



臺灣高雄地方檢察署檔案應用服務簡介

Service Introduction for Use of Archives

Kaohsiung District Prosecutors Office

一、檔案應用服務說明 Service Directions for Use of Archives

檔案是政府機關依法執行公務過程中所產生的各項紀錄，它見證了時代的變遷與進展，是了解國家發展的重要資料，也是政府資訊公開重要的一環。檔案法自民國 91 年 1 月 1 日起開始施行以來，已賦予人民具有申請應用檔案之權利，本署為便利民眾或機關團體申請檔案應用閱覽，依行政程序法第 46 條、政府資訊公開法、檔案法第 17～21 條暨機關檔案管理作業手冊第 21 章規定，訂定本署「檔案開放須知」；另依檔案法第 18 條第 2 項規定「檔案為有關犯罪資料者受理機關得拒絕申請」，故針對刑事案件檔案特設置「刑事檔案應用申請書」，以與一般檔案申請應用區別，民眾或機關團體得依本署檔案開放須知申請應用本署檔案。

Archives are records that generated during processes those government agencies perform official duties in accordance with the law. It has witnessed the era of change and progress. It is an important information to understand national development and also an important part of publicity for government information. Since the beginning of the implementation of Archives Act on January 1, 2002, it has given people the right to apply for file application. In order to facilitate the public or agencies and organizations to use and read archives, this Prosecutors Office set up “Notice for Access to Archives” in accordance with Article 46 of Administrative Procedure Act, The Freedom of Government Information Law, Article 17~21 of Archives Act and Chapter 21 of Operations Manual on National Archives Management. Moreover, according to the regulation of Item 2, Article 18 of Archives Act “The individual agency may deny the application for the archives concern criminal information.”

Therefore, for archives concern criminal cases, we specially set up “Application for Criminal Cases” in order to discriminate with application for general archives. The public or agencies and organizations could apply for archives of this Prosecutors Office according to Notes of Archives from this Prosecutors Office.

二、檔案類型 Categories of Archives

本署保管檔案概分為行政檔案、訴訟檔案二類，其中訴訟檔案包含刑事案件偵查、審理及執行訴訟案卷、檢察官書類原本、相驗屍體證明書及訴訟相關簿冊等，並以訴訟檔案為本署主要核心，約佔 95%。另依檔案媒體型式，可分為紙本檔案、電子媒體檔案、書籍類檔案等。

The archives kept at this Prosecutors Office could be categorized into administrative archives and litigation archives. There are criminal case investigations, judgment, archives of execution litigation, original documents from prosecutors, certificate of autopsy and litigation-related books in litigation archives. Furthermore, litigation archives are the main core this Prosecutors Office which is about 95%, and according to the types archives media, they could be categorized into paper archives, electronic media archives and books archives, etc.

三、檔案應用申請 Access of Archives Application

本署一樓「為民服務中心」設有「檔案應用申請處」，備有「申請檔案應用指南」摺頁、「檔案應用申請書」、電腦查詢「機關檔案目錄查詢網」及老花眼鏡等，提供民眾申請應用檔案；本署三樓「法律新知中心」設有「檔案應用閱覽處所」，供民眾閱覽檔案及影印；另本署全球資訊網「政府資訊-檔案應用服務」亦可下載檔案應用相關資訊，歡迎民眾多加使用。

There is a station of archives application at service center at 1st floor of this Prosecutors Office. There are folding of “introduction of archives application”, “application of archives access”, computer inquiry of “inquire website of archives categories of agencies” and reading glasses, etc. to provide the public for archives application. There is a “Reading Room for Archives Application” in “Legal Knowledge Center” at 3rd floor of this Prosecutors Office which provides the public to read and copy archives. Moreover, there are also related information about achieves application could be downloaded at “Government Information-Archives Application Service” on the website of this Prosecutors Office. It is welcome that the public can use it more often.

~~高雄地檢署 關心您~~

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