

## 108年公務人員高等考試三級考試試題

類 科：檔案管理

科 目：檔案技術服務

考試時間：2 小時

座號：\_\_\_\_\_

※注意：(一)禁止使用電子計算器。

(二)不必抄題，作答時請將試題題號及答案依照順序寫在試卷上，於本試題上作答者，不予計分。

(三)本科目除專門名詞或數理公式外，應使用本國文字作答。

一、試論檔案保存維護的意涵，並就國家檔案管理的角度，說明其執行的面向與工作的重點。(25 分)

二、試舉兩種國際間常見的檔案描述標準，陳述其內容重點。我國現行國家檔案描述層級規劃為何？所採用之描述格式以何種國際格式為本，請說明著錄內容之規範重點。(25 分)

三、下列一段文字，試將其中譯，並以國內檔案的現況申述其理論之重點。(25 分)

Macro-appraisal is distinguished from micro-appraisal by the focus of its interest. Micro-appraisal concentrates on individual documents and groups of documents, assessing and weighing their values according to specific criteria, either of a general nature, or special criteria developed to address a certain body of records such as police case files, or immigration files. Macro-appraisal, by contrast, concentrates on an analysis of the origins of records (either explicit or implicit), in functions, responsibilities, and activities. Records or other information artefacts are seen as representing these in concrete form. The valuing of both is then done according to whatever theory or view the appraiser espouses: so for example, the Library and Archives Canada seeks to document the interaction of the citizen with the State in all of the ways that this is manifest and important in a unique history.

四、何謂「檔案清理」？請就其相關工作之法源依據、執行時機與作業重點加以闡釋。(25 分)