

桃園行政處公告

中文標題：重要文件銷毀公告

英文標題：Confidential document collection and shredding

- 一、 各行政、教學單位重要文件需銷毀處理者(僅限紙類)，總務組安排於 **6月29日(星期二)**下午 **13:00-13:40** 時，於 Q 棟 B1 地下室停車場收集後，由本組同仁送至回收場銷毀(處理方式：待銷毀文件經灑水後採高壓方式製作成大型紙磚，並以鐵絲綑綁，全程均有拍照存證)。敬請各單位依日期及時間送至收集點交於值勤工友處理；另配合學校推動個資保護工作，凡委託本組銷毀重要文件，均需填寫一份銷毀申請單(表單請至總務處網頁表格下載處下載)，併同文件送繳時繳交，銷毀完畢後申請單正本歸還單位存查。

General Affairs Section will collect confidential documents that need to be completely destroyed (paper only) from administrative and academic units on **June 29 (Tuesday)** between **13:00-13:40** in the basement parking lot of Q building. The responsible staff members of Taoyuan General Affairs Section will receive the confidential documents and ride with them to recycling processing plant and observe the processing. (Processing: Documents will be sprayed with water, pressed into large paper bales with a machine and bound with wire. MCU staff will take pictures during the whole process for reference.) Units with such documents are asked to please take them to the collection point on the designated date and time for an on-duty worker to handle. Furthermore, in compliance with the university's policy to promote personal information protection, from now on an application form (which is now available for download from the "Downloadable Forms" of General Affairs Division website) is required to be attached to the confidential documents to be destroyed by the General Affairs Section. The application form will be returned to the original unit for reference after processing.

- 二、 銷毀文件送繳裝箱要密封，若以其他方式裝填文件封口要綑緊，以免運送過程遺失，謝謝配合。

All confidential documents must be well sealed inside a box or other package to avoid being lost during the delivery process. Thanks for your cooperation.

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Taoyuan General Affairs Section