

Guidelines for Use of the Archives  
Archives Office, Training Institute Ministry of Finance

1. The Archives Office of the Training Institute Ministry of Finance (hereinafter referred to as “MOFTI”) is the service location for access to MOFTI archives, providing services including archives search, reading, hand-copying, and duplicating.
2. The opening hours for the Archives Office are Monday to Friday, 9am – 11:30 am and 2pm – 04:30pm. Closed on national holidays.
3. When non-MOFTI personnel enter the Archives Office, they must present identifications and register. Except notebooks, personal items and bags are not allowed to be brought into the Archives Office.
4. For access to MOFTI archives, individuals must present the “Notice of Permit for Access to the Archives” and will be accompanied by a member of the staff. After confirms that the delivered file content, number of pages and the number of pieces are correct, must be signed on the receipt. If you need to use the “Navigating Electronic Agencies’ Records” (<http://near.archives.gov.tw/>), please register with the accompanying personnel before using the equipment.
5. Pencils are provided by the Archives Office. Applicants are not allowed to use ink and ball pens to copy archives. The duplication of archives is allowed in principle by photocopy. The applicants should follow the accompanying personnel’s guidance when using the equipment.
6. All of the archives are to be utilized within the Archives Office. If the applicant has to leave temporarily, the archive and borrowed items should be entrusted to the accompanying personnel and should not be taken out.
7. The charges for reading, hand-copying, duplicating, and mailing of general files are set in accordance with the provisions of the Fee Standards for Viewing, Hand-copying or Duplicating of Archives prescribed by the National Archives Administration.
8. All archives must be returned on the same day , if is not completed on the same day, the archivist should note the use case on the access application form, the applicant needs to return the archives to the accompanying personnel for verification. Those who need the same materials on the next day must file a separate application for it.

9. After utilizing the archives, the applicant needs to return the archives to the accompanying personnel for verification. When all documents are verified needs to note return the archives on the access application form.. The third part form is handed over to the applicant.

10. After the applicant return the archives, the accompanying personnel accompany the applicant to the cashier to pay the fee for reading, copying or copying the file, and handing the receipt together with the copy of the file to the applicant.

11. Those who apply to read, hand-copy, or duplicate the archives should follow the rules of the Archives Office, MOFTI, and should not conduct the following behaviors. Violators' privilege to use the archives will be suspended in accordance with the provisions set forth in Article 26 of the Archives Act. Violations of the criminal statutes will be turned over to the prosecutorial agency for investigation and prosecution.

- (1) Add notations to, scratch off/alter, change, remove, add marks to or contaminate the records.
- (2) Dismantle archives bindings.
- (3) Destroy archives or alter archives content in any other manner.

12. Behaviors that affect other people's use of the Archives Office, including smoking, eating, drinking, chewing betel nuts, making loud noises, or making a mess, are not allowed. The MOF reserves the right to terminate the violator's access to the archives.