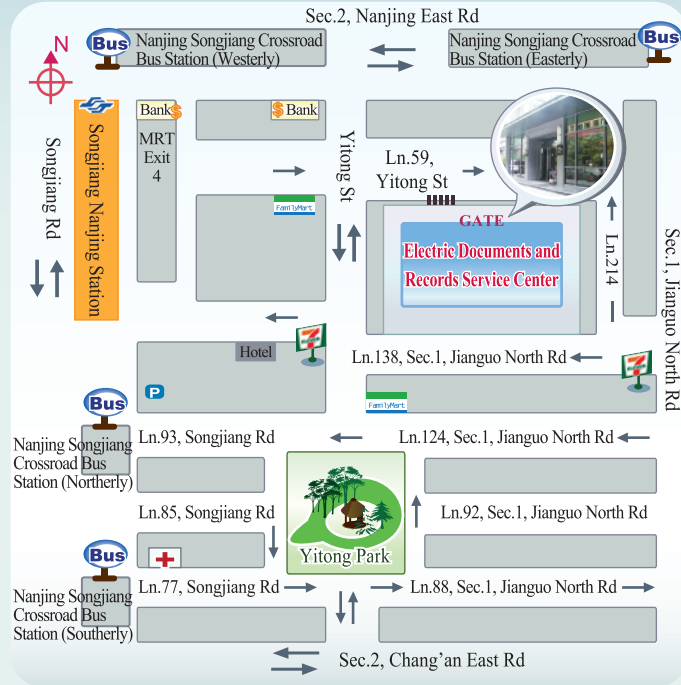


## Map



## Transportation

**By MRT** : Take MRT (Zhonghe/ Luzhou/ Xinzhuang Line) to Songjiang Nanjing Station and take Exit 4.

**By Bus** : 0E, 5, 12, 41, 46, 49, 72, 203, 214, 222, 226, 248, 254, 266, 279, 280, 282, 288, 290, 292, 306, 307, 311, 505, 527, 604, 622, 642, 665, 668, 652

Address : No.10, Ln. 59, Yitong St., Zhongshan Dist., Taipei City 10486, Taiwan (R.O.C.)  
 Tel : 886-2-2513-6099  
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 Mail : edrsc@archives.gov.tw

# An Introduction to Electronic Documents and Records Service Center, National Archives Administration, National Development Council

## Establishment

The National Archives Administration, National Development Council (hereinafter referred as NAA) Organic Act was effective on January 22, 2014, with a new mandate to “Develop and Promote the Documents and Computerized Records Management Operations Specifications”. The NAA’s original office on Yitong Street was also transformed into the Electronic Documents and Records Service Center (hereinafter referred as EDRSC) on December 26, 2013 in order to fulfil its new mandate. The EDRSC will develop the Official Electronic Documents Exchange System, Documents and Records Management Information System verification service, electronic documents and records service research and development, maintenance and customer services for these systems, documents and records training and research, multimedia records preservation research as well as serving as a part of archives repository.



## Official Documents Electronically Exchange

The EDRSC provides a secure platform for electronic document exchange between government agencies, private companies, and the general public (G2B2C) and provides maintenance and customer service for the system. The services provided are as follows:



1. The Official Documents Electronically Exchange system service call center.
2. Consultation services for government reform that are upgrading or integrating their information systems.
3. Monitoring and maintaining the G2B2C e-Documents Management Center end system.
4. Monitoring and maintaining the Local Exchange Centers end system.
5. Registration and maintenance of the National Agencies Network Address Book Exchange.
6. Agency-client side exchange system operation user training.
7. Illustration of legal and regulations of electronic documents.

The number of agencies, schools and organizations using this system exceeds 30,000, saving NT\$ 1 billion in postage and paper every year.



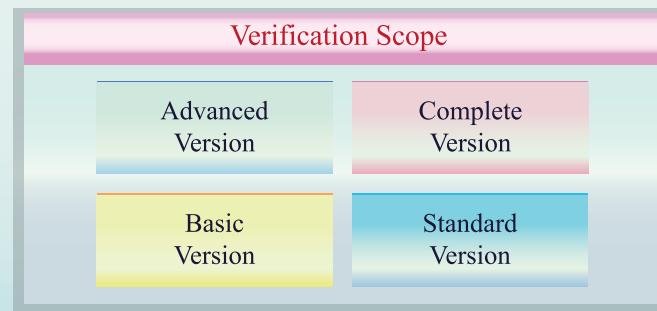
## ❖ System Verification

To ensure that the documents and records comply with the unified standards and formats from creation, preservation up to application, the EDRSC provides Official Documents and Records Management Information System verification services, using the Executive Yuan's *Documents and Records Computerization Guide* as the basis of verification.



Verification services are provided from January 1 through November 15 every year. The verification targets are as follows:

1. Agency outsource-developed customized Documents and Records Management Information System.
2. Agency self-developed Documents and Records Management Information System.
3. Off-the-shelf Documents and Records Management Information System suite.



Please feel free to download and consult the various verification specification documents from the Documents and Records Management Information System Verification website (<http://archives.cisnet.org.tw/download.aspx>).

## ❖ Long-Term Preservation

The NAA, along with academic institutions, other government agencies, and industries, are dedicated to researching and developing the electronic records preservation program, developing the ER Toolkit (Electronic Records Toolkit), and assisting institutions in verifying whether the encapsulation records generated from the e-Doc Online Review and Approval System or Online Approval Operations of Authorization & Signature System are in accordance with regulations to be circulated among institutions. PEARS (Preserving Electronic Archives & Records Suite) has developed 19 kinds of single-file formats and a selection of format migrations and verifications to ensure the long-term preservation and usability of electronic records.

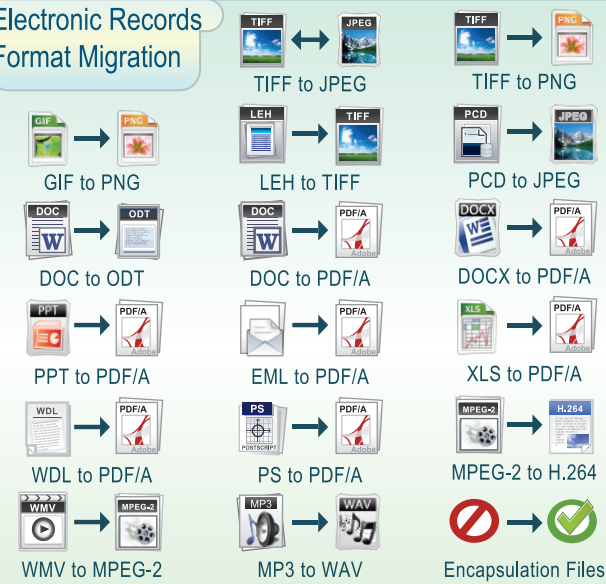


Services :

1. Electronic Records Recovery.
2. Storage Media Destruction.
3. Software and Hardware Maintenance.
4. PEARS (Preserving Electronic Archives & Records Suite) Installation and Operating Consultation.
5. ER Toolkit (Electronic Records Toolkit) Installation and Operating Consultation.
6. Shared Component Library Installation and Operating Consultation.
7. Media Encapsulation & Verification Tool Installation and Operating Consultation.
8. Electronic Records Preservation Laboratory Web Site Operating Consultation.
9. Electronic Records Knowledge Base System Operating Consultation.



### Electronic Records Format Migration



### Media Migration



## ❖ Cloud Computing Data Center

Provides a secure cloud system, ensuring smooth and uninterrupted cloud services.



## ❖ Professional Training

The EDRSC equipped briefing and training facilities to hold agency documents archive management professional workshop, joint exchange center maintenance training, documents and records management system verification, *Documents and Records Computerization Guide* promotions, information security management concept trainings, meetings and other related events that will improve the professional abilities of documents and records managers and related personnel.



## ❖ Future Developments

The EDRSC is currently actively developing the documents and records management integration platform, archives preservation technology research laboratory, multimedia archive conversion room and archive repository, to raise the level of documents and records research and preservation standards. It also aims to increase the effectiveness of multimedia archive duplication and



recovery in order to prolong the life of multimedia archives, strengthen agency records preservation operations. The EDRSC will continue to work on these goals and capabilities.