

## 財政部關務署臺中關檔案閱覽室使用須知

- 一、財政部關務署臺中關（以下簡稱本關）檔案閱覽室為本關檔案應用服務之場所，提供檔案查詢、閱覽、抄錄及複製等服務。
- 二、本閱覽室開放時間為星期一至星期五上午9時至12時；下午1時30分至4時30分，國定例假日不開放。
- 三、非本關人員進入閱覽室時，應先出示備有本人照片之有效身分證明文件辦理登記；未成年人應由法定代理人代為辦理。除筆記本外，個人物品及背包應置於置物櫃。
- 四、本關檔案之應用，以複製品為原則；如有使用原件之必要者，應於「檔案應用申請書」載明其事由。
- 五、應用本關檔案，應提示「檔案應用申請審核通知書」，由本關人員陪同應用檔案。如須使用電腦系統，請向陪同人員登記後再予使用相關設備。
- 六、本閱覽室提供鉛筆及手套；申請人不得使用毛筆、鋼筆或原子筆等文具用品抄錄檔案；複製檔案以自行使用影印機影印為原則，使用時，應依陪同人員指導操作。
- 七、本關檔案之應用及查詢，一律在本閱覽室為之；應用人員如有暫時離開之必要時，應將檔案及所借用之文具交予陪同人員保管，不得攜出；使用電腦系統者，應先完成登出作業，始得離開。
- 八、閱覽、抄錄或複製本關檔案者，依據國家發展委員會檔案管理局訂定之「檔案閱覽抄錄複製收費標準」收費。
- 九、申請人於檔案應用完畢，應將檔案交還本關陪同人員點收，經查檢無誤及不再使用電腦系統，完成登出作業後，始得領回身分證明文件；應用之檔案應當日歸還，如有繼續使用之必要者，得申請另訂日期續閱。
- 十、閱覽、抄錄或複製本關檔案，應遵守本關有關規定，並不得有下列行為；違反者，依檔案法第20條之規定，停止其應用檔案；涉及刑事責任者，移送該管檢察機關偵辦。
  - （一）添註、塗改、更換、抽取、圈點或污損檔案。
  - （二）拆散已裝訂完成之檔案。
  - （三）以其他方法破壞檔案或變更檔案內容。
- 十一、本閱覽室內不得有吸菸、飲食、嚼檳榔、喧嘩或妨礙他人閱覽之行為及破壞環境整潔等情事，違反者，本關有權停止其使用。

# Archives Reading Rules

## Taichung Customs Office

### Ministry of Finance

1. The Archives Reading Room ( hereinafter referred to as Reading Room ) of the Taichung Customs Office, Ministry of Finance ( hereinafter referred to as Taichung Customs ) is the designated area for archives utilization services. It is open for the public to inquire about, read, copy and duplicate archives.
2. The opening hours of the Reading Room are Monday thru Friday from 09:00 to 12:00 and 13:30 to 16:30. The Reading Room is closed on holidays.
3. Individuals other than employees of the Taichung Customs entering the Reading Room must present valid photo ID or passport and register for the access to official archives of the Taichung Customs. Legal guardians must file minors' application for access to the national archives. Except notebooks, personal items and bags must be left in the locker.
4. In principle, only duplicates of archives will be made available for use. Those who need access to the originals must specify reasons for doing so in the application form.
5. For access to the Taichung Customs archives, individuals must present a "Notice of Approval to Access Taichung Customs Office Archives" to a member of the Taichung Customs staff who shall accompany the user while he/she accesses the Taichung Customs archives. Individuals wishing to use the computer system may do so after registering with the Reading Room personnel.
6. Pencils and gloves are provided in the Reading Room. Those who enter the Reading Room may not use calligraphy brushes, fountain pens, or ballpoint pens etc., to copy information from records in the Archives. Users are expected in principle to reproduce on their own using a photocopier in the manner indicated by the Reading Room staff.
7. All of the Taichung Customs archives are to be utilized within the premises of the Reading Room-no exception! In the event where the user needs to leave the Reading Room temporarily, he/she must return the checked-out archives and

stationeries to the Reading Room staff for safekeeping before exiting the Reading Room. Users of the computer system must logout before exiting the Reading Room.

8. A service charge in accordance with the prescribed Standard Access Fees will be collected from those who apply to duplicate the files.
9. After finishing reading the archives, applicants must return them to a member of the Reading Room staff. The user's personnel ID or passport shall be returned until everything borrowed has been properly returned and he/she has logged out of the computer system. All archives must be returned on the day they are accessed. Those who need continue using the same archives must access it again the next time they return to the Reading Room.
10. Those who apply to read, copy or duplicate the archives must abide by the rules and regulations set in place by the Taichung Customs Office, and must not be involved in the following activities. Violators' privilege to use the Taichung Customs archives will be suspended in accordance with the provisions set forth in Article 20 of the Archives Act. Violations of the criminal statutes will be turned over to the prosecutorial agency for investigation and prosecution. These violations are as follows:
  - ( 1 ) Add notations to, scratch off/alter, change, remove, add marks to or contaminate the records.
  - ( 2 ) Dismantle file bindings.
  - ( 3 ) Destroy archives or alter archives contents in any other manner.
11. Smoking, eating/drinking, noise making, chewing betel nuts, or any other disturbing behavior is strictly prohibited within the premises of the Reading Room. Users should not hinder the ability of other persons to make use of the facilities, nor may they engage in behavior that detracts from the cleanliness of the Reading Room. The Taichung Customs reserves the right to deny violators' access to the Reading Room.