

**Article Content**

**Title :** Fee Standards for Viewing, Hand-copying or Duplication of Archives  CH

**Amended Date :** 2022-12-30

**Category :** National Development Council ( 國家發展委員會 )

**Attachment :** The Table of the Fees for Duplicating Archives.pdf

Article 1 These Standards are issued according to Article 21 of the Archives Act, Article 13, paragraph 1 of the Political Archives Act, and Article 10 of the Charges and Fees Act.

Article 2 A person who applies for and obtains approval to view, hand-copy, or duplicate records shall be charged a fee in accordance with these Standards. However, for records other than political archives that are subject to the provisions of other laws or regulations, fees may be charged in accordance with those provisions.

Article 3 The fee for viewing or hand-copying the government agency' records is NT\$20 for two hours or any part thereof. No fee is charged for viewing or hand-copying the archives in the National Archives Administration, National Development Council.

Article 4 The fee for duplicating records shall be charged in accordance with the fee standard table set forth in the attachment, and such duplication will be offered based upon the current devices and equipment of the government agency. For the duplication made by personal mobile phones, traditional cameras, video camcorders, etc., with the consent of the government agency, the fee for viewing or hand-copying such records shall be in accordance with the preceding article. The Table of the Fees for Duplicating Archives.pdf

Article 5 If an applicant requests that duplicated records be sent by e-mail or be delivered by other electronic media, the government agency, at its discretion, has the right to decide the format and the supplies expense of its electronic media; if an applicant requests that duplicated records be sent by mail, the actual mailing expenses and a service fee of NT\$50 shall be charged.

Article 5-1

When a person mentioned in a political archive who has been arrested, subject to an investigation or inquiry, indicted, named in an arrest warrant, placed on trial, subject to compulsory enforcement, or otherwise mistreated by a public authority (hereinafter, "a party to the subject matter of an archive") applies for access to political archives related to their case, fees for viewing or hand-copying shall not be charged; for each such archive, the duplication fee, office supplies fee, postage fee, and handling fee shall be waived once. The applicant may choose whether duplicated archives are to be delivered in the form of black-and-white hardcopy or electronic format.

If a party to the subject matter of an archive, as set out in the preceding paragraph, has deceased, the same shall apply to the party's spouse or heir as set out in Article 1138 of the Civil Code.

With respect to the fees that were waived upon the implementation of this article on October 22, 2019, any applicant who paid such fees to duplicate national archives at any time between July 14, 2011 and February 8, 2013 may apply for a refund by furnishing the fee receipt or the duplicated archives.

Article 6 The fees set out in these Standards shall be charged in compliance with budget procedures.

Article 7 These Standards shall be implemented from the date of issuance.

## The Table of the Fees for Duplicating Archives

Types of services	Types of the original format	The methods for duplicating or delivering	Duplication format	Fees (NT\$; its basis of charge depends on the original format)	Remarks
Duplicating	Paper	Black-and-white paper copy	Up to and including size B4	NT\$2 per copy	The fee for color paper copies is 5 times of those in black-and-white.
			A3	NT\$3 per copy	
		Delivered by e-mail or electronic media	Up to and including image resolution 200 dpi	NT\$10 per image	<ol style="list-style-type: none"> <li>1. Only applicable to digitized reproductions not existed.</li> <li>2. If duplications' image resolution cannot be identified, the fee will be those for the lowest resolution.</li> <li>3. If a file is delivered by e-mail or electronic media, it is necessary to ensure the information security.</li> </ol>
			Above and including image resolution 201 dpi	NT\$25 per image	

Types of services	Types of the original format	The methods for duplicating or delivering	Duplication format	Fees (NT\$; its basis of charge depends on the original format)	Remarks
Duplicating	Photograph	Black-and-white paper copy	Up to and including size B4	NT\$2 per copy	The fee for color paper copies is 5 times of those in black-and-white.
			A3	NT\$3 per copy	
		Delivered by e-mail or electronic media	Up to and including image resolution 300 dpi	NT\$15 per image	<ol style="list-style-type: none"> <li>1. Only applicable to digitized reproductions not existed.</li> <li>2. If duplications' image resolution cannot be identified, the fee will be those for the lowest resolution.</li> <li>3. If a file is delivered by e-mail or electronic media, it is necessary to ensure the information security.</li> </ol>
			Above and including image resolution 301 dpi	NT\$30 per image	

Types of services	Types of the original format	The methods for duplicating or delivering	Duplication format	Fees (NT\$; its basis of charge depends on the original format)	Remarks
Duplicating	Oversized paper	Delivered by e-mail or electronic media	Up to and including image resolution 300 dpi	NT\$ 50 per image converted into an A3 size	<ol style="list-style-type: none"> <li>1. Only applicable to digitized reproductions not existed.</li> <li>2. Oversized papers are original items larger than A3.</li> <li>3. The charge basis is per A3. Round up when it is less than A3.</li> <li>4. If duplications' image resolution cannot be identified, the fee will be those for the lowest resolution.</li> <li>5. If a file is delivered by e-mail or electronic media, it is necessary to ensure the information security.</li> </ol>
			Above and including image resolution 301 dpi	NT\$ 70 per image converted into an A3 size	

Types of services	Types of the original format	The methods for duplicating or delivering	Duplication format	Fees (NT\$; its basis of charge depends on the original format)	Remarks
Duplicating	Microfilm	Black-and-white paper copy	Up to and including size B4	NT\$5 per copy	
			A3	NT\$7 per copy	
		Delivered by e-mail or electronic media	Up to and including image resolution 200 dpi	NT\$20 per image	<ol style="list-style-type: none"> <li>1. Only applicable to digitized reproductions not existed.</li> <li>2. If duplications' image resolution cannot be identified, the fee will be those for the lowest resolution.</li> <li>3. If a file is delivered by e-mail or electronic media, it is necessary to ensure the information security.</li> </ol>
			Above and including image resolution 201 dpi	NT\$40 per image	

Types of services	Types of the original format	The methods for duplicating or delivering	Duplication format	Fees (NT\$; its basis of charge depends on the original format)	Remarks
Duplicating	Tape	Delivered by e-mail or electronic media	Digital copy (WAV,MP3, or other formats)	NT\$210 for within one hour per roll	1. Only applicable to digitized reproductions not existed. 2.If a file is delivered by e-mail or electronic media, it is necessary to ensure information security.
				NT\$405 for within two hours per roll	
				NT\$605 for within three hours per roll	
				For any roll over 3 hours, an additional NT\$160 per hour will be charged while rolls less than 1 hour will be counted as 1 hour	
Duplicating	Videotape	Delivered by e-mail or electronic media	Digital copy (MPEG-2, AVI, or other formats)	NT\$300 for within an hour per roll	1.Only applicable to digitized reproductions not existed. 2. If a file is delivered by e-mail or electronic media, it is necessary to ensure information security.
				NT\$500 for within two hours per roll	
				NT\$750 for within three hours per roll	
				For any roll over 3 hours, an additional NT\$250 per hour will be charged while rolls less than 1 hour will be counted as 1 hour	

Types of services	Types of the original format	The methods for duplicating or delivering	Duplication format	Fees (NT\$; its basis of charge depends on the original format)	Remarks
Duplicating	Digital copy	Black-and-white paper copy	Up to and including size B4	NT\$2 per copy	The fee for color paper copies is 5 times of those in black-and-white.
			A3	NT\$3 per copy	
		Delivered by e-mail or electronic media	Up to and including image resolution 200 dpi	NT\$2 per image converted into an A4 size	<ol style="list-style-type: none"> <li>1. Only applicable to digitized reproductions already existed or born-digital records.</li> <li>2. The charge basis is per A4. Round up when it is less than A4.</li> <li>3. If duplications' image resolution cannot be identified, the fee will be those for the lowest resolution.</li> <li>4. If a file is delivered by e-mail or electronic media, it is necessary to ensure information security.</li> </ol>
			Above and including image resolution 201 dpi	NT\$6 per image converted into an A4 size	
			Audio/video records (WAV, MP3, MPEG-2, AVI or other formats)	NT\$155 for within per hour	
				NT\$255 for within two hours	
		NT\$390 for within three hours	For any record over 3 hours, an additional NT\$100 per hour will be charged while rolls less than 1 hour will be counted as 1 hour		



Types of services	Types of the original format	The methods for duplicating or delivering	Duplication format	Fees (NT\$; its basis of charge depends on the original format)	Remarks
Value-added services	Imaged records	Delivered by electronic media	Above and including image resolution 200 dpi	NT\$515 per image converted into an A4 size	<ol style="list-style-type: none"> <li>1. Imaged records refer to digital files of paper records and photography records, and born-digital files in text/image form.</li> <li>2. For academic research purpose, for the needs of government agencies as well as public educational institutions at all levels, it shall be free of fee charge.</li> <li>3. For commercial use, the fee, the scope and period of use shall be decided by an agreement executed by the government agency.</li> <li>4. If a file is delivered by e-mail or electronic media, it is necessary to ensure the information security.</li> </ol>
	Audio-visual materials	Delivered by electronic media	Audio/video records (WAV, MP3, MPEG-2, AVI, or other formats)	NT\$20 per minute	

Note: Value-added service refers to the modification of the existing services, products or technologies in new ways to create greater value. Types of value-added services include exhibition, website, education (e.g. learning materials, video for teaching history, etc.), audio/video (e.g. audio-video publishing, VCD, DVD, documentary film, etc), publication (e.g. journals, e-books, pop-up books from 3D models, etc), activity (e.g. Archives Day/Week/Month, genealogy activities), and others (e.g. application software, game and animation, souvenirs, tabletop games, etc).