

## 個人資料檔案銷毀申請表

### Personal Data File Destruction Application Form

紀錄編號 Record No. :

(文件管理人員於存檔時編號 assigned by the document administrator when filing)

|                                                           |                                                                                                                                                                          |                                |                                  |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------|
| 申請單位 Applying Unit                                        |                                                                                                                                                                          |                                |                                  |
| 申請人員 Applicant                                            |                                                                                                                                                                          |                                |                                  |
| 申請日期 Application Date                                     | 年 Year      月 Month      日 Day                                                                                                                                           |                                |                                  |
| 個人資料檔案名稱<br>Personal Data File Name                       | ※請參考個人資料檔案清冊內容 Please refer to the Personal Data File Inventory.                                                                                                         |                                |                                  |
| 銷毀資訊<br>Destruction Information                           | <input type="checkbox"/> 起迄流水號 Serial number range _____ ~ _____<br><input type="checkbox"/> 起迄日期 Date range _____ ~ _____<br><input type="checkbox"/> 數量 Quantity _____ |                                |                                  |
| 銷毀方式 Destruction Method                                   | <input type="checkbox"/> 自行銷毀 In-house destruction <input type="checkbox"/> 委外銷毀 Outsourced destruction                                                                  |                                |                                  |
| 委外銷毀陪同人員<br>Personnel Accompanying Outsourced Destruction | (委外銷毀始需填寫此欄位) Complete only for outsourced destruction.                                                                                                                  |                                |                                  |
| 委外銷毀廠商<br>Destruction Contractor                          | (委外銷毀始需填寫此欄位) Complete only for outsourced destruction.                                                                                                                  |                                |                                  |
| 銷毀日期 Destruction Date                                     | 年 Year      月 Month      日 Day                                                                                                                                           |                                |                                  |
| 佐證資料<br>Supporting Evidence                               |                                                                                                                                                                          |                                |                                  |
| 經辦人員<br>Handler                                           | 委外銷毀陪同人員<br>Personnel Accompanying<br>Outsourced Destruction                                                                                                             | 權責主管<br>Responsible Supervisor | 文件管理人員<br>Document Administrator |
|                                                           |                                                                                                                                                                          |                                |                                  |

註一：若委外執行銷毀，應確認相關陪同紀錄已附於此表單，始得存檔。

Note 1: For outsourced destruction, the relevant accompaniment records shall be attached to this form before filing.

註二：本表單之保存期限為至少保留五年。

Note 2: This form shall be retained for at least five years.

註三：紀錄編號格式：民國年（YYY）—月（MM）—日（DD）—三碼流水號（001—999），例如：115-09-18-001。

Note 3: Record number format: ROC year (YYY)—month (MM)—day (DD)—three-digit serial number (001–999), e.g., 115-09-18-001.