

## 國立中興大學檔案案名新增或修正建議表

National Chung Hsing University Archives Suggestion Table: Adding or Amending the File Name

單位名稱 Unit name \_\_\_\_\_

填表日期 Date YYYY-MM-DD

分類號 Classification number	類目名稱 Category name	案次號 Case number	案名 Case name	保存年限 Retention Period	清理處置 Disposition	備註 Remark
						<input type="checkbox"/> 新增 New <input type="checkbox"/> 修正 Revised
						<input type="checkbox"/> 新增 New <input type="checkbox"/> 修正 Revised
						<input type="checkbox"/> 新增 New <input type="checkbox"/> 修正 Revised
						<input type="checkbox"/> 新增 New <input type="checkbox"/> 修正 Revised
						<input type="checkbox"/> 新增 New <input type="checkbox"/> 修正 Revised

聯絡人  
Contact person

連絡電話  
Contact phone

單位主管核章  
Unit supervisor's seal

說明 Notes :

1. 依機關檔案管理作業手冊8.4.2，歸檔之案件經分類後，屬性質相同、案情關聯之檔案，應併於同一案名處理，無前案可併者，則應立新案並賦予簡要案名。According to 8.4.2 of the agency's archives management operation manual, after the archived cases are classified, files of the same nature and related case details should be merged under the same case name. If there are no previous cases that can be merged, a new case should be created and given a brief case name.
2. 配合109年度檔案分類及保存年限區分表自109年1月1日起適用，貴單位如於年度檔案分類立案案名清單(公告版)查無適用之案名，而需修改案名或增立新案，請於建議表內填妥案次號及案名等欄位，經聯絡人及單位主管核章後，送回文書組彙辦。In line with the 2020 annual file classification and retention period division table, it is applicable starting January 1, 2020. If your organization does not find an applicable case name in the annual file classification list (see announcement board), and you need to modify the case name or add a new case, please fill in the fields such as case number and case name in the suggestion form. After approval by the contact person and unit's supervisor, return it to the clerical department for processing.