

# 我國電子文件管理策略規劃

## A Study of the Development Strategies of Electronic Records in Taiwan

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### 摘要

電子文件的發展已成為世界各國評估電子化政府的指標之一，各政府機關產生的公文書也逐漸由電子形式所取代，各先進國家多已針對電子文件的發展制訂未來數年之發展策略，做為規劃與發展之藍圖。本研究以美國、加拿大、英國、澳洲為例，介紹此四國電子文件發展策略的內容與特色，並透過機關訪談及焦點座談方式，瞭解國內政府機關電子文件管理現況與問題，進而歸納各國之經驗與國內機關需求，提出建立我國電子文件管理策略的結論與相關建議。

The development of electronic records have been an indicator of modern government all over the world. The format of public records of government agencies have been gradually transformed to digital form. Most of progressive countries have the development strategies of electronic records as the guideline. In this paper, the development strategies in electronic records of the United States, Canada, United Kingdom and Australia are taken as examples to explain their state-of-the-art. In addition, Interview and panel discussion are taken so as to understand the opinions of our government agencies. Conclusions and suggestions are proposed as the reference for Taiwan's government.

關鍵詞：電子文件、電子檔案、發展策略

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