

銘傳大學公文處理辦法

Procedures for Handling Official Documents at Ming Chuan University

中華民國 97年 12月 8日法規審查會議審議通過

中華民國 97年 12月 22日行政會議審議通過

Revised and passed at the Regulation Review Committee Meeting on December 8, 2008

Reviewed and passed at the University Affairs Committee Meeting on December 22, 2008

第一章 總則

Chapter 1 General Principles

第一條 為求公文處理迅速確實，並明確規範公文處理方式，使能發揮整體公文處理效率與品質提升，特訂定本辦法。

Article 1 These procedures are established to stipulate clearly the means of processing official documents, and to serve the purposes of attaining effective management and upgrading quality in official document handling.

第二條 本辦法所稱公文處理，係指公文自收文或交辦起至發文、歸檔完成之全部流程，可分收分文處理、公文簽辦、發文處理及檔案管理等四個階段。

Article 2 Official document handling includes the whole process of receiving and issuing official documents, as well as distributing and filing official documents after assigning them. Official document handling can be divided into 4 stages: assigning documents, document countersignature, issuing documents, and file management.

第三條 為嚴密公文處理，於秘書處文書組設置公文總收發人員，負責本校對外公文端收發作業；各單位應設置公文收發文「登記桌」乙員，負責單位公文收發及結案歸檔，文書組定期稽核公文處理時效，以強化公文處理之行政效率。

Article 3 For strict management of official documents, Document Section of General Secretary's Division has a staff member assigned to control the issuing and receiving of the university's official documents to outside entities. Likewise, each unit should assign one staff member in charge of the Registration Desk for official documents to control the flow of official documents and file management. Document Section of General Secretary's Division will regularly follow up on the timely processing of official document processing, to strengthen the administrative effectiveness of official document management.

第四條 收文方式分為電子交換及紙本遞送兩種，統一由文書組負責本校對外來文總收文作業，進行簽收、拆驗、編號、登錄及分文作業。

Article 4 Official documents can be received in electronic or paper format; both are handled by the Document Section of General Secretary's Division, which is responsible for all external official document receiving affairs, including signing upon receipt, inspection, numbering, recording entry, and assigning

documents.

第五條 機密文書區分為國家機密文書及一般公務機密文書。一、國家機密文書區分為：「絕對機密」、「極機密」、「機密」。二、一般公務機密文書列為「密」等級。

Article 5 Classified documents are divided into national classified documents and general official business classified documents. 1. National classified documents divided into Absolutely confidential, Highly classified, and Classified. 2. All general official business classified documents are listed at the level of Moderately confidential.

第六條 各單位業務承辦人承辦業務相關資料應負保密責任，未經權責單位主管許可，不得隨意影印或轉述外洩。

Article 6 Responsible staff in each unit have the responsibility to maintain confidentiality regarding their related working documents; no documents should be printed or disclosed without the unit director's express permission.

第二章 收分文處理 Chapter 2 Assigning Documents

第七條 各單位登記桌收到公文時，應隨即依業務權責分送承辦人員簽收辦理。
Article 7 When a Registration Desk receives an official document, every unit should follow staff areas of responsibility to issue the document and the assigned staff member signs, accepting responsibility for management.

第八條 郵寄來文若屬於機密及親啟公文信件者，機密文件由秘書處指派專人處理，親啟郵件依單位分類放置各單位信箱。
Article 8 When the university receives confidential letters or letters marked "open only by recipient" through postal delivery, General Secretary's Division will assign a designated person to handle those confidential letters, while those marked "open only by recipient" will be put into the relevant unit's mail box.

第九條 各單位自行收辦之公文若有簽辦或列管之必要者，應送文書組補登收文號。
Article 9 When units receive documents which need to be countersigned or monitored, they need to be submitted to General Secretary's Division for entering the document number for received documents.

第十條 遇寒暑假或例假日有緊急性公文，應由警衛室收文，交值班人員依相關規定辦理。
Article 10 If there are emergency documents delivered during winter administrative recess, summer administrative recess, or weekend, staff on duty should follow related regulations to manage these after the security guard receives them.

第十一條 公文分文按來文所敘之主要目的判定承辦單位，若來文係答復性公文，依來文所敘之原承辦單位收辦，如須會辦或移辦，概由該收辦單位自行

參酌辦理。

Article 11 The university will decide which unit to assign according to each external official document's topic. If the document's content requires an answer based on a previous document's content, the new document will be assigned to the unit originally handling this matter, and that unit can manage the process by themselves.

第十二條 來文涉及數個單位之業務而不能區分性質之主從者，依來文主旨所敘首一事項業務之權責單位為承辦單位，負責會辦或協調有關單位辦理。

Article 12 If an external official document is related to many units, the university will choose the unit which is referred to first in the content to organize the document follow-up process with other units.

第十三條 有關專案性質費用申請案件，應分由權責單位主辦，再會辦至財務處控管經費。

Article 13 For those documents related to project fund application should take care by the competent authority and then assign to Controller's Division to control the project fund.

第十四條 若公文之分文有疑義者，應於收文當日內經由單位主管確認後，統一交由文書組陳請主任秘書判定後登錄改分，不得自行私下改分。凡收文逾時一日之公文，欲請改分其他單位，應先自行協調改分單位，如逾規定限制時間之公文，應由原收文單位預先告知來文對方，請求延期，再由文書組處理改分。

Article 14 If any unit has an issue with the document assignment, upon receiving permission from their unit director, it can be sent back to Document Section of General Secretary's Division on the day they receive the document, asking Secretary General to change the assignment; no private change of assignment is permitted. If the assigned unit cannot return the document within this timeframe, it must coordinate with the unit they want it re-assigned to. If the unit wants to reassign the document but the response period is limited, the unit should inform the issuing organization to extend the response period, and then return the document to Document Section of General Secretary's Division for processing re-assignment.

第十五條 已簽辦之公文，欲請改分其他單位，須先告知被改分單位，並經主任秘書核准後，再由文書組處理改分。

Article 15 If the unit wants to re-assign a document which is already countersigned, it must inform the other unit(s) first, then obtain the Secretary General's permission to return the document to Document Section of General Secretary's Division for processing re-assignment.

第十六條 如經陳請主任秘書改分之案件，一經確認改分文之案件不得推諉，倘因各單位互相推諉，因而發生延誤，其經最後裁定承辦並受分文之單位，

應負該項公文之延誤責任。

Article 16 There is no excuse for not accepting a document which is re-assigned by Secretary General. The final re-assigned unit should take all responsibility should it miss the response deadline due to shirking responsibility from other units.

第十七條 各單位業務之異動，經相關會議提案通過後，應依該會議紀錄通知文書組，作為改分文及日後分文之依據。

Article 17 So that document assignment can proceed smoothly, every unit should notify Document Section of General Secretary's Division of any staff responsibility changes by means of a meeting record once the change is passed at a related meeting.

第三章 公文簽辦 **Section 3 Official Document Countersignature**

第十八條 公文應隨到隨辦，不得積壓，公文處理著眼應以學校為立場，針對本校資源與能力，妥擬具體可行之處理意見，如涉及其他單位業務，應先行協商或會辦後再行送判，凡與經費有關者應加會財務單位。

Article 18 Units should not postpone any official document process; all decisions should be based on university priorities, focused on the institution's resources and ability to process realistic suggestions. Documents related to funds should be in countersigned by Controller's Division and the unit in charge should consult with other units before assigning them to countersign.

第十九條 為簡化公文流程，凡屬「簡單」或「例行辦理」之公文得不經擬辦逕行敘稿送判(以稿代簽)；執行時程較長之案件，應先簽擬處理意見，經核定處理原則後再行處理。

Article 19 To simplify official document handling, some simple or routine official documents do not need to follow the complex formal procedure. If the processing time for official documents is adequate, in principle, they should be first countersigned, then any suggestions in the countersignatures should be followed to manage the case schedule.

第二十條 會辦公文視同速件處理，涉及多單位時，應盡量以會議形式彙整各單位意見，以節省公文會辦流程時間。

Article 20 Units should countersign official documents as expediently as possible; to allow time for document processing, if this involves many units, it is suggested that a meeting be called first to collect information from others.

第二十一條 會辦公文倘會辦單位與主辦單位所簽意見相左時，應由主辦單位先行研商，並將協商意見彙整綜簽後，陳請校長裁定(若協商無一致意見，於綜簽中應忠實呈現不同意見)。

Article 21 If a unit assigned to countersign and the responsible unit have different opinions during the official document countersignature process, the responsible unit must discuss this with other units first, then submit all the suggestions to the president for review. (When no consensus has been reached, units should honestly express different opinions on documents.)

- 第二十二條 已簽會之公文在簽辦過程中，若有修改內容時，應再會知相關簽署過之單位周知。
- Article 22 In the case of modifying document content during the countersignature process, other units assigned to countersign must be informed.
- 第二十三條 公文處理過程中之相關人員，均應於適當位置蓋職章或簽名，並註明簽署日期及時間以明責任。(例如民國97年3月11日10時15分，得縮記為97 0311₁₅或97,0311/1015)
- Article 23 To display clear understanding of responsibility, staff must sign or affix a seal, and write the time and date on documents during the countersignature process. (For example, 10:15 AM of March 11, 2008 can be shown as 97 0311₁₅ or 97,0311/1015)
- 第二十四條 公文依其業務性質得由所屬主管依分層負責所賦予權責判行。
- Article 24 Following the document's main content, each unit's director can decide on staff assignment.
- 第二十五條 校長核定之文件，應由秘書處轉發承辦單位主管複閱後，再轉回原承辦人憑辦。
- Article 25 After the university president has reviewed and signed the document, General Secretary's Division will return the document to the unit director, who will pass it on to the staff in charge after re-reading it.
- 第二十六條 各單位之公文應於規定期限內辦畢繳回文書組辦理結案歸檔，各類公文處理時限如下：(不含例假日)
- 一、最速件：1日。
- 二、速件：3日。
- 三、普通件：6日。
- 四、限期公文：依來文或其相關期限規定辦理。
- Article 26 All official documents should be processed within the regulated period of time, then submitted to Document Section of General Secretary's Division for closing the case. Following are the regulated periods for different kinds of official documents (holidays not counted):
1. High Priority Documents: 1 Day
 2. Priority Documents: 3 Days
 3. Standard Documents: 6 Days
 4. Time-Limited Documents: Handling according to the document content or related regulation period.
- 第二十七條 承辦人對所經辦之案件，應主動負責查催，已上陳或會辦案件，仍應不斷協調、督促，以爭取時效。
- Article 27 So that document processing is timely, staff in charge should actively follow the document process.
- 第二十八條 承辦人收受來文時，認為案情繁雜或研辦費時而不能如期辦妥時，應辦理展期，報請校長核准始為之。
- Article 28 When staff in charge discovers out that a document is too complicated to handle on time, they should apply to extend the period of document

handling, by reporting to the president to receive extension permission.

第二十九條 各單位收到學校內部公文，應先陳請單位主管核示，並依旨辦理相關事項後，始得歸檔存查。

Article 29 When each unit receives official documents from other units within the university, staff needs to submit the documents to the unit director for approval. Staff can file the documents after they follow director's decision about how to manage related affairs.

第三十條 文書組應每週至少一次稽催時限到期未結案之公文，並於每月統計「公文時效統計表」陳校長核閱。

Article 30 Document Section of General Secretary's Division should follow up with those units which have unclosed document cases at least once a week, and present a monthly official documents management form to the president for review.

第三十一條 密件處理原則：

Article 31 Principles of Classified Document Management:

一、收文為密件者，由文書組登錄密件收文號後，統一交主任祕書拆封分辦。密件應使用黃色公文夾，並由專人親送簽辦。

1. When the university receives a classified document, it must be assigned by Secretary General directly after Document Section of General Secretary's Division enters the record and numbers the document. All Classified documents must use a yellow official document folder and need to be delivered by a Specialist during the document processing.

二、發文為密件者經核判後，登錄密件發文字號後，由承辦人員親自持送或親自簽名密封後交專人遞送。

2. Staff in charge of classified documents are to deliver documents by themselves or sealed with their signature so that a Specialist may deliver it after they the document is entered and numbered.

三、密件一律以紙本發文，應封裝於雙封套內，內封套密封並於左上角加蓋機密等級，外封套不得標示機密等級或其他足以顯示內容之註記。

3. All classified documents should be paper documents and are to be placed inside of two envelopes; one should be sealed after the document is inside and the confidentiality classification marked on the upper left corner of the envelope, while the other one should contain that marked envelope and not have any special mark on it referring to the confidentiality of its contents.

四、密件歸檔應由業務承辦單位將本文內容封套後，再送交文書組歸檔。

4. When filing classified documents, the unit in charge should return them to Document Section of General Secretary's Division in a sealed envelope.

第四章 發文處理

Chapter 4 Issuing Documents

第三十二條 發文分為對校內及對校外兩大類：一、對外一律應以學校名義行文並由校長署名。二、對內部單位行文，若涉及跨單位業務者應以校長名義行文為原則，若為一般例行性業務之通知或公告，得依

- 分層負責授權範圍 以單位名義行文，惟應考量單位對等原則。
- Article 32 The issuing of documents is divided into internal documents and external documents: 1) All external documents should be issued in the name of the university and have president's signature affixed. 2) Some internal documents that comprise cross-unit affairs should be issued in the name of the president. However, if the document is for routine affairs or notifications, it can be issued in the name of the unit. The issuing unit should keep in mind that some receiving units are the same level as they are.
- 第三十三條 發文擬稿應以學校或校長立場措詞，文字使用應儘量明白曉暢、詞意清晰，並達到「簡、淺、明、確」之要求。
- Article 33 Official documents should be drafted based on the institution's or the president's position; the content should be clearly stated and meet the standards of being simple, easy to understand, clear, and accurate.
- 第三十四條 各單位發文稿上簽核准後，承辦人應先至公文管理系統，依簽核意見修正文稿內容，始得送至文書組發文。
- Article 34 Before submitting an official document for Document Section of General Secretary's Division to issue, the staff in charge must check the Official Documents Management System, and follow the review suggestions to modify the document.
- 第三十五條 核判之發文文稿，送文書組登記掛號、校對、加蓋校印、封裝、寄發。
- Article 35 Once reviewed, a document to be issued must be submitted to Document Section of General Secretary's Division for registration, proofreading, application of university seal, document packaging, and document delivery.
- 第三十六條 發文之附件以正本為限，如需附送副本收受機關或單位，應在「副本」項內之機關或單位名稱下註明「含附件」或「含○○附件」。
- Article 36 When issuing an official document, any appendices should originals. If it is necessary to send a copy of that official document to another organization or unit, the staff in charge must write "appendix included" or "## appendices included" under the name of the organization receiving the copy.
- 第三十七條 文書組發文應於收稿當日完成發文，惟有下列情事者不在此限：
一、文稿有行政程序或附件資料不完備(退回補正)。
二、文稿未於下列時限內送達文書組
三、可電子交換之公文：當日 15時 30分以前。
四、需以紙本遞送者：當日 15時以前。
- Article 37 Document Section of General Secretary's Division should take care that the date of issuing an official document should be the same as the date of receiving that document from the responsible unit, except in the following situations:
1. The process or appendices are incomplete (Return to original unit to modify)
 2. Documents not submitted to Document Section according to the regulated time:
 3. Electronic documents: Monday to Friday before 15:30.
 4. Paper documents: Monday to Friday before 15:00.

第五章 檔案管理 Chapter 5 File Management

第三十八條 各單位簽辦完畢之公文，除簽文類公文或經核准由權責單位自行存查者，得自行結案存檔外，其餘皆應繳回文書組辦理結案歸檔。

Article 38 Once a documents is completely processed, the responsible unit should return it to Document Section of General Secretary's Division for filing, with the exception of those documents which are routine official documents or documents for which special permission has been granted to the unit for filing on their own.

第三十九條 承辦單位如有下列情形，不得予以歸檔，應退回補正：一、未填寫保存年限者。二、文件不全、污損或字跡模糊不清者。三、存查文件未經批示者。四、附件不全、漏送或未經簽准而抽存者。

Article 39 When unit in charge meets any of the following situations, the document should be taken back and modified: 1) The document does not state the file retention period. 2) The document is incomplete, defaced or illegible. 3) The document is not completely processed. 4) The appendices are incomplete or no signed approval was received.

第四十條 收文附件如需抽存或分送有關單位者，應於簽辦時加以註明，否則應併文存檔。

Article 40 If the document appendices need to be saved separately or sent to all related units, the staff in charge must note this during the document processing; otherwise, all appendices have to be filed with the document.

第四十一條 各單位結案歸檔之公文，依承辦單位及保存年限分類建檔管理，必要時得彙整逾保存年限之歷史公文清冊，簽請校長核可後，予以銷毀。

Article 41 Each unit should put their filed documents in order according to the staff in charge and year, and destroy those documents which have already passed the record retention period after receiving the president's permission.

第四十二條 各單位僅能調閱承辦之公文，如需調閱其他單位之公文，應辦理調卷申請，經相關權責單位主管核可。

Article 42 Each unit only can review their own filed documents; it is necessary to apply to receive other units' director's permission if one needs to review other units' documents.

第六章 附則 Chapter 6 Additional Regulations

第四十三條 各單位人員未能依本辦法相關規定辦理而致使公文延宕及衍生之相關責任，相關業務單位得提請校長依情節輕重進行議處。

Article 43 Staff in charge should take responsibility for any delay of the process if they do not follow the regulations in these procedures; related units can report to president for him to decide on the punishment based on the actual situation.

第四十四條 本辦法如有未盡事宜者，依據行政院秘書處頒布之「文書處理手冊」及行政院研究發展考核委員會頒布之「文書及檔案管理電腦化作業規範」相關規範辦理。

Article 44 Matters not covered in these procedures should follow those related regulations in the Documents Management Handbook (published by General Secretary's Division of Executive Yuan) and Procedures for Document and File Computerization Management (Published by Research, Development and Evaluation Commission of Executive Yuan).

第四十五條 本辦法經行政會議通過，陳請校長核定後公布實施，修正時亦同。

Article 45 Upon being passed at the University Affairs Committee Meeting and approved by the president, these regulations were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****