

Directions for providing Government Information by National Land Surveying and Mapping Center, Ministry of the Interior

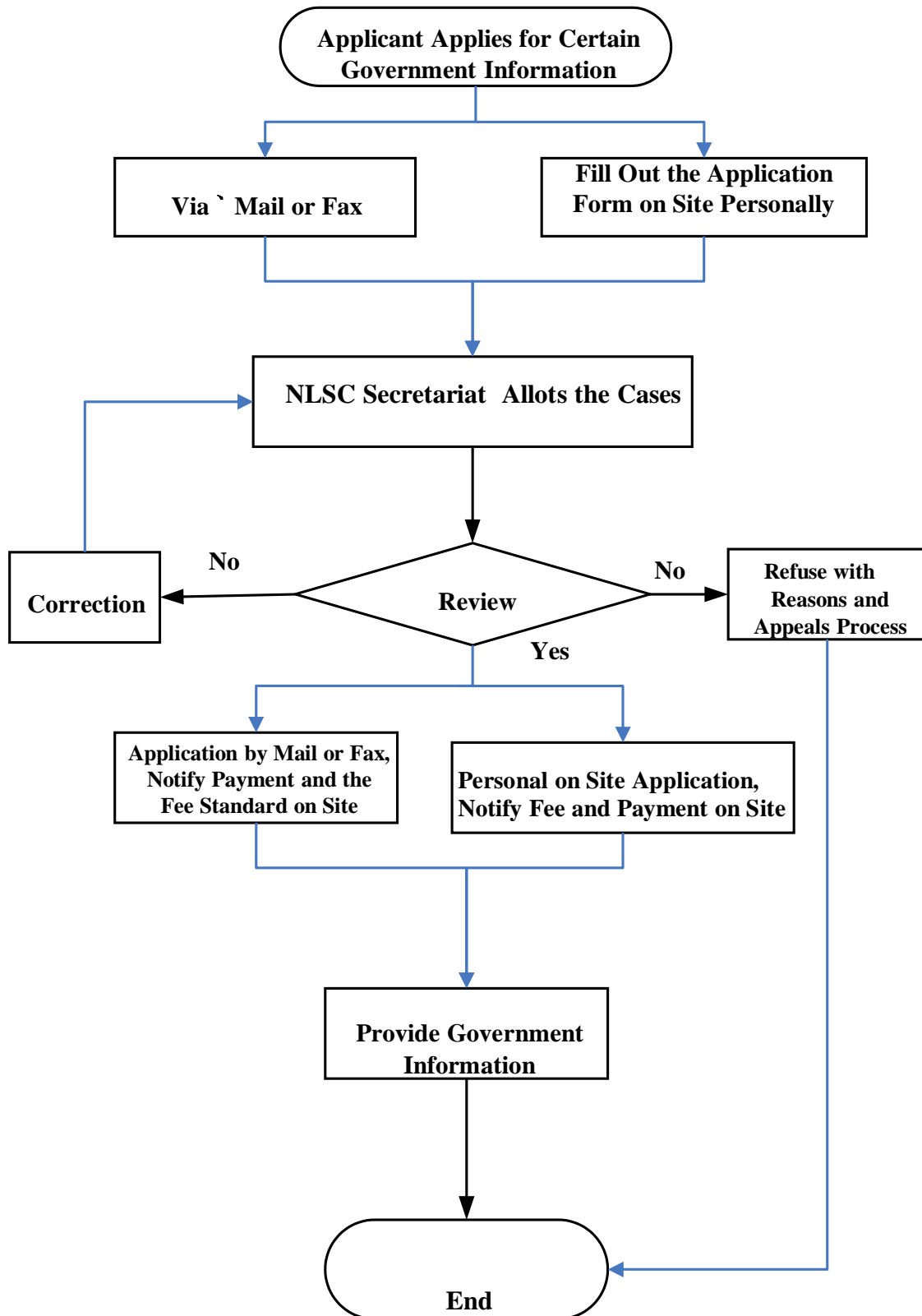
- (1) LSB's Ce-Mi-Zi Correspondence No. 09514007715 stipulated on October 2, 2006
- (2) NLSC 's Ce-Mi-Zi Correspondence No. 09614009722 stipulated on November 23, 2007
- (3) NLSC 's Ce-Mi-Zi Correspondence No. 1001400321 stipulated on April 1, 2011

1. National Land Surveying and Mapping Center (thereinafter referred to as NLSC) makes the application procedure more convenient to the public and therefore stipulates the following regulations.
2. Those who need government information should fill out Appendix One. NLSC will follow the Clause 1 to Clause 3, Paragraph 1, Article 8 of the Freedom of Government Information Act, and inform applicants of the access to their information.
3. Applicants can either come to NLSC for an application form or turn to mail or fax of the form, which will be received by the Secretariat. Here is the principle of the procedure:
 - (1) The authority in charge takes care of the case
 - (2) Cases that need to be handled by various authorities will be transferred to the first one mentioned in the application form.
4. The authority that undertakes a case should immediately decide to accept, refuse, or correct the case. After that, the authority will either ratify the case through an administrative procedure or turn it down with reasons and the appeal process.
5. NLSC will make decisions of the case within 15 days on sight of an application form, and may extend the examination deadline to less than 15 days. If an application is defective, the applicant will receive a notification for correction within 7 days after the issuing date. Once the deadline of correction fails to be met, the application will be refused.
6. NLSC will make decisions within 30 days on sight of an application to correct or add government information, and may extend the examination deadline to less than 30 days.
7. Once an application is ratified, the applicant should pay for the information he/she needs to the Secretariat. The authority will send a letter to the applicant about date, fee, and the access to the information. The information and the maps will be charged regulated in "The Fee Standard for Requesting the Ministry of the Interior

and its Subordinate Agencies to Provide Government Information.” If it is provided by Land Surveying and Mapping Center, it should be charged according to the fee standard of the Center.

8. NLSC can send applicants the reproduction, or authorize applicants the right to browse, copy, or take a picture of the needed government information.
9. The needed information, if kept on file, will be proceeded by Archives Act and related NLSC regulations.
10. If an applicant is allowed to read certain governmental information, NLSC should record the date and other message on the Government Information Register (See Appendix Two)
11. The open government information will be uploaded and updated on the NLSC website by all concerned authorities. Any changes in information, “NLSC Notification of Open Government Information” (See Appendix Three) will go to the Secretariat after being approved.
12. NLSC open government information is displayed at the “Open Government Information Area” of the Policy Planning Information Center and compiled by the Secretariat (See Appendix Four).
13. The rest of the procedure of government information will be executed by the Freedom of Government Information Act
14. NLSC Please refer to the flow chart of government information application below.

Flow Chart of Government Information Application



Appendix 1

NLSC Application Form for Government Information

No.:

Applicant	Name (Individual, Legal Person or Group)	
	Birth Date	
	ID NO. (Case NO. Passport, Nationality, and required documents	
	Registered Residence or Current Address (Individual, Office, or Company) :	
	Phone :	
Legal Representative	Name	
	Birth Date	
	Address	
Government Information Brief		
Number of Copies		
Purpose		
Application Date	Date: M/D/Y	

Appendix 3

NLSC Notification of Open Government Information

Date: M/D/Y:

Title of Information	
Type	<input type="checkbox"/> Policy Propaganda Performance <input type="checkbox"/> Explanatory Provision and Discretionary Basis <input type="checkbox"/> Laws and Regulations <input type="checkbox"/> Administration Guidance <input type="checkbox"/> Permit Regulation <input type="checkbox"/> Policy <input type="checkbox"/> Research <input type="checkbox"/> Work Report <input type="checkbox"/> Statistics <input type="checkbox"/> Budget, Final Report <input type="checkbox"/> Accounting Monthly Report <input type="checkbox"/> Public Construction, Purchasing Contract, External Relations <input type="checkbox"/> Subsidy <input type="checkbox"/> Meeting Record of Agency with Collegiate System
Tenor	
Access Date	
Safekeeping Span	
Safekeeping Location	
Safekeeping Method	<input type="checkbox"/> Document <input type="checkbox"/> Book <input type="checkbox"/> Picture <input type="checkbox"/> VCD/DVD <input type="checkbox"/> Electronic File
On-line/Written	<input type="checkbox"/> Web-site : <input type="checkbox"/> Electronic File <input type="checkbox"/> Written Form

