

# 經濟部標準檢驗局高雄分局

## 檔案庫房管理要點

Directions of Archives Management

Kaohsiung Branch, Bureau of Standards, Metrology and Inspection

Ministry of Economic Affairs

1. 庫房鑰匙及識別證應由檔案室專責管理人員（以下簡稱專責人員）妥善保管，差假時應移交代理人並妥善保管；庫房之備份鑰匙及保全識別證由秘書室單位主管會同專責人員加蓋騎縫章密封，並放置值日室備份鑰匙櫃中保管，於遭遇緊急狀況時（如火災、地震、非法入侵等）應聯絡專責人員並得開啟庫房，作必要之處置。

The key and ID of the archives should be kept by the archivist or the substitute staff if the archivist is not on duty. The copy of the key and the ID should be kept in an envelope sealed by the chief of secretariat and the archivist and stored in the key cabinet in the duty room. Contact the archivist and take the necessary actions in case of any emergency (such as fire, earthquake, intrusion and etc.)

2. 庫房內嚴禁下列行為：使用或存放易燃易爆物品、吸菸、飲食或儲存食物、植養生物、未經許可私自攜出檔案、未經許可攝影拍照、破壞檔案或變更檔案內容。

The following actions are prohibited: use or storage of highly combustible or explosive goods, smoking, eating, drinking or storage of food, cultivation of living organism, taking documents out of archives unless with permission, photographing unless permitted, damaging or changing the contents of documents.

3. 專責人員應每日進行庫房例行查檢工作，其事項包括：門禁管制系統是否正常、檢視庫房溫溼度是否正常並於「檔案庫房溫溼度紀錄單」記錄之、庫房空氣淨化設備是否正常、錄影監視系統是否正常並定時檢視錄影之畫面、消防設備是否正常、庫房是否整齊清潔、緊急照明設備是否正常、照明設備及防潮設備等是否正常、每日下班前應確實檢查庫房大門已上鎖及防盜系統正常運作，並將庫房鑰匙及識別證妥適保管。

The archivist should check the following daily : the controlling system of entrance, the temperature and humidity of the archives and recorded them on the 「Record of Temperature and Humidity」, the air purifier, the monitoring system, the fire-fighting equipment, the emergency light, the light and

moisture-proof facilities, and the archivist should check the archives is locked, the safety system is properly functioned and the key and ID are well kept before leaving.

4. 庫房維護除每日例行工作外，專責人員應進行下列檢查維護事項：庫房應定期進行清潔工作、庫房應進行蟲鼠黴菌防治處理、定期更換空氣清淨機所使用之濾網、大雨特報或颱風警報應預作防災準備、大雨或颱風後，應立即檢查庫房周圍地面是否積水。

Besides the daily routine work, the archivist should check and maintain the following periodically: cleaning and sanitation of the archives, changing the membrane of the air purifier, precaution against natural calamities, and inspection of the conditions of archives after heavy rain or typhoon to ascertain no flooding occur.

5. 庫房之設備或設施如有損毀或異常時，專責人員應進行查檢並進行必要之處置，並將修復情形紀錄於「檔案庫房設施維護紀錄單」。

If the facilities of the archives are damaged or in unusual conditions, the archivist should take the necessary actions and recorded the reconstruction on the 「Maintenance of the Facilities of the Archives」.

6. 庫房設備或設施之保養維護，必要時，得委請專業人員或廠商定期進行。

The maintenance of the facilities of archives can be done by the contracted experts or firms whenever necessary.

7. 進出庫房應嚴格控制，除專責人員外，非經許可不得進入；非專責人員經核可進入庫房時，應於「人員進出庫房紀錄單」紀錄進入庫房之時間及辦理事項。

Entrance should be strictly controlled and person other than the archivist can only enter the archives with permission and time and reasons of entrance should be recorded on the 「Entrance of Archives」.