

CYCU Central Archives Management Guidelines

Promulgated by Yuan-Mi-Zi Official Letter No. 1010000007 on January 3, 2012

Amended in accordance with Yuan-Mi-Zi Official Letter No. 1050002657 on August 25, 2016

Amended in accordance with Yuan-Mi-Zi Official Letter No. 1100001566 on May 13, 2021

I. Purpose

These guidelines are established to manage the archives stored in the Central Archives Room effectively, control personnel access, and ensure archive security.

II. Scope of Stored Archives

Archives stored in the Central Archives Room are limited to records, documents, and attachments generated by administrative units in the course of official duties that, by regulation, must be retained for a specified period.

III. Access Control to the Central Archives Room

1. Entry requires an access control card (service card) with designated permissions. Each unit may apply for up to three access control cards for archive management personnel, who must be full-time staff. Unauthorized personnel are prohibited from entering without permission.
2. Archive management personnel must complete an "Entry/Exit Log" each time they enter or leave, accurately recording entry and exit times and the tasks performed.
3. The Entry/Exit Log must be regularly submitted to the supervising unit head by archive management personnel for review to monitor access control.

IV. Security Maintenance of the Central Archives Room

1. Each authorized unit is provided with one set of keys for the entrance to the Central Archives Room and two keys per file cabinet (one each for the upper and lower cabinets). A designated person in each unit is responsible for key safekeeping.
2. Central Archives Room entrance and file cabinet keys may not be loaned or duplicated. In case of loss, the Office of the Secretariat is responsible for replacement.
3. When personnel authorized with an access control card or designated for key safekeeping are reassigned, they must complete a "Change Application Form" and submit it to the Office of the Secretariat for updated registration.

V. Archive Management in the Central Archives Room

1. Archive management personnel must provide an "Inventory of Document (Item) Preservation" for their respective units at least once per academic year. This inventory must be reviewed by the unit supervisor and submitted to the Office of the Secretariat for record-keeping.
2. Archive management personnel should conduct an annual archive inventory or apply for archive disposal and submit the inventory results for review by the unit supervisor.

VI. Request for Storage Space in the Central Archives Room

Administrative units requiring storage space in the Central Archives Room for operational purposes must submit a project-based application, which, upon approval, will result in file cabinet allocation by the Office of the Secretariat.

VII. Implementation and Amendment

These guidelines shall be implemented upon approval by the President. Any amendments shall follow the same procedure.