

# 國立中興大學機密文書機密等級變更或註銷紀錄單

Record Form for Reclassification or Declassification of NCHU Confidential Document

通知機關 (原機密案件核定機關) Notified agency Agency that approved and issued (the original confidential document)		發文日期 Date of issue	
		發文字號 Issue No.	
原機密案件 Original confidential document	發文日期 Date of issue		
	發文字號 Issue No.		
新等級或註銷 New classification level or declassification	註銷，本件已於_____年_____月_____日 Date of declassification : (year)/ (month)/ (day)		
	<input type="checkbox"/> 公布 announce <input type="checkbox"/> 工作完成或會議終了 The job is done or the meeting is over <input type="checkbox"/> 以處理意見表核准註銷 Approved for declassification by reclassification or declassification form (核可文號 Approval No. : _____)		
登記人 Case Officer	(職稱) (Title) :  (姓名) (Name) :  (日期) (Date) :		

**說明 Instructions :**

一、機密文書機密等級奉准變更或註銷時先調出原卷核對。

When the confidentiality level of a classified document is changed or canceled, the original document will be retrieved for checking.

二、將原案封面或公文紙上所標機密等級以上雙線劃去，檢附已列明資料經登記人簽章之紀錄單。

Strike out the double lines above the confidentiality level marked on the cover of the original document or on the official paper, and attach the record form which has been signed by the Case Officer.

三、原案照變更之等級或非機密文件保管。

Documents are kept in accordance with the changed level or unclassified documents.