

National Archives Administration

Republic of China (Taiwan)

ANNUAL REPORT 2005

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A Message from the Director General

The National Archives Administration serves the role of protector of government records, transmitter of government information, and promoter of government knowledge, and works vigorously to advance archives management in Taiwan in accordance with the *Strategic Plan for Archives Management (2002-2011)*. Following the implementation of the Archives Act, archives management in government agencies has moved steadily in the direction of modernization and computerization over the past four years, thereby successfully accomplishing the vital task of passing on the nation's cultural and knowledge assets.

The National Archives Administration is continuing the publication of its annual reports with this 2005 edition to serve as a record of the evolution of our archives management. The content follows up on the information contained in the previous annual report, and some of the annual statistics which are useful in year-to-year comparison are listed side by side for ease of use. We hope that this will help our readers to get comprehensive understanding of the ongoing development of our archives management work.

As the locomotive of archive management in Taiwan, the NAA handed in a brilliant report card in 2005. Looking to the future, the near-term archives repository, the Kodak building, is put into use this year, there will be larger space for the storage of national archives. We will map out more comprehensive strategies for the acquisition, selection, and transfer of national archives so as to collect national archives step by step. In addition, we continue preparatory work for the establishment of our first National Archives Building. To facilitate the access of archives, we will provide more comprehensive services of archives in accordance

with the “*White Paper on Archives Customer Service*.” Finally, we will continuously review the NAA’s organization and functions in line with the government-reengineering program in order to guide the development of our archives management onto the path of stable growth.

Su Po Chen

Director General

National Archives Administration

About the NAA

1. Organization and Personnel

(1) Organization and Development

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

The NAA consists of five divisions and three offices:

Planning Division, Acquisition Division, Archives Preservation Division, Service Division, Archives Information Division, Secretariat, Personnel Office, and Accounting Office. Its 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.

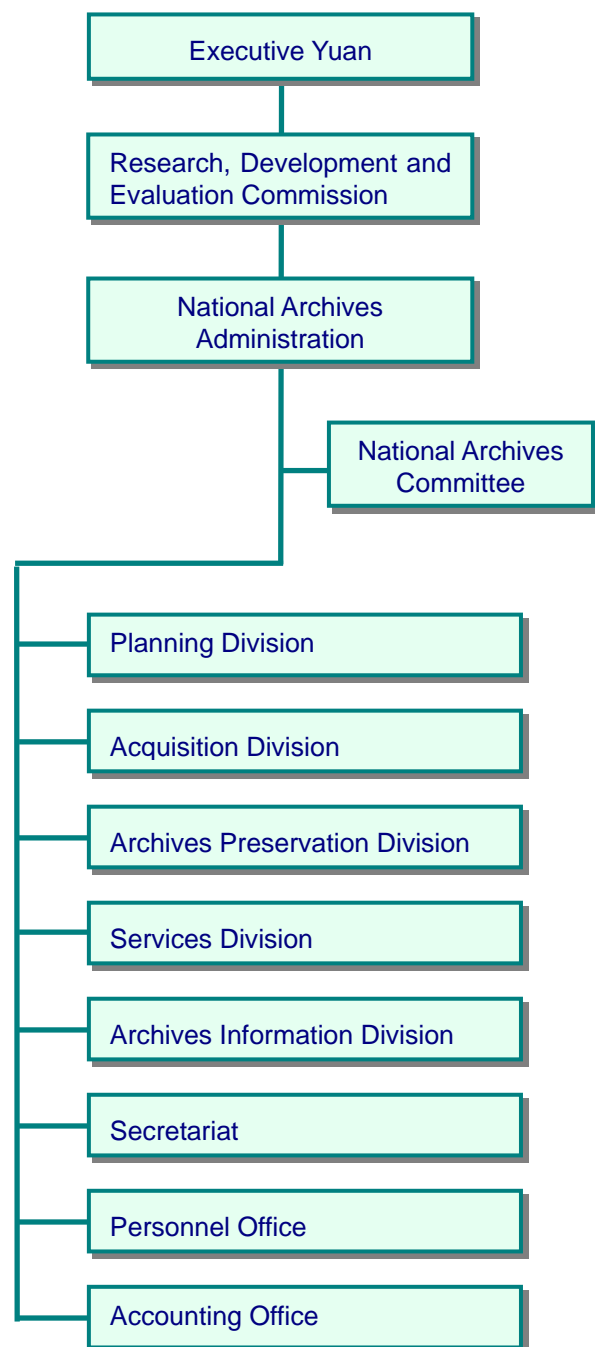


Chart 1 Organization of the National Archives Administration

(2) The NAA Service Team

Director General **Su-po Chen**

Deputy Director General **Tsung-ming Chang**

Deputy Director General **Shiow-jiuang Yang**

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, Services Division **Chi-i Hsu**

Division Director, Archives Information Division **Pei-in Chao**

Chief Personnel Officer **Li Wang**

Chief Accounting Officer **Fong-dan Liou**

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 judgments, classification, retention period and other disputes related to the archives management issues.
- f. Plan and promote relevant acquisition, transfer, arrangement, preservation, accessibility of national archives and application facilities.
- g. Plan and coordinate donation, entrustment or acquisition of private or organizational documents or records.
- 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

The actual number of personnel on the NAA staff was 106.

2. Medium-term and Long-term Strategic Planning

(1) Our Value and Vision

Core values:

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

Vision:

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

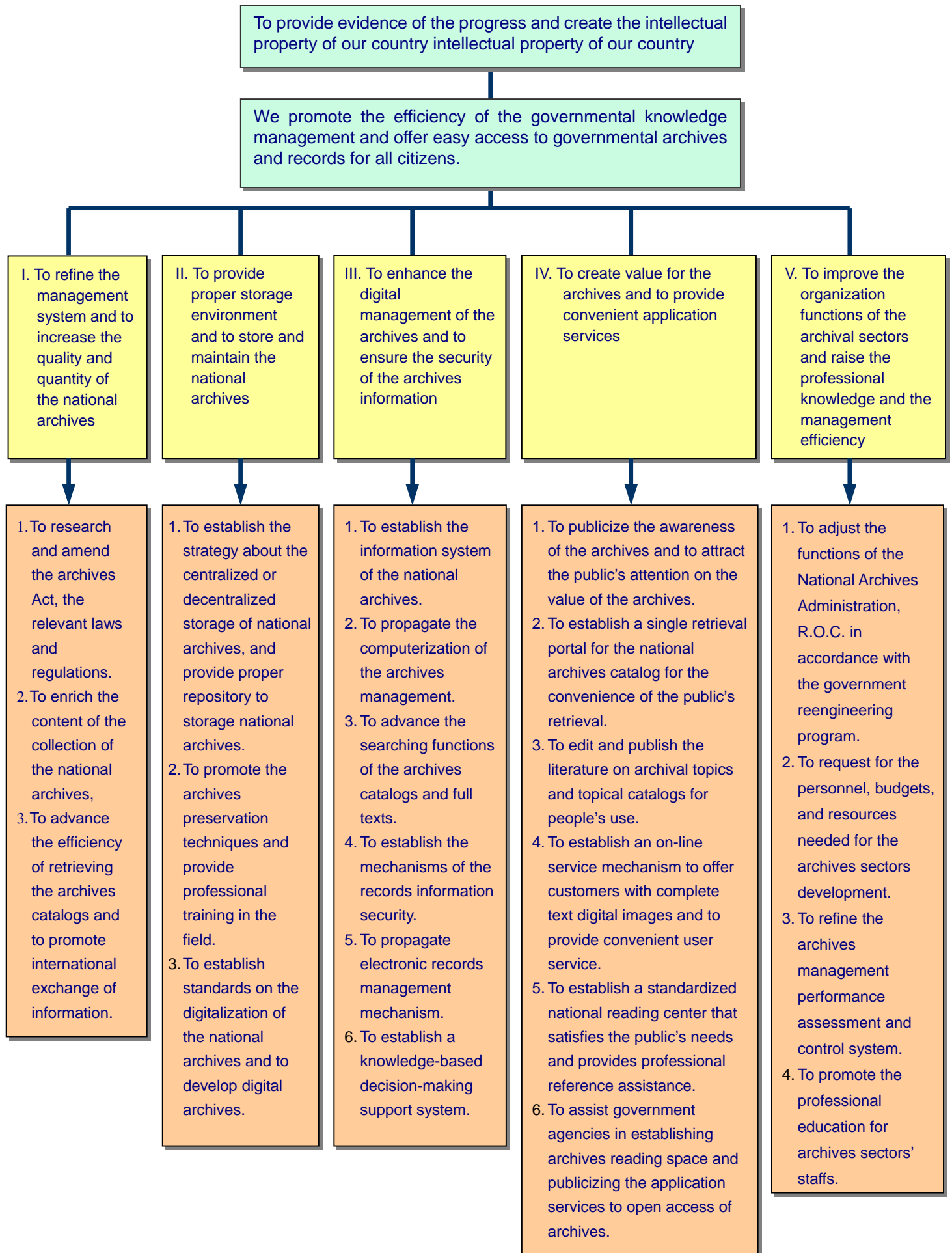


Chart 2 Core Values, Vision, and Goals of the Strategic Plan for Archives Management (2002-2011)

(2) Medium-term Strategic Plan

a. Key Points of Medium-term Strategic Plan (2005-2008)

Strategic goal 1: Establishment of a High-quality Administrative Knowledge Bank and Decision-making Support System

Essentials of plan contents:

Establishment of the National Archives with a meaning of Taiwan's subjectivity: Completion of a venue for the near-term repository of national archives; mapping out the national archives acquisition strategy, and orderly transfer of permanent retention agency archives so as to augment the collection of national archives, provide multiple services, and build up a knowledge bank for development of our national memory. In addition, continued search for land to establish the National Archives Building with a meaning of Taiwan's subjectivity, and striving for the huge amount of resources needed to build it.

Strategic goal 2: Establishment of Results-oriented Administrative Performance Management

Essentials of plan contents:

(a) Enhancement of the professionalism of the archives management system:

- i. Completion of review and revision of archives-related laws and regulations; Cooperation with archives community to provide marketing services, share resources, and support a professional environment to advance R&D of archives management and resolve practical issues. Enhancement of agency archives management performance, promotion of benchmark learning, improvement of training system, provision of a diverse range of learning channels, and help for archives sectors staffs in upgrading their professional know-how.
- ii. Strengthening of archives service operations, upgrading of the efficiency of National Electronic Archives Retrieve to provide ease of inquiry of archives catalog. Facilitation of the records catalog

transmission from government agencies to advance the performance of archives catalog publishing. Augmentation of the national archives collection, exploiment of the knowledge of archives, expansion of citizens participation in understanding archives, promotion of the access to national archives and information literacy about archives.

(b) *Ensuring the security of archival information and quality of preservation by taking advantage of technology:*

- i. Strengthening R&D in technologies of archives preservation and conservation then promote them so as to help agencies carry out the preservation and conservation of archival assets; establishing national standards for digital image configuration of national archives, repairing national archives, storing images of archives in electronic format, and carrying out migration of archives in various types of storage media to expand the digital collection of the National Archives.
- ii. Provision of assistance for government agencies in the computerization of records management to strengthen digitization in archives management; establishing the archival knowledge management infrastructure; and implementation of international standards of information security so as to assure the security of archival information.

b. Individual Medium-term Programs

(a) National Archives Information System Plan (2003-2006)

(b) Establishment of National Archives Preservation Facility and Business Promotion Plan (2005-2006)

c. Performance

The achievement ratio of all evaluation indicators exceeded the targets set for 2005, and all of them are 100%.

Table 1 Achievement of Medium-Term Goals

Strategic Goals	Evaluation Indicators	2005	
		Goal	Actual Achievement
Establishment of a high-quality administrative knowledge bank and decision-making support system	Length of permanent retention agency records transferred to national archives	70 meters	131 meters
Establishment of results-oriented administrative performance management	Percentage of Government agencies records management computerization	40%	57%
	Quantity of digitalized national archives	600,000 pages	619,823 pages
Expansion of the mechanism for citizen participation in public affairs	Percentage of agency records available for access	40%	53%
	Satisfaction with national archives services	80%	90%

3. Annual Budget

The annual budget was NT\$273,896,000.

4. Laws and Regulations

- (1) The revision of regulations related to the Archives Act continued, with eight regulations being revised and implemented. In addition, the *Compendium of Archive-related Laws and Regulations* was re-edited and distributed to all agencies.

Table 2 Revision of Regulations and Directions

Name	Date of Promulgation	Document Number	Notes
Revision of the Implementation Rules for the Archives Act	Jan. 3, 2005	NAA Dang Jheng Zih Document No. 09400000011	Regulation
Revision of the Regulations Governing the Transfer of National Archives	Jan. 3, 2005	NAA Dang Jheng Zih Document No. 09400000012	Regulation
Revision of the Retention Period of and Destruction Regulations for Agency Archives	Jan. 3, 2005	NAA Dang Jheng Zih Document No. 09400000013	Regulation
Article 18 of the Management Regulations for Classified Archives	May 10, 2005	Executive Yuan Tai Mi Zih Document No. 0940018295	Regulation
Article 17 of the Implementation Regulations for Archives on Electronic Storage	July 8, 2005	NAA Dang Dian Zih Document No. 09400029461	Regulation
Article 21, 22 of the Implementation Regulations for Archives Stored on Microfilm	Sep. 28, 2005	NAA Dang Dian Zih Document No. 09400040751	Regulation
Guidelines for the computerization of Agency Archives Management	Aug. 24, 2005	NAA Dang Zih Zih Document No. 0940010417	Direction

(2) The *Operations Manual for the Management of Agency Archives* was revised, and the full text was published on the NAA's official website for downloading.

5. Research and Development

A total of 17 publications have been published and 8 research projects have been carried out.

Management and Services of National Archives

1. Archives Acquisition

Approximately 131 meters of archives from the 921 Earthquake Post-disaster Recovery Commission of the Executive Yuan and other 5 agencies were transferred, and 3,886 files of transferred national archives were described in 2005. Archives of nine once (or remain) state-owned enterprises (SOEs, including the Chunghwa Telecom) were reviewed and selected. 15 SOEs (including the Taiwan Tobacco and Wine Co. Ltd.) were supported by NAA in cataloguing 37,171 files of archives completed. In addition, the NAA has completed the commissioned compilations of two categories selection guidelines, education and agriculture, as reference for selections of national archives in the future.

2. Archives Collection

(1) Type and Quantity of National Archives

National archives under the custodianship of the NAA at the end of 2005 totaled 189,675 hard-copy written items, 222 volumes, 47 rolls of videotaped archives, and 7,222 rolls of audio taped archives.

Table 3 National Archives - By Type of Media

Type of Storage Media	Quantity
Hard Copy	189,675 items, 222 folders
Videotape	47 rolls
Audiotape	7,222 rolls

(2) National Archives Management

a. Custodianship of National Archives

From 2002 through 2005 the NAA temporarily transferred 37,753 folders, 5,356 items, 2,973 volumes, 2,476 pages, 1,345 rolls and 18 discs of national archives.

Table 4 National Archives - Temporarily Transferred Records

Year	Quantity
2002	4,277 folders, 55 items
2003	11,764 folders, 1,848 items
2004	3,897 folders, 2,462 items, 2,973 volumes
2005	17,905 folders, 991 items, 1,175 pages, 828 rolls, 18 discs
Total	37,753 folders, 5,356 items, 2,973 volumes, 2,476 pages, 1,345 rolls, 18 discs

b. Repair of Damaged National Archives

A total of 88,469 pages of damaged national archives were repaired from 2001 through 2005.

Table 5 National Archives - Number of Pages of Repaired Archives

Year	Name	Restoration Personnel	No. of pages
2001	228 Incident	1	5,434
2002	228 Incident	2	18,860
2003	228 Incident	2	21,373
2004	228 Incident	2	21,547
2005	228 Incident	2	21,255
Total			88,469

(3) Digital Image Scanning of National Archives

A total of 54,843 pages of national archives were scanned in 2005; 247,597 pages were migrated to microfilm, and 2,370 hours of audiovisual films and 18 reels of motion pictures were migrated.

Table 6 National Archives - Quantity of Reproduction

Year	Type of Archive	Quantity Reproduced	Specification
2005	228 Incident	22,831 pages	Full color; resolution of 300 dpi, jpg format
2005	Formosa Incident	32,012 pages	Full color; resolution of 300 dpi, jpg format
2005	National Assembly Audiovisual Archives (videotapes, roll tapes)	2,370 hours, 18 reels	MPEG-2 format for stored version, WMV format for circulating version
2005	Microfilm Production of National Assembly Archives	247,597 pages	16mm roll film, silver halide film; reduction of at least 24X

(4) Status of the establishment of a repository for national archives

The near-term repository for national archives is expected to be occupied in 2006. The volume of archives stored in the repository is given in the following table:

No.	Type of Archives	Storage space
1	Hard-copy handwriting	6,331 linear meters
2	Compact Discs	3,196 linear meters
3	Videotapes	155 linear meters
4	Roll Tales	259 linear meters
5	Cabinets for Maps	36 stands
Total		9,941 meters, 36 stands

3. Services & Promotion

(1) Archives Service

a. Archives Customer Service Policy

The White Paper on Archives Customer Services (2005 to 2008) was completed in 2005, and the key items of customer services of 2005 are: upgrading of both the quantity and quality of national archives, establishment of a distance service mechanism for national archives, reinforcement of the inquiry service mechanism for national archives, augmentation of the content of the National

Electronic Archives Retrieve, pushing agencies to transmit retrospective archives catalog, reinforcement of on-the-job training and life learning for archives management staffs, establishment of a verification system for the archives management information system, holding archives exhibitions and inauguration of the virtual archives.

b. Cataloging of National Archives and Ratio of Accessibility

Cataloging of national archives was completed, and the accessibility of national archives reached a ratio of 100%.

c. Results of National Archives Utilization

Approved official application by government agencies for national archives in 2005 totaled 20,786 items, and 12,589 items applied by the public approved.

Table 7 Applications for National Archives

Item	2002	2003	2004	2005	Total
Official Applications by Government Agencies					
Number of Applications (cases)	72	75	77	15	239
Number of Archives Requested (items)	763	1,172	572	20,786	23,293
Number of Applications Approved (items)	763	1,158	572	20,786	23,279
Number of Applications Denied (items)	0	14	0	0	14
Applications by the Public					
Number of Applications (cases)	110	184	248	134	676
Number of Archives Requested (items)	2,429	6,842	16,410	12,631	38,312
Number of Applications Approved (items)	2,399	6,481	16,241	12,589	37,710
Number of Applications Denied (items)	30	361	169	42	602

d. Website Services

The NAA has established the following websites:

- (a) 228 Incident archives: <http://www.archives.gov.tw/228>, established in February 2001.
- (b) 921 Earthquake archives: <http://www.archives.gov.tw/921>, established in September 2002.

- (c) National Electronic Archives Retrieve (NEAR):
<http://near.archives.gov.tw>, established in September 2002.
- (d) Formosa Incident archives: <http://www.archives.gov.tw/formosa>,
 established in February 2003.

Table 8 Number of Website Hits

Website	Date Inaugurated	No of Hits*
228 Incident	Feb. 28, 2001	380,959
921 Earthquake	Sept. 17, 2002	45,796
National Electronic Archives Retrieve (NEAR)	Sept. 17, 2002	241,055
Formosa Incident	Feb. 28, 2003	30,001

*Statistics to Dec. 31, 2005

e. Publication of Research on National Archives

Publications include the *Guide to the 228 Incident* (revision), *The 228 Incident and Young Students*, and *Compendium 228 Incident Archives Catalog*.

(2) Archives Exhibition and Customer Inquiry Services

a. Archives Exhibitions

The NAA opened a permanent exhibition of national archives on the ground floor of its building in 2004. Fifteen items of Constitutional archives were displayed from January through June 2005, and eight were displayed from July through December.

The Exhibitions of Constitutional Archives were held at the National Library in May, the Kaohsiung Museum of History in July, and the Wen Yin Hall of Taichung City Cultural Affairs Bureau in September 2005. Visitors to the three exhibitions totaled 5,895.

b. Archives Reference Services

- (a) The National Archives Reading and Information Center has been set up to provide a range of services including application for use of national archives, archives catalog inquiry, professional publications on archives management, and introduction of publications in the Center's collection.

At the end of 2005 the Center's collection included 2,519 volumes of Chinese books, 624 volumes of foreign-language books, 26 Chinese periodicals, and 15 foreign-language periodicals.

Table 9 Use of National Archives Reading and Information Center

Unit: Visit

Type of Service	2002	2003	2004	2005
Application for Use of National Archives	53	31	75	119
Information Retrieve	35	89	119	49
Reading of Publications	33	63	69	54
Others	7	5	43	34
Total	118	188	306	256

- (b) The Customer Service Center has been established to provide consultation services to government agencies concerning archives management and to the public concerning access to archives. The Center handled 1,047 inquiries in 2005.

Tables 10 Customer Service Statistics

Type of Service		2002	2003	2004	2005	Notes
Type of Inquiries (Cases)	Person Visit	3	1	3	3	
	Hotline Inquiry	940	627	730	882	
	E-mail	23	6	57	112	
	Facsimile	2	0	0	0	
	Subtotal	968	634	790	997	
No. of Inquiries (Items)	No. of Inquiries	1067	698	835	1047	Since each inquiry case can consist of more than one question, there are more inquiry items than inquiry cases.
	Subtotal	1067	698	835	1047	
Disposition of Hot-line Inquiries (Items)	Handled Directly	636	547	555	650	
	Transferred to Responsible Unit	304	144	220	282	
	Subtotal	940	691	775	932	

Table 11 Customer Satisfaction Survey for Hot-line Inquiries

Unit: %

Satisfaction Indicator	2002 (N=75)	2003 (N=132)	2004 (N=226)	2005 (N=213)
Completeness of Interpretation by Service Personnel	80.00	76.87	70.59	78.18
Attitude of Service Personnel	90.67	92.53	93.70	91.36
Skill of Interpretation	81.33	76.12	76.12	80.91
Efficiency of Service Personnel	81.33	81.34	77.73	86.36

(3) Holding of the Virtual Archives Inauguration and Electronic Archives Management Seminar

The opening ceremony for Virtual Archives and Electronic Documents & Archives Management Seminar was held on June 14, 2005, with attendance by 315 invited representatives of government agencies, enterprises, religious groups, as well as experts, scholars, etc. The seminar included two topics for discussion, and eight papers were delivered.

Performance of Government Records Management

1. Outcomes of Major Programs

(1) Review of Government Records Schedules

- a. A total of 7,084 agencies had submitted records schedules for review by the end of 2005, and 5,191 had been approved.

Table 12 Review of Records Schedule for Government Agencies

Item	2003	2004	2005
No. of Agencies Required to Submit	8,158	8,158	8,675
No. of Agencies Already Submitted	4,713	5,681	7,084
No. of Agencies Yet to Submit	3,445	2,477	1,591
No. of Agencies Approved	797	2,779	5,191

- b. Compilation of general records schedules for three categories of commonly used records - fire, health care, and police - was continued in 2005 in accordance with the "General Records Schedules" compilation plan, for use by fire, health care, and police agencies of city and county governments.

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

Items of government records to be destroyed on lists submitted by the end of 2005 totaled 113,027,000 items; review had been completed for 61,166,000 items, the approval ratio of Destruction submission is 54%.

Table 13 Review of Agency Records to be Destroyed

unit : thousand

Year	No. Submitted for Destruction	Approved	Notes
2002	27,325	22,954	The approval ratio of Destruction submission is 54%.
2003	44,896	14,386	
2004	27,273	17,022	
2005	13,533	6,805	
Total	113,027	61,166	

Note: The chart does not include standard application forms and registers.

(3) Status of Implementation of Major Projects

Implementation of the second-stage Review and Acquisition Plan for Archives from Privatized SOEs was continued in 2005 with completion of the review of archives from Chunghwa Telecom and eight other SOEs (including their subordinate units), and several enterprises were assisted in archives selection and cataloging.

(4) Utilization of Human Resources

The NAA formulated *the Implementation Plan for the Use of Substitute Military Service People by the National Archives Administration in 2005* and was allocated 150 substitute military service people that year, whom were sent to serve with 23 government agencies after two weeks training on records management. Also the one-week training for 3 administrative staffs of substitute military service people was carried out.

2. Human Resources Training

A total of 227 training courses were held in 2005, with a total of 7,748 participants.

Table 14 Archives Management Training

Training Course	No. of Courses	No. of Trainees
Archives Management Camp- Advanced	1	41
Archives Management Camp- Basic	2	140
Archives Management Camp – authorized to hold by Regional Civil Service Development Institute, C.P.A.	2	90
Archives Management Trainer's Training Seminar	1	16
Agency Archives Preservation and Conservation Seminar	2	123
Agency Archives Reproduction and Storage Seminar	2	120
National Archives Information System - Information Courses	205	5,792
Support for Training by Other Agencies	12	1,426
Total	227	7,748

3. Archives Management Awards

The third Archives Management Quality Awards and Outstanding Archivist Awards were carried out, with 70 agencies and 74 archives management staff participating. Following the competition, 28 agencies and 44 individuals received awards.

4. Records Management Services

(1) Cataloging and Publishment by Agencies

The compilation and publishment of 203,606,882 items of government records on the National Electronic Archives Retrieve website had been carried out by Dec. 31, 2005, providing public access via the Internet.

Table 15 Catalogue Statistics for Agencies Records

2002.4.1-2005.12.31

Type of Catalogue	Items	Ratio (%)
Catalogue of Current Records	88,996,617	43.71
Catalogue of Retrospective Records	114,610,265	56.29
Total (No. of Agencies)	203,606,882 (8,389 agencies)	100

Table 16 Category of Catalogued Government Records

2002.4.1-2005.12.31

Type of Agency	No. of Records	Ratio of Total (%)
Government	152,312,511	74.81
Enterprise	27,990,840	13.75
Public Schools	23,068,142	11.33
Others	235,389	0.11
Total	203,606,882	100

(2) Agency Record Reference Services

Table 17 Distribution of Public Applications to Agencies for Access to Records

Count of Applications	2002		2003		2004		2005	
	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)
0	92	80.00	81	70.43	78	72.90	72	62.07
1	4	3.48	10	8.69	10	9.34	11	9.48
2	6	5.22	8	6.9	8	7.48	5	4.31
3	2	1.74	5	4.35	4	3.74	1	0.86
4	0	0	1	0.87	0	0	5	4.31
5	0	0	0	0	2	1.87	0	0
6	0	0	1	0.87	1	0.93	1	0.86
7	1	0.87	1	0.87	0	0	4	3.46
8	1	0.87	0	0	0	0	0	0
9	1	0.87	0	0	0	0	1	0.86
10 or More	5	4.34	5	4.34	4	3.74	15	12.93
Unknown	1	0.87	0	0	0	0	1	0.86
Not Given	2	1.74	3	2.61	0	0	0	0
Total	115	100	115	100	107	100	116	100

Table 18 Approved/Disapproved Applications for Access to Agency Records

Disposition	2002		2003		2004		2005	
	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)
Approved	25,679	98.99	10,385	94.39	7,547	96.26	30,969	85.93
Disapproved	261	1.01	617	5.61	293	3.74	5,072	14.07
Total	25,940	100	11,002	100	7,840	100	36,041	100

Table 19 Number of Applications to Agencies for Access to Records

No. of Applications	2002		2003		2004		2005	
	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)
Less than 10	13	61.91	16	51.61	17	58.62	24	54.55
11-20	0	0	3	9.68	3	10.34	3	6.82
21-30	2	9.52	1	3.23	0	0	3	6.82
31-40	0	0	1	3.23	1	3.45	2	4.54
41-50	0	0	2	6.45	1	3.45	0	0
51-60	0	0	0	0	1	3.45	0	0
61-70	0	0	0	0	1	3.45	0	0
71-80	0	0	0	0	0	0	0	0
81-90	0	0	1	3.23	0	0	0	0
91-100	0	0	1	3.23	0	0	0	0
More than 101	4	19.05	6	19.35	4	13.79	12	27.27
Not Given	2	9.52	0	0	1	3.45	0	0
Total	21	100	31	100	29	100	44	100

Table 20 Average Time on Handling Applications for Access to Archives

Item (Days)	2002		2003		2004		2005	
	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)	No. Agencies	Ratio(%)
Less 5	6	28.57	10	32.26	8	27.58	13	29.55
6-10	9	42.86	13	41.94	10	34.48	20	45.45
11-15	0	0	3	9.68	2	6.9	7	15.91
16-20	1	4.76	0	0	0	0	0	0
21-25	1	4.76	1	3.23	1	3.45	0	0
26-30	3	14.29	4	12.90	3	10.35	3	6.82
More than 30	1	4.76	0	0	0	0	0	0
Not Given	0	0	0	0	5	17.24	1	2.27
Total	21	100	31	100	29	100	44	100

(3) Utilization of the NEAR Website

The National Electronic Archives Retrieve website was inaugurated for retrieval services on Sept. 17, 2002, and 241,055 persons had visited it by Dec. 31, 2005. Application for access to agency archives using the website totaled 1,523, and the number of items requested reached 3,475. In addition, 1,508 persons had registered to become members of the NAA Customer Service Center.

Table 21 Use NEAR for Access to Archives

Type of Access	2002	2003	2004	2005
No. of Archive Applications (times)	266	730	992	1,523
No. of Archives Requested (items)	319	1686	2,791	3,475

Performance of Archives Management Information System

1. Information System Plan

The key items of National Archives Information System Plan (2003-2006) in 2005 were:

- (1) Features augmentation of the National Archives Information System in accordance with the revision of archives cataloging units and related laws;
- (2) Provision of on-job training and consultation services;
- (3) Continued outsourcing for image scanning of national archives;
- (4) Establishment of a basic framework for knowledge management system.

2. Development of Records Management Application Systems

(1) Establishment of a Nation-wide Archives Information Management System

- a. By Dec. 31, 2005 more than 4,000 agencies had used NAA-developed archives cataloging and filing software and testing software, and about 6,300 agencies had applied for accounts to transmit archives catalog online.
- b. Barrier free webpages of National Electronic Archives Retrieve was established to improve accessibility to data of archives catalog in webpages for vision-impaired disables.

(2) Continued Expansion of Electronic Document Management System Functions

By the end of 2005, eight agencies had been assisted in introducing the Electronic Document Management System, and the functions of the system had been continuously expanded. The *Guidelines for the Computerization of Agency Archives Management* were revised to add rules for the on-line approval of electronic documents and packaging procedures for other audio and video files.

(3) Establishment of the National Archives Information System

The system was inaugurated for public use in June 2005, and new functions including a new multi-level description mechanism for special files as well as a four-level (fond, series/subseries, file folder, item) archives searching and browsing mechanism were completed in December.

(4) Establishment of the Virtual Archives

Archives concerning the 921 Earthquake, National Assembly, Formosa Incident, and 228 Incident were displayed in Chinese, English, children's, and barrier free versions for visual disables, remote browsing by the public via the website, virtual reality, and guided display methods beginning in June of 2005.

(5) Operation of the Nation-wide Archives Knowledge Management System

Part of Records about 921 Earthquake were used as trial data source in the improvement of the phrase segmentation extraction of sentences in retrieval function of the National Archives Knowledge Management System, so as to provide a preliminary tool for follow-up archives data mining operations.

(6) Establishment of a Remote Back-up Mechanism for the Nation-wide Archives Information System

The NAA's remote back-up mechanism has been installed at Longtan. All application of the NAA, including websites, all of which environmental configurations, program deployment, data transfer synchronous operations testing, load balance evaluation, and response time adjustment have been carried out synchronously and simultaneously over there. Data stored in Nation-wide Archives Information system is duplicated into the back-up system each day.

(7) Establishment of the NAA Information Security Management System

The NAA have received the certificate of BS7799-2: 2002 international information security system management in February 2004, and carried out follow-up assessment in August 2004, February 2005, and August 2005.

(8) Development and Design of Archives Transfer Software and Control Follow-up System

Development and design of the agency records transfer and follow-up control tracking system was carried out to satisfy the requirements of the organizational reforms resulting from government reengineering.

Future Prospects

In line with the advent of e-government era, the review and revision of the Archives Act in response to the rapid changes taking place in the internal and external archives management environment, are in their final stages and the upcoming revision will certainly help bring greater facility to the archives management operations of government agencies. The completion of a near-term repository for the national archives during this year will be an important milestone in the history of archives in Taiwan, and another major task for the NAA this year is to bring our first National Archives Hall to birth. In pursuit of the goal of effecting of improving the quality of archives information operations year by year, we will actively map out a “Follow-up Plan for the National Archives Information System” and, using the ISO-27001:2005 information security management system as our standard, continue striving to carry out our various information security tasks and reinforce the NAA’s archives information security system under the principle of making information security a part of life while systemizing, linking, humanizing, and popularizing it, and providing more information security value. In addition, this year the NAA will again conduct a survey of archives management in government agencies nation-wide with the aim of diagnosing the current situation regarding the agencies’ archives management, helping our archives management partners throughout the country to formulate measures for improvement, and together creating a brighter future for archives management.

Major Events in 2005

Jan. 3	Revisions of the Implementation Rules for the Archives Act, Regulations Governing the Transfer of National Archives, and the Retention Period and Destruction Regulations for Agency Archives promulgated.
Jan. 11	Revised provisions of the Directions for Access to National Archives promulgated.
Feb. 2	Second follow-up assessment for the certificate of BS7799 information security management system carried out.
Feb. 17	Transfer of 1999-2003 records of the 921 Earthquake Post-disaster Recovery Commission of the Executive Yuan completed.
May 5-12	Personnel were dispatched to South Korea to observe and study the status of archives management there.
May 6	140 archival items from the Tainan County Police Bureau transferred.
May 19	Opening ceremony held for the Exhibition of Constitutional Archives in Taipei, with the President being invited to present an address.
May 20 – June 1	Exhibition of Constitutional Archives held at the National Library.
May 20	President Wong Yueh-sheng of the Judicial Yuan visited the National Library with his vice president and three grand justices for the Exhibition of Constitutional Archives.
May 21	Frederick Chien, former Chairman of the National Assembly and President of the Control Yuan, visited the National Library for the Exhibition of Constitutional Archives.
May 25	1. Su Tseng-Chang, Chairman of the Democratic Progressive Party, visited the National Library with several DPP members of the National Assembly for the Exhibition of Constitutional Archives. 2. Minister Yeh Jiunn-Rong of the Research, Development and

	Evaluation Commission, Executive Yuan, together with Director General Su Po Chen of the NAA , professor Hsieh of NCCU, and associate professor Wu of Chunghwa Technolgy College, visited the site in the Linkou rezoning district that was chosen by the NAA for construction of the National Archives Building.
June 3	The <i>White Paper on Archives Customer Services</i> (2005-2008) published.
June 14	Opening Ceremony for the Virtual Archives and Electronic Documents and Archives Management Seminar held.
July 1	Opening Ceremony for the Kaohsiung Venue of the Exhibition of Constitutional Archives held.
July 2-14	Exhibition of Constitutional Archives held at the Kaohsiung Museum of History.
July 15	The National Archives Repository Establishment and Business Promotion Plan (2005-2006) approved by the Executive Yuan on July 15 via Yuan tai Mi Zih Document No. 0940030208.
July 26	Transfer of Ministry of Defense archives on major political incidents carried out.
July 27	Memorandum of amicable settlement signed at Taipei District Court by representatives of the two parties in the NAA's first national compensation case, brought by Shih Ming-te.
Aug. 15-16	External audit of BS7799 information security management system for the second half of 2005 carried out.
Aug. 24	Revised Guidelines for the computerization of Agency Archives Management promulgated.
Sep. 2	Revised NAA Records Classification and Retention Schedules promulgated and Implemented on Jan. 1, 2006.
Sep. 3-14	Exhibition of Constitutional Archives held in Taichung.

Sep. 29	The awarding ceremony held for the third Archives Management Quality Awards and Outstanding Archivists Awards carried out.
Sep. 30	Transfer of Kaohsiung City Police Bureau archives on major political incidents carried out.
Oct. 26	Participants of 2005 International Forum and Workshop for Film Preservation and Conservation visited the NAA.
Oct. 28	Exhibition of Constitutional Archives held on the 10 th floor of Taipei's Grand Hotel in timing with the International Conference on Constitutional Reforms in New Democracies.
Oct. 31	Transfer of Control Yuan archives on major political incidents carried out.
Nov. 11	Visiting Prof. Kawajima from the History Department of National Chengchi University visited the NAA together with ranking officials from Japanese and Korean societies of archives.
Dec. 30	Twenty-nine persons appointed committee members of the Third National Archives Committee.