

Yuan Ze University Regulations for Archives Management

Approved by the 16th Executive Council Meeting of the 2015 Academic Year on April 13, 2016
Amended and Approved by the 13th Executive Council Meeting of the 2020 Academic Year on January 27, 2021

Article 1 To establish a sound archival management system, preserve official archives, promote accessibility and utilization of archives, and enhance their functional value, these Regulations for Archives Management (hereinafter referred to as "the Regulations") are enacted.

Article 2 Classification of Archives:

Archives are classified based on the organizational structure and the nature of operations and are categorized into class, series, and file levels.

Article 3 Classification of Confidential Archives:

1. Confidential Archives:

- (1) Base prices for equipment or engineering projects prior to finalizing budgets or awards.
- (2) Reports or Petition Cases.
- (3) Personnel appointment, evaluation, and salary information.
- (4) Information that is legally or contractually bound to confidentiality.
- (5) Other matters are designated as confidential.

2. Restricted Archives: Determined independently by the responsible unit.

3. The levels of archive confidentiality are categorized as "Top Secret," "Highly Secret," "Confidential," "Restricted," and "Ordinary." Determination, declassification, or extension of confidentiality periods shall be approved by the President (or authorized representative).

Article 4 Retention Periods for Archives:

1. Archives are retained permanently or for a fixed period based on their nature and value, serving as guidelines for determining retention periods.

(1) Permanent Retention:

- A. Establishment, adjustment, or dissolution of units.
- B. Major institutional development plans and reports.
- C. Resolutions and records of significant meetings.
- D. Major awards and appointments of senior officials.
- E. Official seal activation and related documents.
- F. Presidential handover records.
- G. Other documents of historical value.

(2) Fixed-Term Retention: Based on actual needs.

2. Retention periods shall comply with the University's "Archive Classification and Retention Schedule," which requires approval from the President.

Article 5 Transmission of Confidential Documents:

Confidential documents must be delivered by the responsible staff member personally or sealed and labeled with the confidentiality level for delivery by designated personnel. Receipt records must be retained.

Article 6 Archive Storage:

1. Archives shall be categorized and managed based on media types, including paper, photographic, video/audio tapes, and electronic media.
2. Archives must be regularly maintained to ensure document integrity.
3. Storage environments must include proper security measures (e.g., access control, fire prevention, dehumidification, and firewall systems) to safeguard archives and prevent damage.
4. Confidential archives must be stored in secure, lockable cabinets with designated personnel responsible for management.

Article 7 Archive Clearance:

1. Each unit shall conduct archive clearance at least once annually.
2. Archive clearance procedures:
 - (1) Permanent Retention by Unit: Archives of permanent value not yet designated as institutional history archives shall be permanently retained by the unit.
 - (2) Appraisal After Expiration: If retention value is unclear, archives are tentatively assigned a retention period and appraised upon expiration for extension or disposal.
 - (3) Disposal by Procedure: Upon expiration, important archives shall be destroyed in the presence of relevant personnel, with complete records maintained.
 - (4) Transfer to University History Gallery: Archives deemed historically significant shall be transferred according to relevant procedures.
3. Confidential archives may not be destroyed without declassification. Destruction of confidential archives for special reasons requires approval from the President (or authorized representative).

Article 8 Retrieval and Return of Archives:

1. Archives may only be borrowed for business purposes, with approval from the unit supervisor and the responsible unit. Borrowing confidential archives requires approval from the President (or authorized representative).
2. External institutions requesting archives must submit a formal request stating the legal basis, purpose, and duration, and approval must be obtained from the President (or authorized representative).

3. If borrowed archives are not returned on time, archive managers shall issue reminders. After three reminders, the matter shall be escalated to the President (or authorized representative).

Article 9 The University's internal auditing procedures shall include checks on the effectiveness of archive management in all units.

Article 10 Any proven case of confidentiality breaches shall be handled in accordance with the "Yuan Ze University Staff Rewards and Penalties Regulations," "Yuan Ze University Student Disciplinary Regulations," or other administrative measures.

Article 11 These Regulations shall be implemented following approval by the Executive Council Meeting. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.