

Appendix II -1

Annex to Notice of Review for Application of Access to Archives

Agency Against Corruption, Ministry of Justice

Application Review Checklist

Applicant:		Application Number: (Photocopy of application attached)
The following is the action taken per your application for access to archives:		
<input type="checkbox"/> Available for access	Means of use	Application serial number
	<input type="checkbox"/> Photocopy is available for use.	
	<input type="checkbox"/> Original specimen is available for use.	
	<input type="checkbox"/> Available for replication ◎If delivery by mail is required, the fee for photocopy and postage is NT\$ _____. Please pay by cash envelope or post order to AAC, Ministry of Justice before yyyy/mm/dd. (Address: No. 166, Bo'ai Road, Zhongzheng District, Taipei City).	
<input type="checkbox"/> Unavailable for access	Reason	Application serial number
	<input type="checkbox"/> The content of file involves state secrets.	
	<input type="checkbox"/> The content of file involves criminal records	
	<input type="checkbox"/> The content of file involves business secrets	
	<input type="checkbox"/> The content of file involves information on validation of knowledge and technical skills and screening of qualifications	
	<input type="checkbox"/> The content of file involves information on personnel and payroll	
	<input type="checkbox"/> The content of file involves obligation of confidentiality as required by law or bound by contracts.	
	<input type="checkbox"/> The content of file is related to the protection of public interest or the legitimate rights of a third party.	
<input type="checkbox"/> Others		
Legal reference: Enforcement Rules for the Archives Act and other applicable legal rules.		
Important notice and fee rate: I. If access to archive is available, please bring this notice of approval and ID documents (ID card, Driver License or passport) to AAC, Ministry of Justice for using the files (Address: No. 166, Bo'ai Road, Zhongzheng District, Taipei City). Contact the case officer of AAC 2 days in advance for preparing the materials. II. Applicant who disagrees with the decision should prepare a written petition and file the petition with Ministry of Justice in the care of ACC within 30 days after the delivery of the notice of review. III. For further information, turn to the back side.		

- I. According to the regulations of AAC, the use of files shall be governed by the following rules:
 - (I) Service hours and venue: Address: No. 166, Bo'ai Road, Zhongzheng District, Taipei City; Service hours: 09:00-12:00; 14:00-17:00, Monday to Friday; Closed on weekends and holidays.
 - (II) The following shall be observed in viewing, copying, or replication of files:
 1. The applicant shall keep the file intact when using, do not put notes to, modify, change, pull out, mark or stain the file.
 2. Do not remove the binding of the file.
 3. Do not damage the file or modify the contents of the file.
 4. No food and beverage, smoking, hubbub or annoyance to others.
 5. No littering and causing damage to the environment and the facility of the office or you shall be liable for compensation in accordance with the applicable laws.
 6. No personal effects or backpacks **are** allowed to be brought in except for a notebook which shall be kept at the service desk.
 7. Use pencil or portable PC only for copying records. Follow the instructions in the replication of files with photocopy equipment by the **user**.
 8. No unauthorized use of the power supply in the office unless with the permission of the designated personnel of AAC. No videotaping (voice recording) or photographing without permission on application.
- II. The fee rate for viewing, copying, or replication of files: governed by the "Fee Standards for Viewing, Hand-copying or Duplication of Archives" of the competent authority at the central level.