

臺灣文檔數位匯流的 趨勢與展望

The Trends and Prospects of Digital Convergence of Official Documents and Records in Taiwan

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National Archives Administration
National Development Council

www.archives.gov.tw

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簡報 大綱

Agenda

- 01 組織改造與文檔標準化**
Reorganization and documents and records process standardization
- 02 跨機關檔案目錄數位匯流**
Inter-agency's records catalog convergence
- 03 國家檔案與機關檔案數位匯流**
Convergence of archives and records
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組織改造與文檔標準化

Reorganization and documents and records process standardization

跨機關檔案目錄數位匯流

Inter-agency's records catalog convergence

國家檔案與機關檔案數位匯流

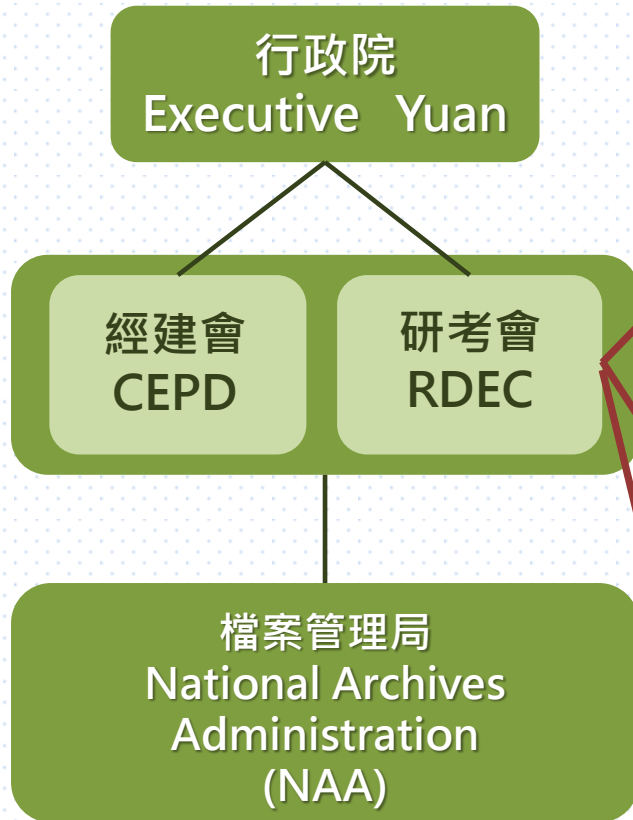
Convergence of archives and records

結語

Conclusions

組織變革/ Organizational change

Before



民國101~102年
(2012~2013)



After



- 文書及檔案管理電腦化作業規範修訂

Revision of Operational Guideline for Government Documents and Records Management Computerization (OGGDRMC)

民國99年/2010

公文製作
official documents creating



文書流程管理
process flow
control

公文電子交換
electronically
exchange

線上簽核規定
online approval

檔案管理規定
Records
management

民國104年/2015



行動簽核規定
mobile approval

跨機關簽核規定
inter-agency's
online approval

• 公文及檔案管理資訊系統驗證

Electronic documents and records management information system validation procedures



基本功能驗證(含公文製作、線上
簽核、流程管理及檔案管理)
basic functional validation



2A

行動簽核
Mobile
approval



2B

跨機關簽核
Inter-agency
approval

截至2018年10月，累計達4,191個機關學校使用通過之驗證系統。
There are 4,191 units that are using validated EDRMs until October 2018.



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機關文檔數位匯流

Digital convergence of agency's e-documents and e-records



線上簽核
online approval

電子公文/e-official documents

公文線上簽核/online approval

決行
approved



機關間公文交換
inter-agency
exchange

檔案線上檢調及閱覽

Online retrieval and browsing

數位儲存
Digital Storage

電腦機房
server room



紙本簽核
handwritten approval

公文紙本簽核/handwritten approval

決行
approved

掃描/Scan

檔案庫房
Records Storage

檔案紙本檢調及閱覽

hard copy retrieval and browsing

跨機關檔案目錄變革

Inter-agency's records catalog renovation

To Be



機關/agencies



機關彙送目錄
catalog
submission

機關銷毀目錄
catalog for
destruction

機關移轉目錄
catalog for
transferring



比對&更新
recheck and updating

比對&更新
recheck and updating

比對&補正
comparison & correction

民眾/the public



機關檔案目錄公布
open agency records
catalog (NEAR)

機關檔案目錄查詢網
Navigating Electronic Agencies' Records

國家檔案目錄公布
open collection catalog
in the NAA (A+)



Aims to modify automatically in the future



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便捷檔案應用服務

Facilitating records and archives access

機關檔案目錄
查詢網(NEAR)



累計彙整公布約3,500個機關(構)及大專校
院檔案目錄約5.2億筆/ 0.52billion entries
from 3,500 agencies (university included)

機關檔案
agency records

檔案5A服務網
5A archival online services

滿足多元檔案應用需求
satisfying multiple needs

國家檔案
collections in the NAA

檔案應用
A⁺

線上展覽
ATC

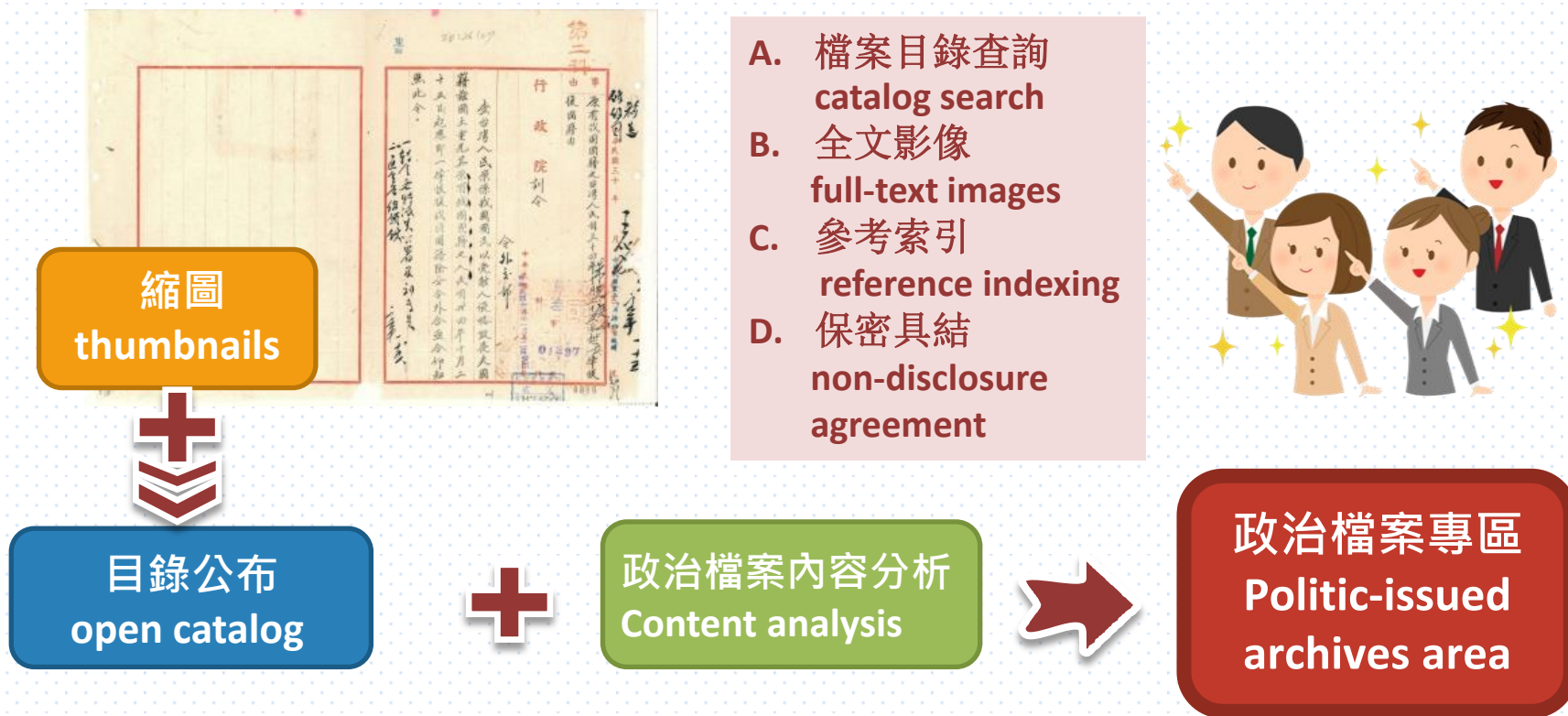
支援教學
ART

跨域資源
ACROSS

輕鬆小品
ALohas

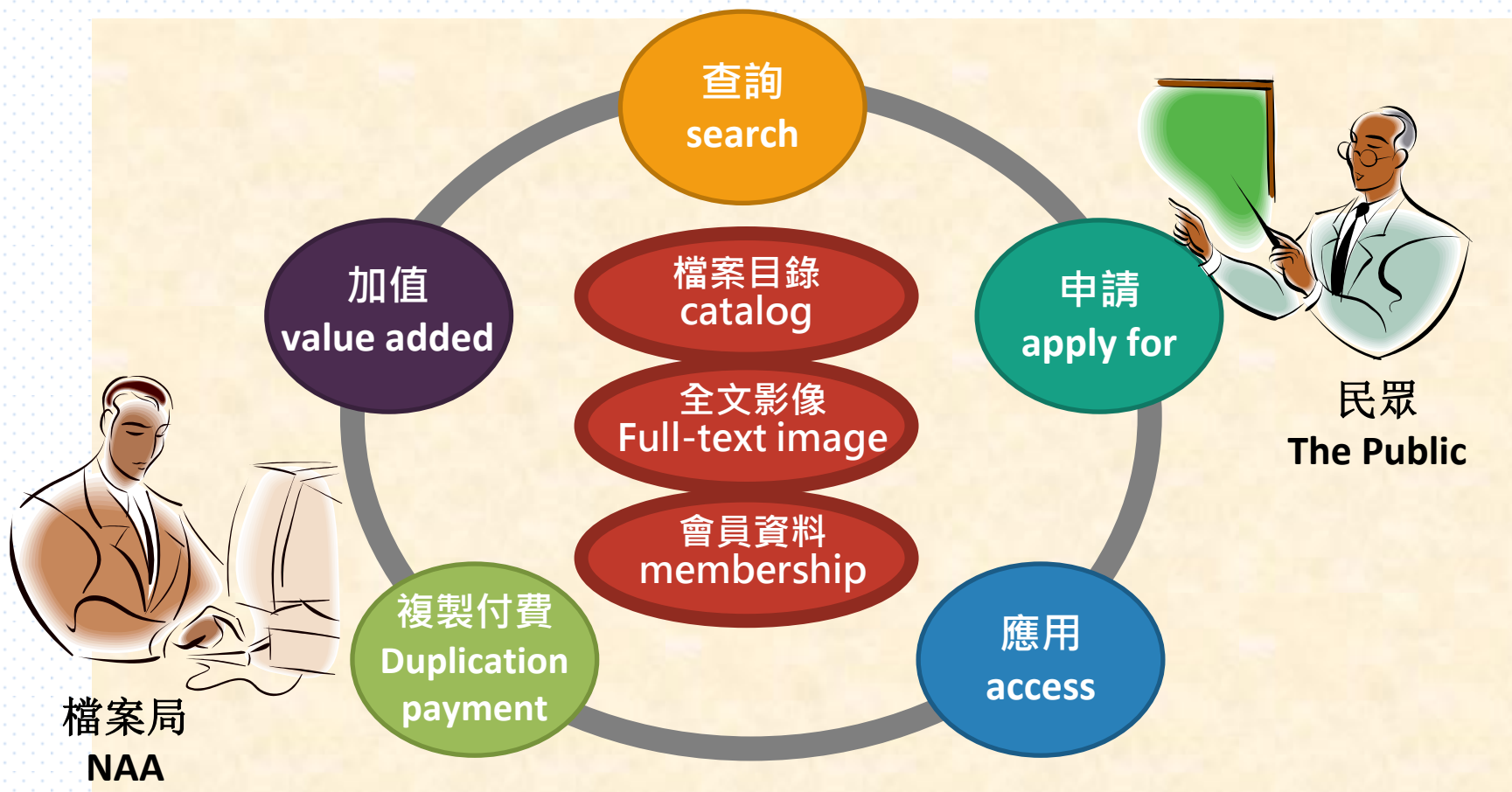


• 政治檔案專區/archives related political issues



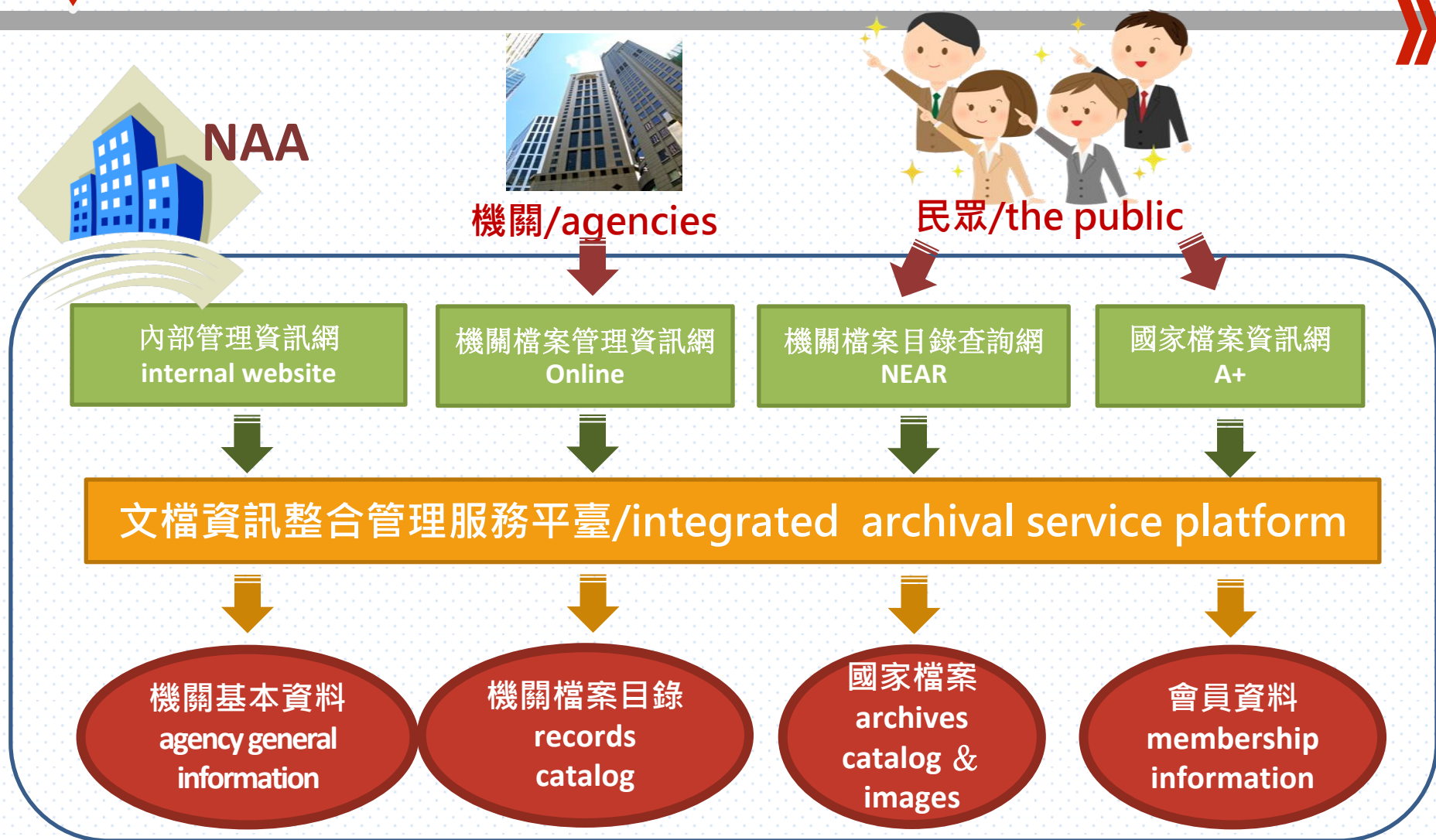
一站式服務規劃/One stop service

- 國家檔案服務流程/Archives access services procedures



文檔資訊整合管理服務平臺

Integrated archival service platform





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作業時程/Scheduled

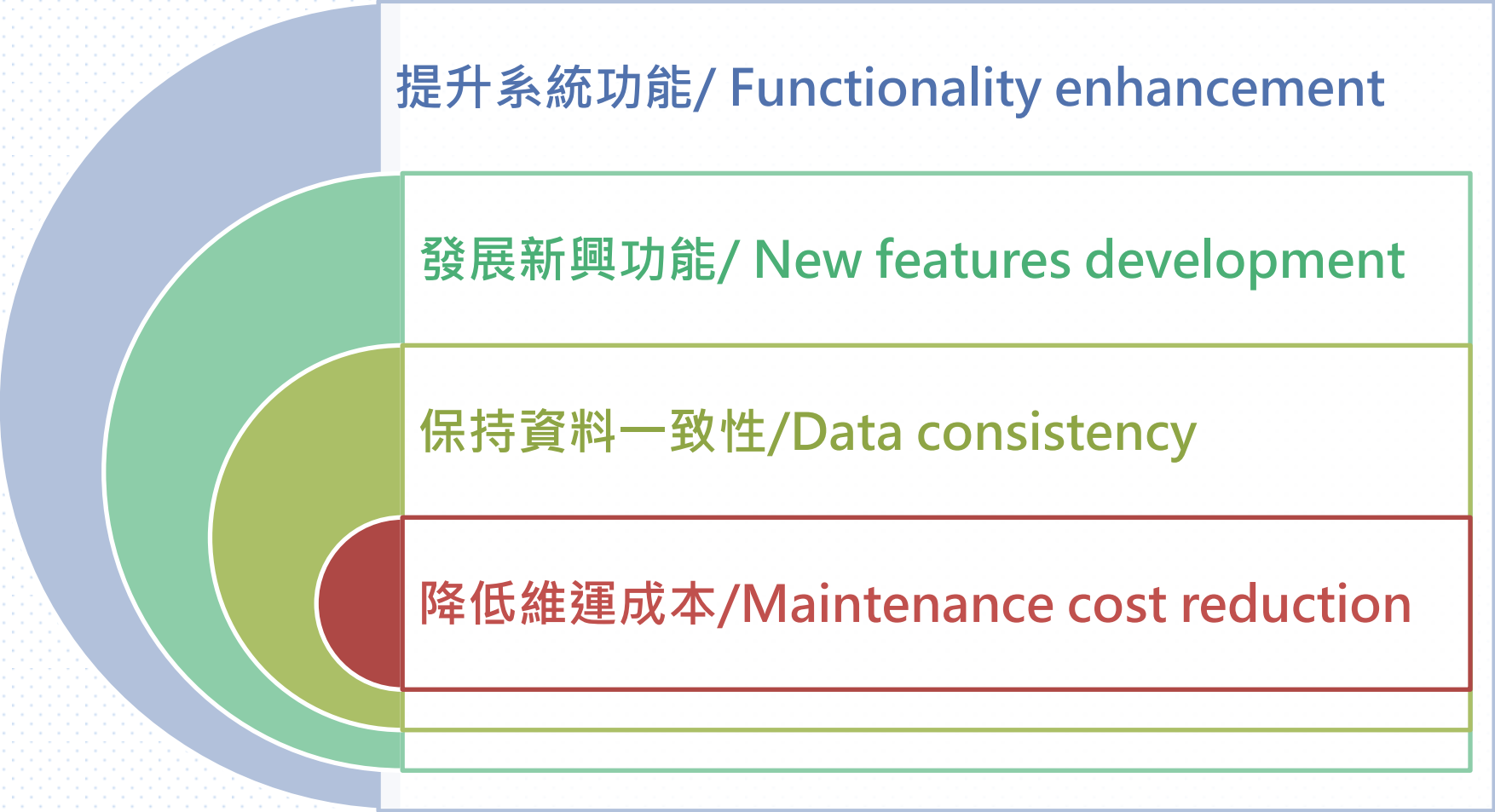
2019年

- 建置智慧審查、檔案目錄公布及檔案應用單一平臺
Single platform construction for conducting smart catalog inspection, records catalog open, and archives access.
- 發展檔案目錄共筆協作機制，並以國家檔案作為標的
Developing a catalog collaborative description mechanism for aiming to archives collections in NAA.
- 累計開放政治檔案影像至少300,000頁
Open political issue related archives images to the public access were accumulated up to 300.000 pages.

2020年

- 推動機關檔案銷毀目錄線上作業
Promulgate complete online procedure for agency records disposal catalog
- 整合機關檔案移轉國家檔案線上作業
Integrate the procedures of online transferring agency records into the NAA

預期效益/Expected benefits



提升系統功能/ Functionality enhancement

發展新興功能/ New features development

保持資料一致性/Data consistency

降低維運成本/Maintenance cost reduction

Thank You



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