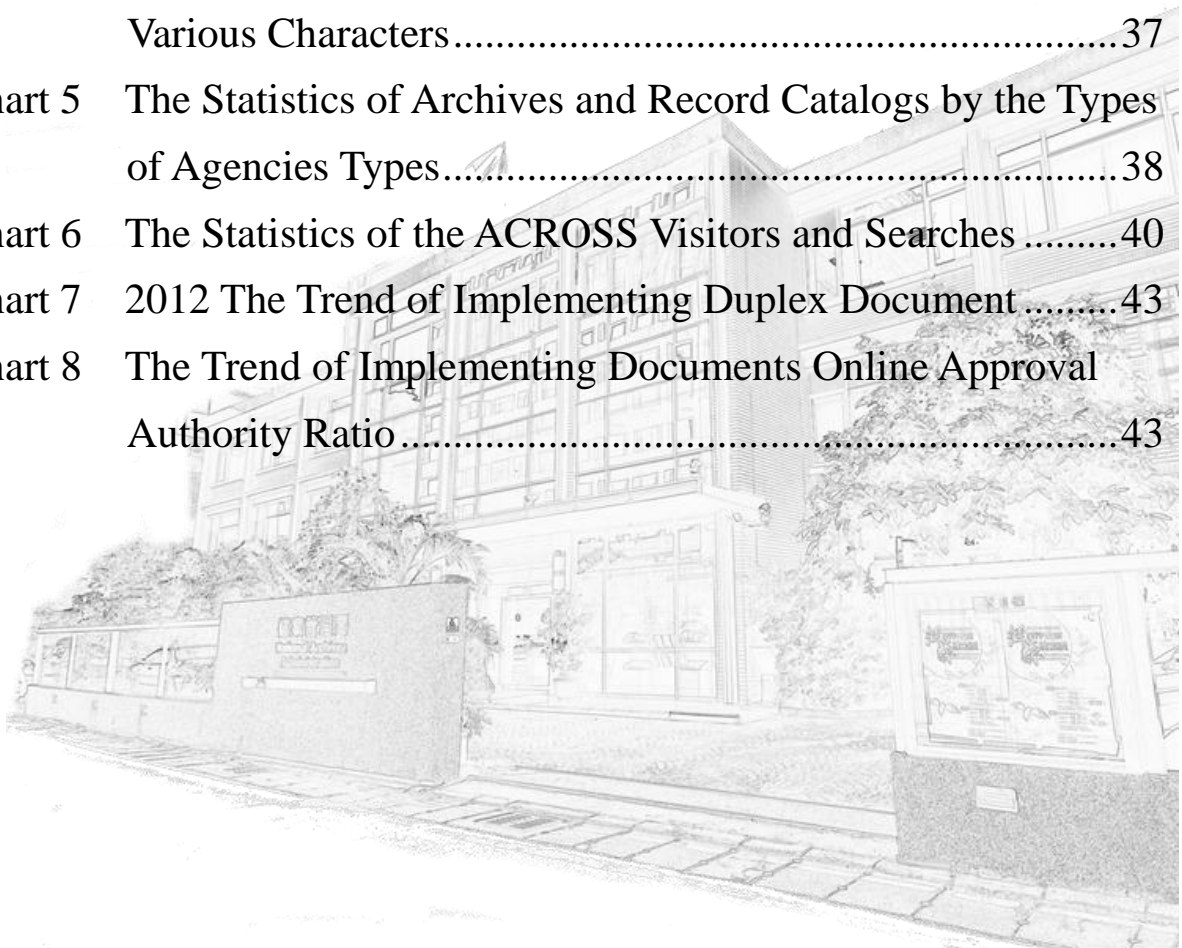
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# I. About NAA

## 1. Organization and Personnel

### 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 (RDEC) of the Executive Yuan. The NAA consists of five divisions and three offices: Planning Division, Acquisition Division, Archives Preservation Division, Service Division, Archives Information Division, Secretariat, Personnel Office, and Accounting Office. The 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 archive 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 archive 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 the 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: 112 (up to December 31, 2012)

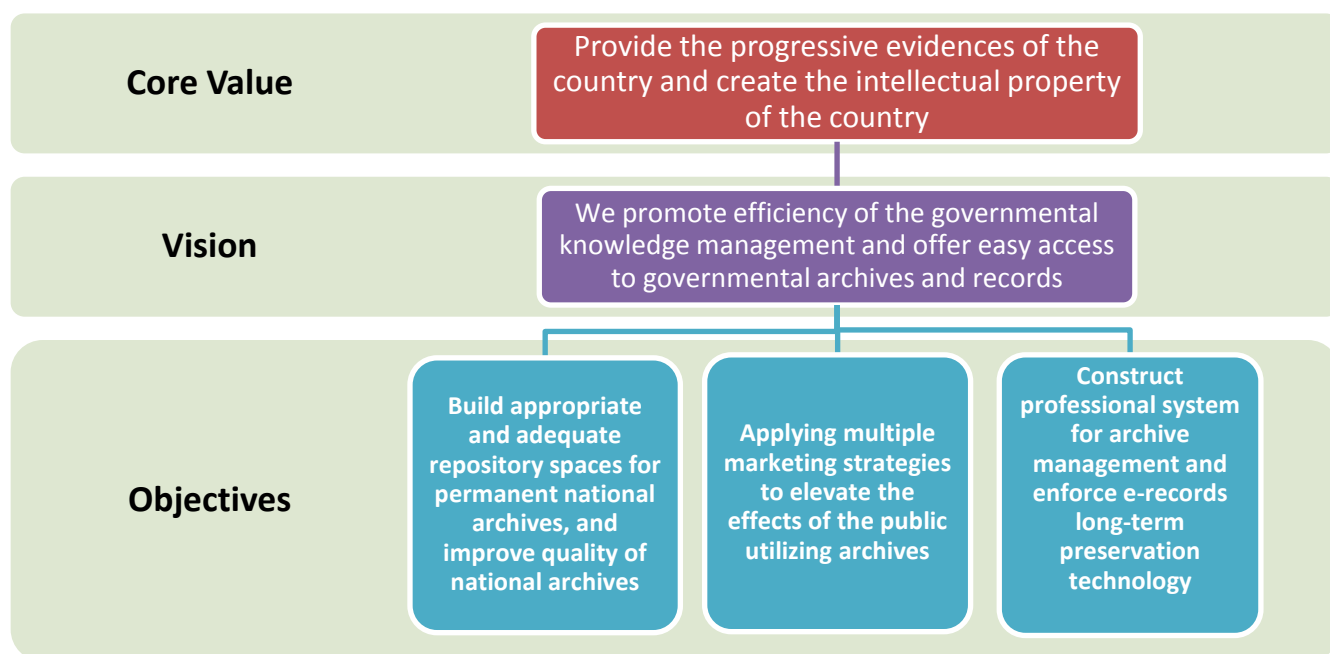


## 2. Medium-term Strategic Plan

### A. Vision and Strategy

#### (1) Core Values and Development Objective

- Core Value : Provide the progressive evidences of the country and create the intellectual property of the country.
- Vision : We promote efficiency of the governmental knowledge management and offer easy access to governmental archives and records.



**Chart 2 Medium-term National Archives Business Plan (2010~2013)**

#### (2) Planning and Promotion of Medium-term Plan

NAA coordinates with the compiling operation of RDEC medium-term business plan (2010- 2013) to propose focal points of future development for critical strategic objective of “promoting government information circulation and assisting the public to participate in public affairs”. In addition, NAA formulates the following four medium-term projects:

- (a) The Digital Preservation Program of Digital Preservation Project

of Taiwan Industrial Economy Archives (2007 – 2012)

(b) National Archives Sustainable Collection and Multiple Service Program (2011 – 2015)

(c) The Documents and Archives Information Network In-One Program (2012 – 2016)

(3) Focal Points of Medium-Term Business Plan (2010 – 2013)

◎Critical Strategic Objective: Promoting government information circulation and assisting the public to participate in public affairs.

Priorities:

(a) I. Build appropriate and adequate repository spaces for permanent national archives, and improve quality of national archives

In order to improve the quality of national archives, NAA shall build an appropriate and adequate permanent repository with application spaces for national archives. Our short-term plan is to expand temporary repository spaces at the National Archives Repository in Kuangfu S. Road, Taipei city, before Xinzhuang Fuduxin Central Joint Office Building at New Taipei city is completed. Our medium-term plan is to establish repository and application spaces for permanent national archives at the Xinzhuang Fuduxin Central Joint Office Building. For our long-term plan, NAA is looking for a location to build the National Archives Building. NAA is also actively choosing an appropriate government agency for the cooperation of the national archives repository. In addition to the continual promotion of the national archives collection, examination and selection of important government archives are implemented as well. Apart from promoting authorization mechanism for government archives cleanup, NAA is actively integrating with external resources and enhancing the effectiveness and the professional competence of national archives preservation and restoration. The establishment of dual-track system of a digital image storage and microfilm storage takes account of both archive circulation added-values and permanent preservation needs, developing repository environment and technology for diverse preservation of national archives.



- (b) Applying multiple marketing strategies to elevate the effects of the public utilizing archives

In order to improve the effectiveness of the public access of archives, NAA actively promotes incentive award programs of archival research and application, including application archives for academic papers, archives of value-added products, and development of primary and secondary school teaching materials. Diverse expansion of theme research for national archives and compilation of research reports are also primary focuses for improving efficiency of public access to archives. Special archive exhibition or traveling exhibition (e.g. The Democracy Archives: Celebrating the Centennial of the ROC ), which is in harmony with a special event or is highly associated with people's life, shall be selected and held by NAA. The Convenient online application process of national archives shall also be established. NAA gradually expands content scopes and functions of Archives Cross boundaries ( ACROSS ) .

- (c) Construct a professional system for archive management, enforce e-records long-term preservation technology

Constructing a professional system for archive management, developing the Archive Management Training Programs with different levels, building digital training platforms, designing training courses for hierarchical archive management, intensifying professional knowledge of archive management personnel, and continuing the promotion of performance evaluation mechanism and benchmarking for archive management are focal points of archive management. Management mechanism of electronic records life cycle shall be improved, and implementation suggestions of electronic records disposition destruction and online transfer shall be proposed. In addition, the electronic records long-term preservation laboratory and electronic records technical service center shall be established in order to reinforce long-term preservation technology for electronic records, provide consultation and services for relative issues of electronic records management and improve text image retrieval technology.

(4) 2012 Target Achievements for Administrative Performance

The attainment of the 2012 performance indicator reached or exceeded the established goal for each indicator.

**Table 1 2012 Fulfillment Ratio of Administrative Goals**

Strategic Performance Goals	Evaluation Indicator	Evaluation Criteria	2012	
			Original Goals	Actual Achievement
1. Build appropriate and adequate repository spaces for permanent national archives & improve quality of national archives	1. Transferring length of national archives	Transferring length per annum (meters)	1,500	2,193.62
	2. Quantity of digitized national archives	1. Accumulated number of pages scanned for archive digitization (pages)	250,000	250,000
2. Improve efficiency of public access to archives by using diverse marketing tactics	3. Increase rate of inquiries at the Archives Access service website*1	[ ( number of users of Archives Access service website of this year minus the previous year's number of users of Archives Access service website ) /previous year's number of users of Archives Access service website]×100%	25%	27.7%

Strategic Performance Goals	Evaluation Indicator	Evaluation Criteria	2012	
			Original Goals	Actual Achievement
	4.Growth rate of national archives available for access	[(2012 total number of applications for access to national archives minus 2011 total number of applications for access to national archives) / 2011 total number of applications for access to national archives] × 100%	2%	13.2%
3.Construct a professional system for archive management, enforce e-Records long-term preservation technology	5.Number of people participated in the archive management training courses	Number of people participated in the archive management training courses plus the number of people certified by the digital learning courses for the year	3,400	26,476
	6.Number of building documents online approval system functions*2	Number of building documents online approval system functions of Central third-level administrative agencies and regional above second-level agencies	100	702

Note:

- 1.2012 original goals increase to 25% with the attainment of the 2012 performance indicator.
2. 2012 new indicator and adjust the strategic performance goals description.

## **B. Major Projects:**

### **(1) Digital Preservation Project of Taiwan Industrial Economy Archives (2007 – 2012)**

This project is designed for a period of six years. The state-owned enterprises and organizations are scheduled every year to handle the operations of archive selections, catalog archiving, digitization and value-added applications in coordination with project objective, archive transfer period and measurement of archive content and quantity. The integration of category or policy contents will be implemented during the last two years of this project.

The executive strategy of this project is to select materials of archives highly associated with people's life and by forming a team of experts and scholars from different fields for in-depth study. Through narrative approach, information technology combined with creativity and knowledge will be shown in the themed web pages, digital learning materials and research reports. In 2012, this project handled 1,000 cases of archive descriptions involving the Taiwan Tobacco and Liquor Corporation. Scanning of selected archives of the Taiwan Tobacco and Liquor Corporation totaled 244,115 pages. Furthermore, the archive value-added studies of the Taiwan Cooperative Bank and the RSEA Engineering Corporation have been completed. The featured albums and eBooks of China Ship Building Corporation were published; the themed web pages of China Ship Building Corporation were created as well.

To promote the purpose of archives merging with the history of education, four seminars about using archival resources in education were held in the New Taipei Municipal Xiufeng High School, the National Taitung Girls' Senior High School, the National Ping-Tung Girls' Senior High School, and the National Nantou Senior High School with 55 persons participated, so students will have the opportunity to access the file material, enhance the knowledge of archive applications.

### **(2) National Archives Sustainable Collection and Multiple Service Program (2011 ~ 2015)**

The establishment of Xinzhuan National Archives Center provides a place for business, mid-term national archive collections and

multi-application services, collects important national archives for reserving a complete national development memory, enforces file reservation, cleaning technology, and file value-added research. It provides multi-application services. This department suggested a five-year “Sustainable Collections of National Archives and Multi-Service Programs,” from 2011-2015.

The accomplishments of this program that were enforced in 2011 are listed below:

- (a) Set up the supervisory group for the “Xinzhuang National Archives Center interior decoration engineering project ”. Completed the “The Xinzhuang Archives Center Interior Decoration Works to the Planning, Design, and Construction Supervision Service” tender and public appraisal. Completed the layout design of the Xinzhuang National Archives Center.
- (b) Deal with archives selection for National Archives Exhibition.
- (3) Customer Service White Paper (2009-2012 Archival Service Declaration of “UP”s)

“2009 - 2012 Archives Customer Service White Paper” declares the vision, goal and practice of archives services in the next four years and changes its name to “The Unlimited Potentiality of Archives: 2009-2012 Archives Service “UP” Declaration”. Five service objectives are established: “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 Website”, “Archives Application “UP”: Easy Access to Archives”, and “Archives Awareness “UP”: Sustainable Past for Sustainable Future.

- (4) The Documents and Archives Information Network In-One Program ( 2012~2016 )

NAA is responsible for the institutionalizing of the government records management applications in the fourth stage of the electronic government program and the documents. It is important to focus on all kinds of records sustainable reservation and provide a full service to the public and major companies will continue to follow the National

Archives Digital Service Project of 2008 to 2011. The Documents and Archives Information Network In-One Program (2012-2016) was developed to promote the documentary integration system, the document electronic exchange system between the government and corporations (G2B), and the research of the regulation regarding the procedures of computerizing documents and files to exercise the documents file system validation procedures, in order to improve the administration efficiency of the government.

The accomplishments of this program enforced in 2012 are listed below:

- (a) NAA had established of totals of 57 online exchange centers, for enabling local governments and central ministries to integrate an online sign documents, document exchange, document process management and records management information business, for downsizing the number of systems, and for improving management efficiency.; The G2B2C pre-operation processor (XML-Box) was phased out on September 30, 2012 and the service of offline document management system for district office was terminated on December 31, 2012, for saving the costs of maintenance and operation.
- (b) Totals of 96 electronic document exchange courses were held and a total of 2,129 people attended the training program to enhance the personal ability in archival maintenance and operation. NAA had provided 36,003 times of electronic document exchange services in one year to our customers, which it was an effective solution to solve governments' archival exchange problems, such as the use of personnel to operate the transceiver problems, to accelerate exchange of documents and shorten the document processing timeliness.
- (c) To promote G2G, G2B electronic document exchange, Continuously, the electronic document exchange transceiver volume of over 49 million pieces, send and receive text of over 98.2 million pieces from January to December 2012, total annual savings of approximately NT (hereinafter the same) 12.27 hundred



million postage costs.

- (d) Continuously to promote the documentary integration system and online sign-operation document, the country has implemented online approval of the 1,685 government, enhance government documents process time and the fulfillment of electronic documents reducing paper to promote energy saving target.
- (e) Total of 5 verification promotion courses of archives and records management information system have held, and 468 people participated in the 5 courses since July 2011. Total of 76 units applied for certification, and 62 units were approved. The verification system have been used by 2,499 government agencies for prompting records and archives management information system to consistency and standardization.
- (f) There were 2,079 people participating in total 46 sessions in records and archives management of information technology education and training, for government archivists, records managers and information staffs to understand the function of records and archives information system.
- (g) Electronic Records Technical Service Center had deal with 8,695 pieces of technical processing service issues, and provided channels of technical consultation for electronic records preservation, related consulting, visiting reception, and handled 8 training courses, Total 14 kinds of electronic record formats migration software tools designed to implement; and completed e-mail and web archives tools; and built shared common use component libraries for sharing to government agencies.
- (h) NAA communicate with RDEC through records and archives business communication platform for the Contact Group meeting. NAA in January 2012 took over the document information systems, and in May took over electronic document exchange business from RDEC again. The various systems can were successfully integrated seamlessly and were operated smoothly.
- (i) To cooperate with the headquarters of the Executive Yuan, the Defense Department and the other 18 agencies with subordinate

agencies to promote organizational restructuring process, the NAA is responsible for coordination between agencies for electronic document exchange, official document online editing, documents and records management information systems in 2012. The NAA adjusted related systems testing, simulation exercises, communication and co-ordinated in advance, so that all operations are carried out smoothly and successfully.

### **3. Annual Budget**

NT\$ 281,955,000

### **4. Legal Amendment**

#### **A. Review and Amendment of Laws and Regulations**

NAA revised totally 8 laws in 2012 after reviewing relevant regulations, including the Details of the System of Assuming Responsibilities by respective levels, and will be released in accordance with the law to the public, or issued a decree to the related authorities and personnel to follow. Notice was given, to commence a period of public comments for the draft amendment on Article5-1 of The Fee Standards for Viewing ,Hand-copying or Duplication of Archives.

#### **B. Promoting-Legal Education and Training**

NAA invited specialists to give 2 speeches on the titles of " International Covenant on Civil and Political Rights" , and "International Covenant on Economic Social and Cultural Rights "; and one speech on " Personal Information Protection Act".

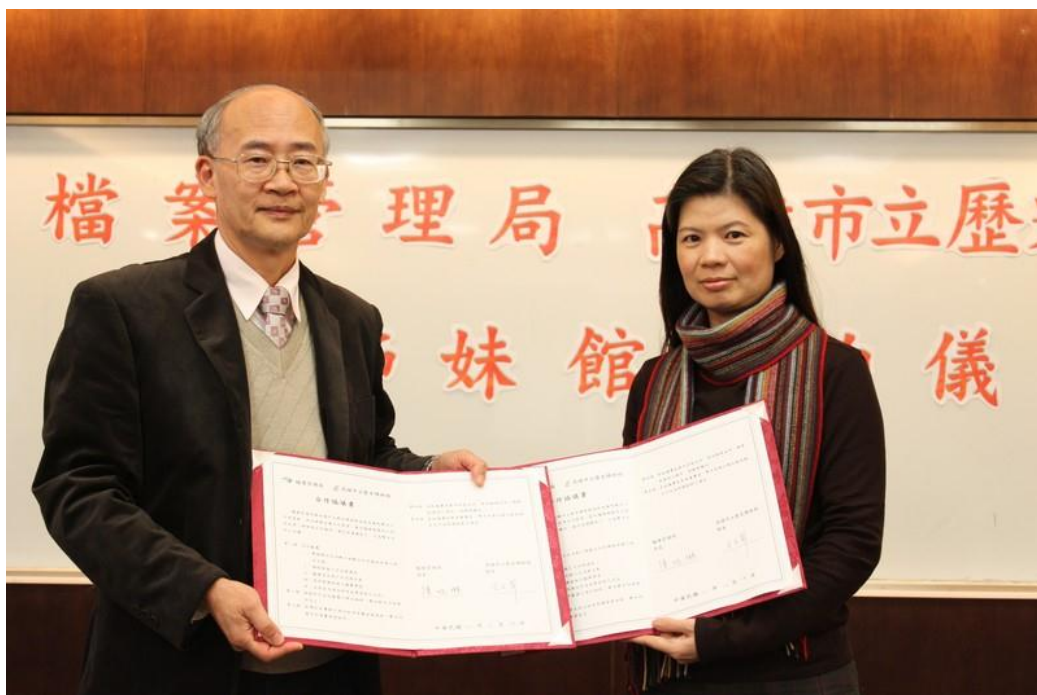
### **5.Research and Development**

Volume No. 11 of the “Archives Quarterly”, “Pilot in Shipbuilding: China Shipbuilding Corp. Archives Selections” and 5 publications were released. At the same time, 3 topic research projects were conducted.

In the end of August, 2012 , selected personnels of NAA visited the Riksarkivet in Marieberg and Arninge, the Krigsarkivet and the

Mediakonverteringscentrum and the Landsarkivet i Härnösand and the Stockholm Stadsarkiv to learn the advance management knowledge in the Natioanl Archives for progressing the development of archives management,the application of records management, the strategy and connotation of the training policy, the electronic archives management system, and the advanced collection facilities.

On December 19, 2012, NAA continued to renew the cooperation agreement with Kaohsiung Museum of History and assisted the National Immigration Agency to review 16 cases of the approval of the entry into Taiwan for archives professionals in the Mainland China. In 2012, NAA welcomed 254 visitors from 14 agencies (organizations).



Picture1. The Director of Kaohsiung Museum of History, Wang,Wen-Cui (right), and the Deputy Director General of NAA, Chang Tsung-ming (left) on December 19, 2012

## **II. Management and Application of National Archives**

### **1. Archives Acquisition**

#### **A. Acquisition Strategy**

Pursuant to the promulgation of National Archival Acquisition Plan 2010-2015), NAA has reviewed and selected agency records from the office of the President, ROC(Taiwan), Executive Yuan, Legislative Yuan, Examination Yuan and Control Yuan as well as Ministry of Finance, Ministry of Justice, National Audit office and other agencies actively to expand the collections from personal or organizational precious records as well. NAA also carried on with transfer of records from central and local government agencies dating before 1949 and from government public enterprises to create diverse collection.

#### **B. Acquisition Achievements**

In 2012, records totaling 2,193.62 meters in length were transferred, including records from the Executive Yuan and 30 plus agencies consisting of 15 main categories like Government policy. There are 2,179.94 meters in length that were transferred from the government agency. Furthermore, NAA is expanding the collections from personal or organizational valuable records. The agricultural organizations in Taiwan have been developed for more than a century. In the early years, by following the government policy to promote farming techniques, offering credit departments to stabilize the financial system in the rural area, many agricultural organizations preserved important agricultural developing historical records and archives. Through the assistance from the National Training Institute for Farmers' Association NAA started a project of soliciting records from the Farmers' Associations. By considering fishery organizations in Taiwan developed for more than a century, fishery industry was an important business in the development and transformation of Taiwan's economy. In 2012, in addition to acquisition of Farmers' Association records, NAA expanded the acquisition of

fishery associational valuable records. In 2012, NAA had visited 12 Farmers' Associations for the operations of the appraisal. Five Farmers' Associations in the district of Luye Taitung County agreed to donate records, which the amount of records transferred is was 13.68 meters in length.

**Table 2 The Statistics of National Archives Transferred in 2012**

**Unit: meter**

Category	Transfer Agency	Length Transferred	Total
Justice and Judicial Affairs	Yilan District Prosecutors Office	0.09	0.13
	Taiwan High Court	0.04	
National Defense and Veterans Affairs	Ministry of National Defense	14.21	14.21
Finance	Central Bank of China	0.06	0.06
Education and physical education	National Taiwan Museums	0.89	0.89
Economical and Trading	Ministry of Economic Affairs	226.95	298.77
	Council for Economic planning and development	71.82	
Culture and Media	Government Information Office	149.30	149.30
Agriculture	Miaoli District Agricultural Research And Extension Station, Council Of Agriculture, Executive Yuan	1.35	1.35
State-owned Enterprise Agencies	Taiwan Tobacco & Liquor Corporation(Taipei Cigarette Plant)	75.60	1,715.23
	Taiwan Tobacco & Liquor Corporation(Linkou Sake Brewery)	60.30	

Category	Transfer Agency	Length Transferred	Total
	Taiwan Tobacco & Liquor(Taipei Beer Culture Park)	128.70	
	Taiwan Tobacco & Liquor(Kaohsiung Branch)	162.90	
	Taiwan Tobacco & Liquor(Fongyuan Cigarette Plant)	71.1	
	Taiwan Tobacco & Liquor(Taichung Winery )	0.90	
	Kaohsiung Ammonium Sulfate Corporation	0.07	
	Taiwan Hsing Paper Corporation	6.30	
	CSBC Corporation Taiwan	1.26	
	Rsea Engineering Corporation	1191.00	
Civil Group	Luye District Farmer's Association, Taitung County and an other 5 Farmers' Associations	13.68	13.68
<b>Total</b>		<b>2,193.62</b>	



## **2. Archives Collection**

### **A. Expansion of Repository Space for National Archives**

To meet the urgent demand of space for national archives, the strategic planning was targeted at establishing a short-term national archives depository as the top priority, and building the National Archives was set as the goal of the mid- and long-term plans. In short-term goal, the Shin-lin Depository at Taipei city was available for use in 2006 with the capacity of almost 6 kilometers; National Depository on Kuangfu South Road was open in April, 2010 and was officially opened in August, 2010, with storage capacity of 10.5 kilometers. 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 at New Taipei City for office space, storage of national archives as well as providing application services with the storage capacity about 30 kilometers and destined to open in 2015. Efforts are being made to acquire a piece of public land in Linkuo District, New Taipei City, of 2.71 acres to build the National Archives with capacity of about 128 kilometers.

### **B. Types and Numbers of National Archives Collection**

#### **(1) Profile of National Archives Collection**

Since the preparatory period of NAA in 2000, NAA has continued transferring national archives in order to ensure proper preservation of archives with values of permanent preservation. By the end of 2012, the national archives NAA has acquired included 12,884.24 meters of paper records, 202.73 meters of photo files, 244.64 meters of audio-visual files and 12.68 meters of electronic media records. Totally the collection is of 13,344.29 meters.

#### **(2) Profile of National Archives Management**

##### **(a) Archival Description**

In 2012, NAA has completed archival description-file level for Taiwan Tobacco and Liquor Corporation, the RSEA Engineering

Corporation, Chiayi Farmers' Association, Beidou Township Farmers' Association, Chushan Farmers' Association, Neimen Area Farmers' Association, Pan Chiao Farmers' Association and Taiwan Metal Mining Corporation, a total of 2,600 files.

(b) National Archives Check Control

In 2012, NAA has completed an archival check of the paper files including the Ministry of National Defense. There were 3,702 files (7,750 folders) in total. There were 1,589 microfilms with the RSEA Engineering Corp. By the end of 2012, NAA has completed archiving 13,992 paper files (25,974 folders), 66,321 items, and 10,512 rolls (pieces) of non-paper files.

(c) Reparation of Damaged National Archives

28,800 pages were repaired in 2012, between May, 2001 and December 31, 2012, among which 268,317 pages were repaired.

(d) Review of Released and Overdue Classified Archives

Starting from 2001 to 2012, a total of 8,665 items and 2,349 files of classified national archives were released as non-classified archives. Currently there are 192 items and 758 files of classified archives.

## **C. National Archives Digitization**

(1) Paper Records Digitization

To preserve national archives properly, and to provide fast and convenient services with information system, NAA conducted national archives digitization to scan records and archives regularly in order to establish digital preservation of national archives gradually. In 2012, according to the “Digital Preservation Project of Taiwan Industrial Economy Archives”, NAA has completed the archives digitization such as the Taiwan Tobacco & Liquor Corporation, and a total of 250,334 pages were scanned. From March, 2000 to the end of 2012, NAA has completed national archives digitization and scanned 4,837,014 pages.

(2) Special Media Type Archives Digitization

Considering the long-term preservation of national archives, from 2004, NAA coordinated with digitization plan and continued to convert image files to microfilms, and the total accumulative number was

3,182,341 pages. In addition, in order to preserve media type archives properly, NAA continued to digitize audio/video archives. The total number of digitized audio/video archives included 2,746 rolls of videotapes, 1,928 rolls of reel to reel tapes, 754 rolls of films and 90 pieces of disk 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 folders and 36 items 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. 2011. The contract was renewed at the end of 2008 and in January, 2012 and is in force up until December 31, 2016. In addition, the custody of the 10,701 folders transferred from the Ministry of Foreign Affairs was entrusted to the Institute of Modern History, Academia Sinica for the period from Jul. 2007 to Jun. 2014.

#### **E. National Archives Management Guidelines**

All control equipments, lighting equipments, fire safety, and access control facilities in national archives storages by complying with NAA's "Archives Storage Facilities Standards" went through regular maintenance, inspection, repair and correction, and equipped staffs to monitor them at all times for guaranteeing the safety and security. National archives were 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, checking archives were conducted each year according to regulations, and damaged files were restored.

## **F. Operation Directions for Applications for the Return of Private Documents in the Archives to Victims of Political Oppression**

In order to comply with the universal values of democracy and human rights, and to respond to social expectations of justice in transition, on July 14, 2011, NAA established the “Operation Directions for Applications for the Return of Private Documents in the Archives to Victims of Political Oppression.” On July 15, the President attended the “2011 commemorative Ceremony for the Political Victims During the Martial Law Period,” and for the first time, the President returned the private documents of Mr. Huang, a political victim, to his family. NAA continued to comply with the instructions based on the President’s opening speech at the ceremony to integrate the resources of related agencies, to implement the “National Archives Containing Private Documents of Political Victims Inventory Project”, and to take the initiative to uncover the national archives containing the private documents of political victims. From September 1 to November 30, 2011, there were 36,911 folders (around 8 million pages) checked, and among those documents, there were 776 pages private documents qualified for returning to 177 victims. After approval, the Memorial Foundation of 228 and the Compensation Foundation of the Improper Rebellion and Espionage Trial Cases during the Martial Law Period were requested to establish contact to the families of victims in order to return the private documents promptly. Since Jul. 2012, NAA approved and returned the private documents to those who had applied, and actively to connecting those who had not applied yet. For those who disconnected due to outdated or without wrong contacts information, NAA had asked for the help of the Ministry of Interior and the Overseas Community Affairs Council to update their information and to inform them the third time on October. By the end of 2012, 167 of 177 victims had been successfully connected, 98 of them had applied for the return of their private documents. In the future, NAA will keep cooperating with other government agencies to assist victims to tack back their private documents.

### **3. Archives Application**

#### **A. Service Policy**

Based on “The Unlimited Potentiality of Archives: 2009-2012 Archives Service “UP” Declaration”, there were five service objectives 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 Website”, “Archives Application “UP”: Easy Access to Archives”, and “Archives Awareness “UP”: Sustainable Past for Sustainable Future”. NAA has pushed the envelope to make archives as accessible as possible for the civilians with fast e-application, transparent information and artificial intelligence 2.0. Eventually our service goal is to raise the overall efficiency and universal dissemination of archival knowledge.

To facilitate the use of the archival resources, NAA established the “National Archives Reading and Information Center” to provide archive access application and on-site consulting services and assistance. Fax and e-Mail consulting services are also provided. In addition, the “A<sup>+</sup>” is launched to provide full-time and remote information retrieval services, which can be consulted from the “National Archives Catalog Inquiry and Access Application Guide”.

In 2012, NAA made essential improvements to access delivery services including:

- (a) For the equity of the right of the general public to access to the archives access decisions will be issued by times according to the priority arranged by the applicant.
- (b) NAA also introduced some significant services in providing access to archives regarding the martial law rule period in Taiwan. Customized access services were available for those who needed to access the contents of records. One stop service was provided from records retrieve to free archives duplications and delivery, and flexible options of identification verified for facilitating the application, and simplified the procedure of authority verification

to short the response time.

## **B. Access Application**

### **(1) National Archives Access Application Condition**

In 2012, NAA received 7,882 archives applications from 129 government agencies for access to 7,966 items of national archives, and approved access to 7,965 items. NAA received archives applications from 342 persons for access to 53,977 items of national archives (including entrusted custody) and approved access to 51,311 items.



**Table 3 National Archives Applications 2002 to 2012**

<b>Applications from the government agencies</b>				
<b>Numbers Year</b>	<b>Request agencies</b>	<b>Items requested</b>	<b>Items issued</b>	<b>Items withheld</b>
2002	72	763	763	0
2003	75	1,172	1,158	14
2004	77	572	572	0
2005	15	20,786	20,786	0
2006	46	629	629	0
2007	123	4,342	4,305	37
2008	57	8,094	8,093	1
2009	70	18,685	18,670	15
2010	213	85,313	85,795	18
2011	144	3,346	3,339	7
2012	130	7,966	7,965	1
Total	1,022	152,168	152,075	93
<b>Applications from the public</b>				
<b>Numbers Year</b>	<b>Request agencies</b>	<b>Items requested</b>	<b>Items issued</b>	<b>Items withheld</b>
2002	110	2,429	2,399	30
2003	184	6,842	6,481	361
2004	248	16,410	16,241	169
2005	134	12,631	12,589	42
2006	105	60,775	58,781	1,994
2007	175	58,063	57,567	496
2008	158	73,164	72,308	856
2009	261	68,053	67,378	675
2010	353	75,998	75,802	196
2011	302	78,550	78,127	423
2012	342	53,977	51,311	341
Total	2,372	506,892	498,984	5,583

## (2) Publishing Online Newsletter “Archives LOHAS”

To spread national archives messages and promote archive 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 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 2012, a total of 12 issues, from Issue No. 55 to No. 66, of Archives LOHAS were released.



## C. Information Service

### (1) Reference Services

NAA established the National Archives Reading and Information Center for national archives utilization services and archives management library information services. It is open for the public to inquire about, read, copy and duplicate national archives as well as archives management library information. In 2012, 605 users visited to the center. Based on the statistics of visiting, 552 persons were for applications of archives and records, 54 persons for information inquiries, 13 persons for utilization of books, and 25 persons for the other reasons.

**Table 4 Visits of The National Archives and Books Reading Center**

Unit: person/trip

<b>Reasons Year</b>	<b>Access applications</b>	<b>Information retrieve service</b>	<b>Access to books and periodicals</b>	<b>Others</b>	<b>Total</b>
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
2010	196	107	23	21	347
2011	213	87	16	21	337
2012	552	54	13	25	644
<b>Total</b>	1,866	1,214	447	300	3,827

### (2) Customer Satisfaction Survey for the Archives Application Services

In order to understand the actual use of national archives services, a customer satisfaction survey has been conducted in 2012. Total of 327 customers (excluding entrusted custody) for national archives application was invited, and 234 customers completed the survey. Average

satisfaction of all evaluation indicators was 92.39%.

**Table 5 Statistics and Analysis of Users Satisfaction on the Application Services of National Archives**

**Unit: Percentage (%)**

<b>Options of Degree of Satisfaction (N*=234)</b>		<b>Strongly Agree</b>	<b>Agree</b>	<b>No opinion</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Average Satisfaction for Individual Item</b>
<b>Application Process</b>	1. easy operation of interface	56	130	20	10	4	88.61%
	2. understandability legibility of application forms	57	136	19	15	0	
	3. the result of inquiry can meet your needs	54	125	18	11	0	
<b>Service Personnel</b>	4. attitude of service personnel is warm and kind	179	55	0	0	0	95.86 %
	5. the efficiency of service personnel	179	55	14	8	1	
<b>Environment</b>	6. general environment is comfortable	122	91	6	1	0	94.59 % (Non-visitor excluded)
	7. the hardware is complete and well-functioned	110	101	7	0	1	
<b>Average Satisfaction</b>		<b>92.39</b>					

\*Number of sample for conducting this satisfaction survey

### (3) Promotion of Archives Application Education

In 2012, 528 visitors from 8 universities and high schools visited NAA, including National Taiwan University. The satisfaction survey of visitors was conducted, and a total of 216 valid questionnaires was collected. The overall satisfaction of the visitors was 92.52%.

## **D. Archives Exhibition**

Due to help the society understand the value of archive, the regular archive showcases were set up for national archives exhibition at the first floor lobby of NAA. In 2012, representative archives were selected from the economic archives for serial exhibitions.

In 2011, after "The Democracy Archives: Celebrating the Centennial of the ROC" was held in Taipei and Taichung. On February 23 to March 15, 2012, "The Democracy Archives: Celebrating the Centennial of the ROC" was held at Kaohsiung Museum of History. The total number of visitors was 14,995 persons. Also, according to the visitors survey nearly 90% of the public was satisfied with the event.

To meticulously record the progress and history of the Executive Yuan's organizational reform, the RDEC and NAA have held "Innovation and Vision, Retrospective and Future: Archival Exhibition of Organizational Reform" on March 23 to April 12 at the National Central Library, which it exhibited archives and audio/video media in physical, interactive and online forms, to demonstrate the development and history of organizational reform of the Executive Yuan.





Picture 2. On April 1, 2012, President Ma Ying-jeou visited “Innovation and Vision, Retrospective and Future: Archival Exhibition of Organizational Reform”.



Picture 3. On April 11, 2012, Vice President-elect Wu Den-yih visited “Innovation and Vision, Retrospective and Future: Archival Exhibition of Organizational Reform”.



Picture 4. On March 22, 2012, Vice Premier of the Executive Yuan Jiang Yi-huah (front left side) visited “Innovation and Vision, Retrospective and Future: Archival Exhibition of Organizational Reform” after the opening ceremony.



Picture 5. On February 23, 2012, the opening of “The Democracy Archives: Celebrating the Centennial of the ROC ” was held at Kaohsiung Museum of History . The Chairperson of the Central Election Commission , Chang Po-ya (2<sup>nd</sup> from the right), the Deputy Minister of the Research, Development and Evaluation Commission, Huang Min-gong (2<sup>nd</sup> from the left), the Chairman speaker of Taiwan Provincial Consultative Council, Lee Yuan-chuan (1<sup>st</sup> from the right), and the Director General of NAA, Chen Hsu-lin attended the opening of the exhibition.





Picture 6. “The Democracy Archives: Celebrating the Centennial of the ROC ” was held in Kaohsiung; the visitors were using the online exhibition system at Kaohsiung Museum of History.

## **E. Promotion of Archives Research**

In 2012, NAA entrusted experts and scholars to edit the archive value-added studies of the RSEA Engineering Corp. and the Taiwan Cooperative Bank. To promote the national archives program, NAA published the ” Pilot in Shipbuilding: China Shipbuilding Corp. Archives Selections”.

### **III. Advancement of Administrative Records Management System**

#### **1. Advancement of Important Regulation Systems**

##### **A. Review and Approval the Records Schedules of Government Agencies**

In the end of 2012, 6,968 records schedules of government agencies had been approved. In 2012, 102 records schedules of government agencies were reviewed, 65 records schedules of government agencies were approved, and 124 agencies were suitable for use.

##### **B. Review and Approval the Destruction Catalogs of Government Agencies**

In the end of 2012, 21,068 destruction catalogs of government agencies were reviewed and 20,722 were approved. In 2012, 2,104 agencies were reviewed.

##### **C. National Archives Appraisal**

According to the Archives Act and the Regulations for Transfer of National Archives, government agencies preserving the permanent archives over 25 years should appraise the value of permanent archives, and organize the archival catalog for transfer along with the appraisal report to the National Archives Administration (NAA) for reviewing.

In 2012, in accordance with a mid-term plan for national archives selection, NAA selected the diplomatic archives produced by the Executive Yuan during the period of 1950-1971. The selecting procedure was as followed. The first selecting principle was to analyze the functions and duties of the Executive Yuan, and to check the relationship between the diplomatic archives of the Executive Yuan and those kept by the Ministry of Foreign Affairs. Secondly, NAA invited scholars and specialists in the research field of Foreign Affairs to discuss the draft of selecting principles and filtering priorities made by NAA. Then, these scholars and specialists reviewed the diplomatic archives catalog provided by the Executive Yuan and to check specific records via digital

archives to decide their value. Finally, all procedures of the revised selecting principles and priorities, the appraisal report and the list of selected national archives were confirmed by the Committee for Archives Value Appraisal. Finally, 4,161 cases of permanent archives were viewed, 37.1% among them (1,544 cases) were selected as national archives.

#### **D. To Assist the Organizational Reform of the Executive Yuan to Transfer the Agency Records**

In response to the Organizational Reform of the Executive Yuan, NAA is playing a leading role in planning and promoting the archives affairs. NAA enacted the Plan for the Archives Transfer of the Organizational Reform of the Executive Yuan, which aimed at assisting agencies to accomplish the archives transfer. According to the plan, NAA should master the achieved percentage of scheduled archives transfer progress of all the agencies involved in the Organizational Reform of the Executive Yuan. Besides, NAA could visit those agencies, which were ready for the operation after the reorganization was completed, to understand the difficulties they confronted and offered possible solutions. In 2012, NAA called on 6 agencies, the Executive Yuan, the Ministry of Justice, the Ministry of Culture, the Ministry of Foreign Affairs, etc. Moreover, in view of assisting the establishment of comprehensive records schedules, NAA set a timetable for these agencies and handled workshops about how to draft such documents.

#### **E. Promote the Purposed Disposition of Agency Archives**

For the intention of improving the efficiency of archives administration and preserving important archives at the same time, NAA started the promotion of purposed disposition which bring into the mechanism of national archives appraisal. The Ministry of the Interior (MOI) was the first agency to implement such program. In 2012, the first year of the mid-term disposition plan made by MOI, NAA cooperated with MOI to appraise the archives concerning household registration and population policy during 1950-1987. To sum up, 3,620 cases were viewed, 229 cases (6%) were selected as national archives. NAA is not only looking forward to the plan keeping forward, but also the

successful case of MOI will be the role model for government agencies to learn.

## **F. Utilization of Human Resources**

In 2012, NAA had 55 Substitute Civilian Servicemen from Ministry of the Interior, for serving with records management. They were assigned to serve 20 agencies after 7 days of professional training by NAA.

## 2. Cultivation of Human Resources

In 2012, NAA offered 134 sessions and trained 7,492 participants. NAA also established “e-Archivist”, an online learning platform, (<http://e-archivist.archives.gov.tw/>) and it was officially launched on January 15, 2009. e-Archivist provided 15 courses of “Records Management for Beginners” in 2008, 8 courses of “Introduction of Electronic Records Online Wikipedia” in 2009, and 15 courses of “Qualities of Public Servants on Archives Management,” 4 courses of “The Preparation of the Records Schedules” in 2011. These professional digital archives courses were placed on e-Archivist for the public to learn about archives. In order to integrate and enrich the learning resources, on January 1, 2012, e-Archivist stopped the digital programs, on the same day transferred the programs to the e-learning web site (<https://elearning.hrd.gov.tw/>) of Civil Service Development Institute, Directorate-General of Personnel Administration, Executive Yuan. In 2012, a total of 31,236 persons participated in the training course and the total accumulated participants getting learning certification were 18,984.

**Table 6 2012 Training Programs for Archives Management**

No.	Training Type	Number of Sessions	Number of Trainees
1	Collaboration	4	182
2	NAA	82	4,027
3	Supporting Other Agency	48	3,283
Total		134	7,492

## 3. Evaluation of Administrative Records Management

In order to set the benchmark of archives management, NAA continues to carry out the 10<sup>th</sup> Archives Management Quality Award and the Outstanding Archivist Award. In 2012, 17 government agencies and 21 archivists were awarded.

NAA held a award ceremony at the International Conference Hall of



the Chang Yung-Fa Foundation. Jiang Yi-Huah, the Vice Premier of the Executive Yuan, presented the awards ceremony and invited the previous Archives Award winners and government agencies to attend the event.



Picture 7. A Group Picture of the 10<sup>th</sup> Archives Management Quality Award winners with Jiang Yi-Huah (center), the Vice Premier of the Executive Yuan, on October 3, 2012

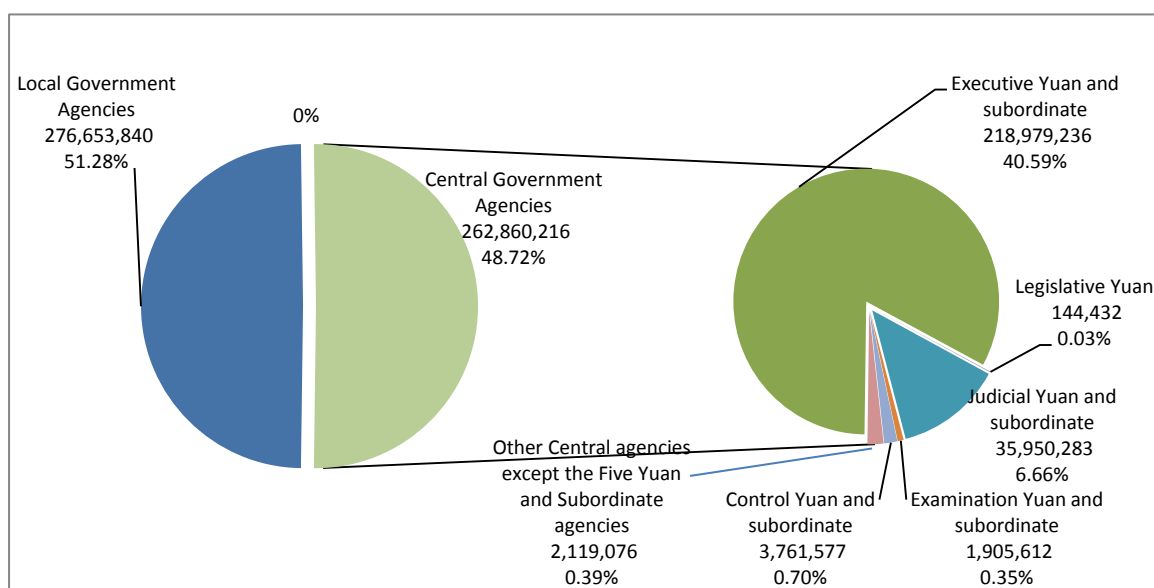


Picture 8. Picture of the 10<sup>th</sup> Outstanding Archivist Award archivists with, Sung Yu-Hsieh (center), the Minister of RDEC, on October 3, 2012

## 4. Application Services

### A. Archival Cataloging and Submission by Government Agencies

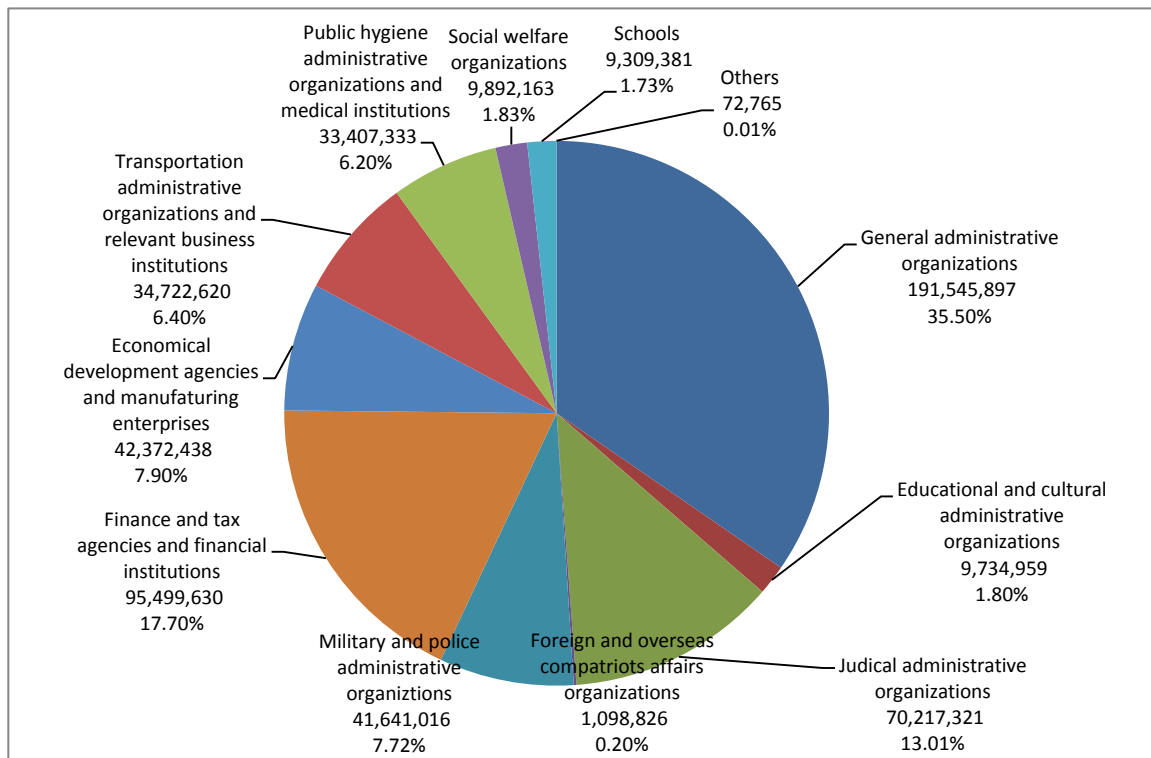
By the end of 2012, the total number of records catalogued and published in NAA's NEAR (<https://near.archives.gov.tw>) was 539,514,349. According to statistics of central and local government agencies, the catalog of records submitted by central government agencies were 262,860,216 items (48.72% of the total) and the catalog of records submitted by local government agencies were 276,653,840 items (51.28% of the total). In addition, 293 records of the archival catalogs were delivered by entrusted groups.



**Chart 3** Statistic of Central and Local Government Agencies' Archival Records

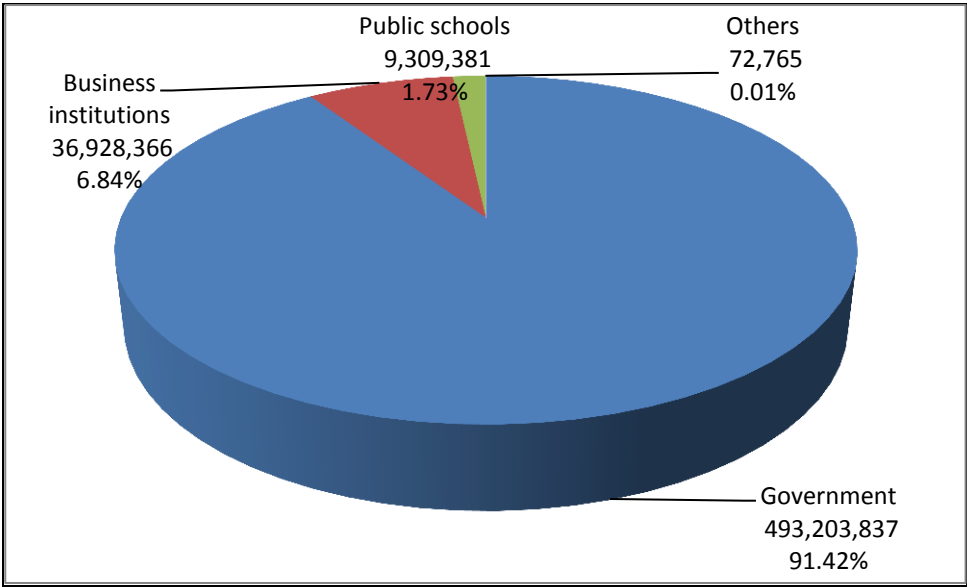


According to the statistics of government agency classification, general administrative agencies submitted the largest number of records with 191,545,897 records(35.50%), and the next one was financial administrative agencies and financial institutions with 95,499,630 records (17.70%).



**Chart 4 The Statistics of Archives and Record Catalogs by the Types of Government Agencies of Records among Organizations of Various Characters**

According to the statistics of administrative categories, governmental agencies submitted the largest number of archival catalogs with 493,203,837 records (91.42%), followed by business institutions with 36,928,366 records(6.84%), public schools with 9,309,381 records (1.73%) and the others (such as the training institutions, political parties and social groups, etc.) with 72,765 records(0.01%).



**Chart 5    The Statistics of Archives and Record Catalogs by the Types of Agencies Types**

Notes: “Agency Category” is determined according to “Agency & School Code Principles”, published by the Central Personnel Administration of the Executive Yuan. State-owned enterprises include enterprises of position classification production, general production, transportation and finance and healthcare institutions. Others include mission organizations or abolished agencies.

## B. Utilization of the NEAR Website

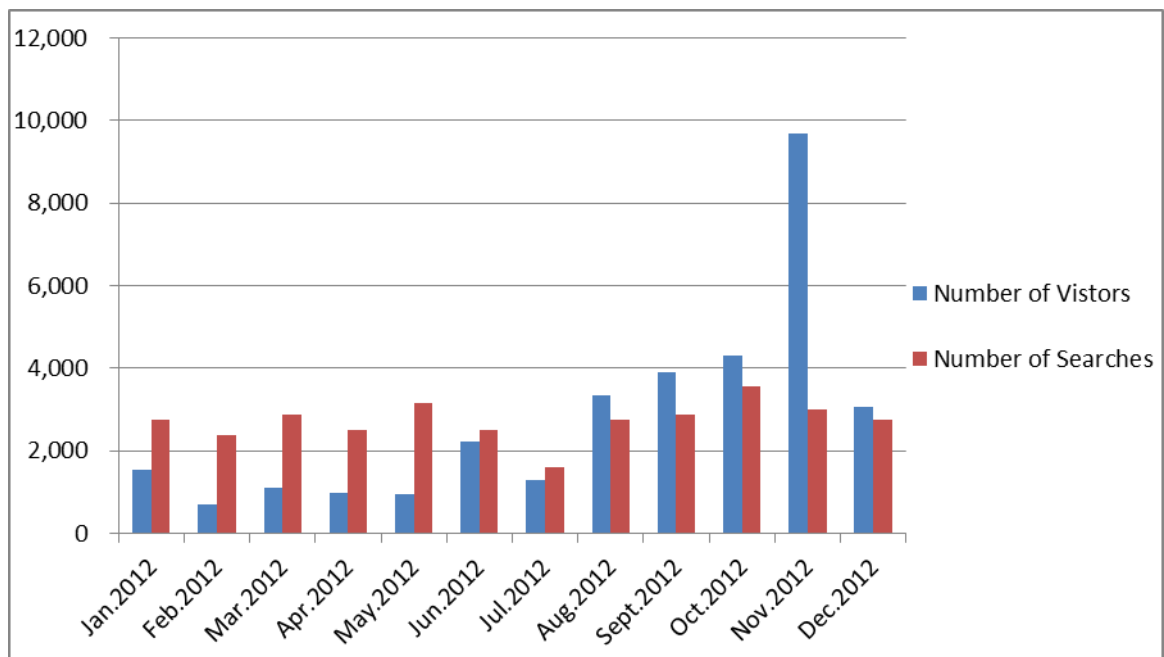
By the end of 2012 , the NEAR website was visited by 1,152,303 Internet users since Sep. 17, 2002. In 2012, 146,546 users visited NEAR. 106,948 online searches were recorded in one year, and 88,342 of searches (82.60%) were simple search, and 18,606(17.40%) were advanced search.

## C. The Implementation of the ACROSS

By the end of 2012 , the ACROSS was browsed by 2,641,387 Internet users since March 10, 2010. In 2012, there were 33,085 visitors at ACROSS. The total number of searches was 32,763.

**Table 7 The Number of the ACROSS Vistors and Searches**

Month	Number of Vistors	Number of Searches
Jan. 2012	1,551	2,761
Feb. 2012	710	2,396
March 2012	1,111	2,877
April 2012	971	2,520
May 2012	941	3,154
June 2012	2,234	2,494
July 2012	1,282	1,616
Aug. 2012	3,337	2,742
Sept. 2012	3,899	2,876
Oct. 2012	4,298	3,569
Nov. 2012	9,690	2,992
Dec. 2012	3,061	2,766
Total	33,085	32,763



**Chart 6 The Statistics of the ACROSS Visitors and Searches**

## **IV.The Control of Documents Flow Processes and Computerization of Documents and Records Management**

### **1. The Control of Documents Flow Processes**

#### **A. Amend the Directions of the Documents Flow Process**

In Jan 1st, 2012, NAA took over the control of documents flow process business. In order to effectively solve the people's problem and protect people's interests, the response time of any pleading applications was limited in 30 calendar days. By reference to Article 48 of Administrative Procedure Law, NAA followed the new regulation to amend the Directions of the Document Flow Process, and issued on October 24<sup>th</sup>, 2012.

#### **B. Government Document timeliness statistics**

According to the Directions of the Document Flow Process, NAA monthly collects the dates statistical data of government document process timeliness from the Executive Yuan and first-level agencies of the Executive Yuan, and quarterly reports to RDEC. The RDEC collecting reports and the statistics, including of the monitoring case, reported to the Premier of the Executive Yuan.

#### **C. Government document auditing procedure**

According to the Directions of the Document Flow Process, NAA took the responsibility to audit to the timeliness of government document from subordinate agencies of the Executive Yuan's NAA audited the Mainland Affairs Council(in May 29th), Ministry of Justice(in May 30th), Council of Agriculture(in October 26th), and Veterans Affairs Commission(November 1st), and provided them comments and improvement suggestions, and requested them to feedback in 2 months.

#### **D. Documents flow process seminar**

To promote the Directions of the Document Flow Process and related regulations and to assist the governments agency to accelerate

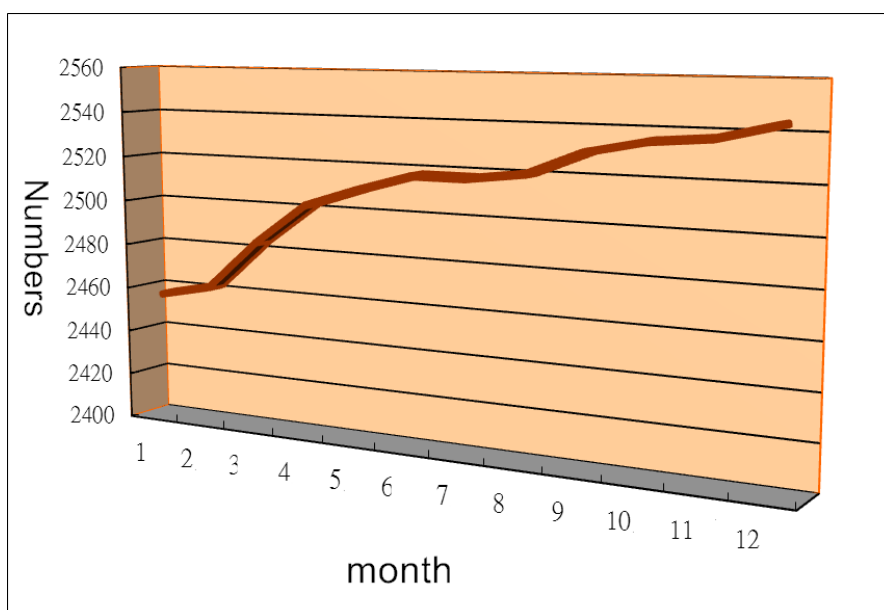
document processing efficiency, NAA held the documents flow process seminar at the International Conference Hall of the National Taiwan University Hospital. Total of 183 participants attended the seminar.

## **2. Promote electronic documents for energy saving and reducing paper program**

In line with the government's "Sustainable Energy Policy" government ministries had to make the concept of energy saving and carbon reduction into practice. Accordingly, the Executive Yuan on January 25, 2010 letter issued by "electronic documents reducing paper to promote energy saving solutions," announced to expand the scope of digitized government documents, and to implement online sign documents for archiving the goal of reducing paper consumption 30% in December 31, 2012. The achievements of electronic documents promotions for reducing paper and saving energy effectiveness in 2012, as followings:

### **A. Duplex document printing**

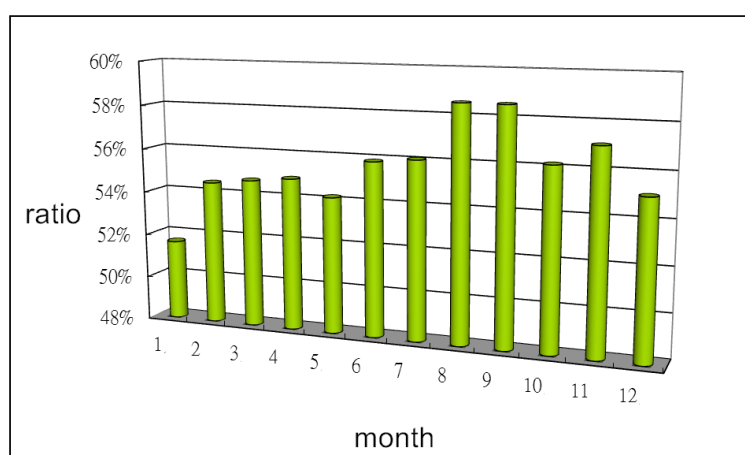
Total of 3,745 government agencies have implemented the electronic document program to promote energy saving and paper reducing. Total of 2,556 government agencies (68%) implemented to use the duplex printing to produce documents. The statistics of implementation of duplex printing papers for government agencies are as followings(see Chart 7).



**Chart 7 2012 The Trend of Implementing Duplex Document**

## **B. Online sign documents**

Total of 1,850 government agencies had has implemented online sign documents, which is the 49 percentage of all 3,745 government agencies in implementation of electronic documents for saving energy and reducing paper. The average ratio of government agencies in implementation online sign documents was 55%. The statistics of each month in online sign number was shown in Chart 8.



**Chart 8 The Trend of Implementing Documents Online Approval Authority Ratio**



### 3. Promote electronic document exchange center

NAA took over electronic documents exchange business from RDEC since May 20, 2012. In September 30, 2012 NAA had completed documents preprocessor (XML-Box) replacement to save the cost of maintenance, operation, and manpower. Total of 9.82 million of electronic document was exchanged in 2012, which it saved lots of postage expense for government agencies.

### 4. Provide electronic records technical and advisory services

The electronic records technical service center provided electronic record preservation and application of technology services to government agencies. The center handled a total of 8,695 pieces of technical service cases, held 8 training courses, and designed 14 kinds of digital format transition program.

NAA held 96 training courses in electronic document exchange in 2012. There were 2,129 people attended the courses. NAA served a total of 36,003 customer service in one year to help archivists solving the operational problems effectively.

NAA held 46 sessions of document and record management of information technology education and training in 2012. There were 2,079 people that participated, to enhance archivists to understand information technology and to strengthen their ability to operate the system.



Picture 9. NAA held exchange center maintenance and operation of transfer training on September 7, 2012

## **5. Improve document and record system performance and service**

For the government policies in “the document and archive information system in-one policy of organizational reform of the Executive Yuan”, “integrating electronic document exchange”, “government documents editing production”, “document process management”, and “online approval and file management operations” NAA implemented the integration information system for records and archives to improve government administrative services performance.

NAA communicate with RDEC through documents and archives business communication platform for the Contact Group meeting, the NAA took over the document information systems from RDEC in January 2012 , and took over electronic document exchange business from RDEC in May 2012 , All operations were carried out smoothly and successfully.

NAA held 5 sessions of presentations to implement government documents and records management computerized standard in 2012. There were 468 people participating the presentation. NAA accumulated 76 authorities apply for certification, 62 authorities were certified, and using the verification through the system had 2,499 agencies since July 2011, NAA promote the government documents and records management information system tends to consistency and standardization.

To cooperate with the headquarters of the Executive Yuan the Defense Department and the other 18 agencies with subordinate agency of to promote organizational restructuring process, NAA is responsible for coordination between agencies for electronic document exchange, document editing, document and record management information systems in 2012. All operations are were carried out smoothly and successfully.

## V. Recordation of Major Events

Date	Events Summary
Jan 1 (Sun.)	RDEC transferred the business of document process management to NAA
Jan 10 (Tues.)	Transferred 41 courses Archival Education Digital courses Learning Center File Management courses to the e-learning web site of the Civil Service Development Institute, Directorate-General of Personnel Administration, Executive Yuan
	Holding the 1 <sup>st</sup> meeting in 2012 of the ALOHAS editorial team
Jan 16 (Mon.)	Issue ALOHAS No. 55
Jan 31 (Tues.)	RDEC transferred the business of document system management to NAA

<b>Date</b>	<b>Events Summary</b>
<b>Feb 5 (Sun.)</b>	<b>Holding the promotion of the publication “The Stories of Archives, Part5: A Good Memory That Never Fades-Out” in the 20<sup>th</sup> Taipei International Book Exhibition</b>
<b>Feb 9 (Thurs.)</b>	<b>Holding the 2<sup>nd</sup> meeting in 2012 of the ALOHAS editorial team</b>
<b>Feb 16 (Thurs.)</b>	<b>Holding the 3<sup>rd</sup> meetings for the preparation team, the Archive Management Department of the National Development Committee regarding the job descriptions of each teams</b>
	<b>Issue ALOHAS No. 56</b>
<b>Feb 17 (Fri.)</b>	<b>Holding the NAA 93<sup>rd</sup> session retired tea party and outstanding in recognition of draftees of the Substitute Service of the Public Administration Service (archive)</b>
	<b>Holding the 2011 annual report review conference for the Digital Preservation Project of Taiwan Industrial Economy Archives</b>
<b>Feb 22 (Wed.)</b>	<b>Holding the promotion seminar of documents and file management information system (Taipei , Kaohsiung) (Feb. 22, 23)</b>
<b>Feb 23 (Thurs.)</b>	<b>The opening of “The Democracy Archives:Celebrating the Centennial of the ROC ” was held at Kaohsiung Museum of History</b>
<b>Feb 24 (Fri.)</b>	<b>Holding the 9<sup>th</sup> meeting for the 5<sup>th</sup> Archives Preservation Value Authentication Committee</b>

<b>Date</b>	<b>Events Summary</b>
<b>Mar 1 (Thurs.)</b>	<b>Holding the promotion seminar of documents and file management information system (Taichung, Hualien) (Mar. 1, 2)</b>
<b>Mar 12 (Mon.)</b>	<b>Holding the 3<sup>rd</sup> meeting in 2012 of the ALOHAS editorial team</b>
<b>Mar 13 (Tues.)</b>	<b>New employees orientation 2012. (Mar. 13 to 14)</b>
<b>Mar 14 (Wed.)</b>	<b>Collaborating with the Regional Civil Service Development Institute, DGPA, Executive Yuan to hold the 23<sup>nd</sup> archives management training classes (Mar. 14 to 16)</b>
<b>Mar. 16(Fri.)</b>	<b>Holding the northern sessions of the seminar for the “Archives Cataloging in 2012”</b>
	<b>Issue ALOHAS No. 57</b>
<b>Mar. 21(Wed.)</b>	<b>Holding the 2012 Presentation of Editing(Amending) the Records Schedules</b>
<b>Mar. 22(Thurs.)</b>	<b>The Opening Ceremony of “Innovation and Vision, Retrospective and Future: Archival Exhibition of Organizational Reform” was held at the National Central Library</b>
<b>Mar. 26(Mon.)</b>	<b>Holding the ACROSS database expanding meeting of 2012</b>
<b>Mar. 29(Thurs.)</b>	<b>Holding the 10<sup>th</sup> meeting for the 5<sup>th</sup> Archives Preservation Value Authentication Committee</b>
<b>Mar. 31(Sat.)</b>	<b>Issuing volume no. 11, 1<sup>st</sup> editions of the “Archives Quarterly”</b>

Apr

Date	Events Summary
Apr. 1(Sun.)	President Ma Ying-jeou visited “Innovation and Vision, Retrospective and Future: Archival Exhibition of Organizational Reform”
Apr. 5(Fri.)	New recruited staff visits the Electronic Records Long-term Preservation Laboratory and the Shihlin National Archives Preservation Place.(Apr. 5 and 13)
Apr. 10(Tues.)	Holding the 4 <sup>th</sup> meeting in 2012 of the ALOHAS editorial team
Apr. 11(Wed.)	13 <sup>th</sup> Vice President-elect Wu Den-yih visited “Innovation and Vision, Retrospective and Future: Archival Exhibition of Organizational Reform”
Apr. 16(Mon.)	Issue ALOHAS No. 58
Apr. 19(Thurs.)	Hold the 1 <sup>st</sup> archives management training classes in 2012 (Apr. 19 to 20)

May

Date	Events Summary
May. 4(Fri.)	Holding the meeting for the amendment and consulting of the Administrative Archive Records Schedules
May. 9(Wed.)	Holding the 5 <sup>th</sup> meeting in 2012 of the ALOHAS editorial team
May. 16(Wed.)	Issue ALOHAS No. 59
May. 22(Tues.)	Holding the “2012 Authority Archives Storage Facilities and Layout Seminar” in the North of Taiwan(May. 22, 23)

Date	Events Summary
Jun. 6(Wed.)	Collaborating with the Regional Civil Service Development Institute, DGPA, Executive Yuan to hold the 24 <sup>nd</sup> archives management training classes (Jun. 6 to 8)
	Holding the “2012 Authority Archives Storage Facilities and Layout Seminar” in the Central, South of Taiwan(Jun. 6, 28)
Jun. 8(Fri.)	Holding the central and southern sessions of the seminar for the “Archives Cataloging in 2012” (Jun. 8, 28)
Jun. 11(Mon.)	Holding the 6 <sup>th</sup> meeting in 2012 of the ALOHAS editorial team
	Hold the 2 <sup>nd</sup> archives management training classes in 2012 (Jun. 11 to 12)
Jun. 15(Fri.)	Holding the NAA 98 <sup>th</sup> session retired tea party and outstanding in recognition of draftees of the Substitute Service of the Public Administration Service (archive)
Jun. 18(Mon.)	Holding the 1 <sup>st</sup> session of the 6 <sup>th</sup> Archive Preservation Protection Advisory Committee Meeting”
	Issue ALOHAS No. 60
Jun. 26(Tues.)	Holding the 1 <sup>st</sup> meeting of the “Taiwan’s Transportation Archives Advisory and Selection Committee”
Jun 27(Wed.)	Holding the Ceremony of Donating the Farmers’ Associations Records
Jun. 29(Fri.)	Issuing volume no. 11, 2 <sup>nd</sup> editions of the “Archives Quarterly”



**Jul**

<b>Date</b>	<b>Events Summary</b>
<b>Jul. 10(Tues.)</b>	<b>Holding the 7<sup>th</sup> meeting in 2012 of the ALOHAS editorial team</b>
<b>Jul. 13(Fri)</b>	<b>Holding the 4<sup>th</sup> meetings for the preparation team, the Archive Management Department of the National Development Committee regarding the job descriptions of each teams</b>
<b>Jul. 15 (Sun.)</b>	<b>President Ma attended memorial ceremony to remember victims of the martial law era and returned the private documents to the families of two of the victims.</b>
<b>Jul. 16(Mon.)</b>	<b>Issue ALOHAS No. 61</b>
<b>Jul. 20(Fri.)</b>	<b>Holding the 2<sup>nd</sup> meeting of the “Taiwan’s Transportation Archives Advisory and Selection Committee”</b>

**Aug**

<b>Date</b>	<b>Events Summary</b>
<b>Aug. 8(Wed.)</b>	<b>The Minister and Deputy-Minister of RDEC, Sung Yu-Hsieh and Tai Hao-Chun, visited NAA</b>
	<b>Holding the 8<sup>th</sup> meeting in 2012 of the ALOHAS editorial team</b>
<b>Aug. 16(Thurs.)</b>	<b>Issue ALOHAS No. 62</b>
<b>Aug. 21(Tues.)</b>	<b>Holding the meeting for the admendment and consulting of the government administrative resource record schedules of government agencies</b>
<b>Aug. 28(Tues.)</b>	<b>Holding the 1<sup>st</sup> of the “2012 Archive Restoration Basic Course”(Aug. 28 to 29)</b>

Date	Events Summary
Sep. 3(Mon.)	Holding the 9 <sup>th</sup> meeting in 2012 of the ALOHAS editorial team
Sep. 4(Tues.)	Holding the 2 <sup>nd</sup> of the “2012 Archive Restoration Basic Course”(Sept. 4 to 5)
Sep. 17(Mon.)	Issue ALOHAS No. 63
Sep. 19(Wed.)	Collaborating with the Regional Civil Service Development Institute, DGPA, Executive Yuan to hold the 25 <sup>nd</sup> archives management training classes (Sep. 19 to 21)
Sep. 25(Tues.)	Holding the meeting for the amendment and consulting of the Accounting Archive Records Schedules
	Holding the 11 <sup>th</sup> meeting for the 5 <sup>th</sup> Archives Preservation Value Authentication Committee
	Issuing volume no. 11, 3 <sup>rd</sup> editions of the “Archives Quarterly”



<b>Date</b>	<b>Events Summary</b>
<b>Oct. 3 (Wed.)</b>	<b>Holding presentation ceremony for the 10<sup>th</sup> Archives Management Quality Award and the Outstanding Archivist Award and the exhibition of the previous achievements at the International Conference Hall of the Chang Yung-Fa Foundation</b>
<b>Oct. 4 (Thurs.)</b>	<b>The Control Yuan inquire about the archival collection, storage and applications of the 228 incident and the white terror period</b>
	<b>Holding the 9<sup>th</sup> meeting in 2012 of the ALOHAS editorial team</b>
<b>Oct. 12(Fri.)</b>	<b>Holding the 3<sup>rd</sup> meeting of the “Taiwan’s Transportation Archives Advisory and Selection Committee”</b>
<b>Oct. 16(Tues.)</b>	<b>Issue ALOHAS No. 64</b>
<b>Oct. 18(Thurs.)</b>	<b>Hold the 3<sup>rd</sup> archives management training classes in 2012 (Oct. 18 to 19)</b>
<b>Oct. 25(Thurs.)</b>	<b>Orientation for explaining on the position of NAA, the direction of future developmant, human resources realloaction, the principle of staffing allocation and promotion system after reoganizing the Executive Yuan</b>
<b>Oct. 26(Fri.)</b>	<b>Holding the “e-Records Management In-One Seminar” in National Dong Hwa University</b>
	<b>ACROSS new database release of 2012</b>
<b>Oct. 31(Wed.)</b>	<b>Holding the amendment and consulting meeting for the Public Health Archive Records Schedules</b>

<b>Date</b>	<b>Events Summary</b>
<b>Nov. 2(Fri)</b>	<b>Holding the “e-Records Management In-One Seminar” in National University of Tainan and Ming Chuan University</b>
<b>Nov. 8(Thurs.)</b>	<b>Hold the 4<sup>th</sup> archives management training classes in 2012 (Nov. 8 to 9)</b>
<b>Nov. 9(Fri.)</b>	<b>Holding the 11<sup>th</sup> meeting in 2012 of the ALOHAS editorial team</b>
<b>Nov. 16(Fri.)</b>	<b>Issue ALOHAS No. 65</b>
<b>Nov. 22(Thurs.)</b>	<b>Holding the 12<sup>th</sup> meeting for the 5<sup>th</sup> Archives Preservation Value Authentication Committee</b>
<b>Nov. 23(Fri.)</b>	<b>Holding the Celebration Tea party of the 11<sup>th</sup> Anniversary of NAA</b>
<b>Nov. 28(Wed.)</b>	<b>Collaborating with the Regional Civil Service Development Institute, DGPA, Executive Yuan to hold the 26<sup>nd</sup> archives management training classes (Nov. 28 to 30)</b>
<b>Nov. 30(Fri.)</b>	<b>Holding the 13<sup>th</sup> meeting for the 5<sup>th</sup> Archives Preservation Value Authentication Committee</b>

<b>Date</b>	<b>Events Summary</b>
<b>Dec. 6(Thurs.)</b>	<b>Holding the 1<sup>st</sup> meeting for the 6<sup>th</sup> National Archives Management Committee</b>
<b>Dec. 12(Wed.)</b>	<b>Holding the 12<sup>th</sup> meeting in 2012 of the ALOHAS editorial team</b>
	<b>Two Seminars of “Promotion of Archives Application Education” were held at the Department and Graduate Program of Information and Communications, Shih Hsin University (Dec. 12 , 14)</b>
<b>Dec. 17(Mon.)</b>	<b>Holding the meeting for the admendment and consulting of the Accounting Archive Record Schedules of government agencies</b>
	<b>Issue ALOHAS No. 66</b>
<b>Dec. 18(Tues.)</b>	<b>Holding the 4<sup>th</sup> meeting of the “Taiwan’s Transportation Archives Advisory and Selection Committee”</b>
<b>Dec. 19(Wed.)</b>	<b>Holding the renew cooperation agreement with Kaohsiung Museum of History</b>
<b>Dec. 25(Tues.)</b>	<b>The first time of meeting for the 6<sup>th</sup> “National Archives Administration: Directions for Establishing Customer Service Center” was held</b>
	<b>Issuing volume no. 11, 4<sup>th</sup> editions of the “Archives Quarterly”</b>



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