

未來願景計劃

憑證保存工作單



PDG Ortho 翻譯

作為未來願景試辦的一部分，地區必須維護備忘錄 (MOU) 的第6節中所列舉的文件憑證以遵守當地法律，確保透明度，以及為報告做準備。本工作單為建立並量身訂做一套適用於貴地區的憑證保存系統提供建議與提示。

憑證保存

地區會希望有電子與實體檔案併存。原始的、實體的文件憑證必須保存。以電子檔格式收到的文件，像是**地區認證記錄**，可以電子檔保存。所有文件憑證必須保存至少5年，或是視當地法律而要更久。如果您不確定某一份憑證是否需要保留，則保留它永遠是上策。

您所建立的憑證保存系統也必須讓其他如MOU(第6節A.1.)所列舉的扶輪社友們接近並取得。如此可以顧及到延續性以及資訊的保存。將檔案整理好並且供一位以上的人取得也可以協助地區對於認證或獎助金資訊的要求快速反應。雖然扶輪基金會規定地區維護這些憑證，您並沒有必要將它們提交給基金會，除非基金會幕僚有特別要求。

最佳作為

- 檔案分成3個主要部門：認證、全球獎助金、以及地區獎助金。
- 以掃描或電子檔格式多保存幾份副本。
- 為了較容易分享資訊，製作可以e-mail傳送或較容易透過可分享的網路取得的電子副本。
- 要確定定期以CD、隨身碟、一個安全網站、或其他電子儲存媒體製作備份電子檔。
- 在正本所儲存處以外的一個地點保存另外的副本。

地區對於建立一套憑證保存系統有幾種方案。例如，一套單存的實體檔案可以包括3本活頁夾：一本給認證用、一本給全球獎助金用、另一本給地區獎助金用。如果貴地區有數件獎

FUTURE VISION PLAN

Document Retention Worksheet



As part of the Future Vision pilot, districts must maintain the documents listed in section 6 of the memorandum of understanding (MOU) in order to comply with local laws, ensure transparency, and prepare for reporting. This worksheet offers suggestions and tips for setting up and customizing a document retention system that works for your district.

DOCUMENT RETENTION

Districts will want to have a combination of electronic and physical files. Original, physical documents must be retained. Documents received in an electronic format, such as the District Qualification Record, may be retained electronically. All documents must be retained for five years, or longer depending on local laws. If you're unsure whether you should keep a document, it's always better to keep it.

The document retention system you create must also be accessible and available to other Rotarians as listed in the MOU. This allows for continuity and retention of information. Having files organized and available to more than one person also helps the district quickly respond to requests for qualification or grant information. Although The Rotary Foundation requires districts to maintain these documents, you don't need to submit them to the Foundation unless specifically requested by staff.

Best Practices

- **Have three main sections of files: qualification, global grants, and district grants.**
- **Keep additional copies in a scanned or electronic file format.**
- **For easier information sharing, make electronic copies that can be e-mailed or made easily accessible through a shared network.**
- **Make sure to back up electronic files regularly on a CD, flash drive, a secured website, or other electronic storage medium.**
- **Keep extra copies in a location other than where the originals are stored.**

Districts have several options for setting up a document retention system. For example, a simple physical file could include three binders: one for qualification documents, one for global grant documents, and one for district grant documents. If your district has several

助金，您可能想要將檔案處存在檔案櫃內。類似的保存系統可以在電腦內以電子檔設立。認證、全球獎助金、以及地區獎助金分別要有獨立的資料夾。在每一個資料夾內，地區可以再為每一個獎助金編號、扶輪社認證、或認證的年度各建立子資料夾。請記住，憑證保存系統不需要很複雜；執行最適合於貴地區的系統。

執行您的憑證保存系統

想想其他您已經在保存憑證的方式。例如，您如何保存您的報稅記錄？您的辦公室如何整理其會計系統？下列建議對於某些地區可能很新鮮，而其他地區可能已經備有一套系統。

- 決定哪一種系統 — 實體的、電子的、或是兩者併行 — 最適合貴地區。
 - 貴地區是否有處存空間來存放實體檔案？
 - 貴地區是否有電腦可以以電子檔形式儲存資訊？
- 備好您的憑證保存系統。
 - 如果貴地區要使用實體檔案系統，找到或購買檔案夾或是活頁夾來儲存憑證。這些可以保存在塑膠檔案盒內，如此這些檔案就可很容易移動。
 - 如果貴地區要使用一套電子檔案系統，請購買隨身碟或是可攜帶式硬碟來儲存檔案。另外，如果地區使用一台共用的電腦，這也是一個儲存檔案的理想地方。
提示 隨身碟是一種與多人分享檔案的便宜的方式。一個1GB的隨身碟應該能夠處存一件獎助金的全部記錄。
- 整理並且標示檔案夾。
 - 對於實體系統，將所有檔案夾貼上標籤，並且將他們放在您的檔案系統內。
 - 對於電子系統，請地區某一個人利用本工作單下一節的樣本清單建立電子檔案夾。
 - 製作一份貴地區在使用的檔案夾的總列表，如此您對於它們位在何處就有了記錄。
- 歸檔時將與認證或獎助金相關的文件憑證放到適當的檔案夾內。

樣本檔案清單

下一頁的清單可以協助貴地區設計其憑證保存系統。每份清單標示出檔案夾與子檔案夾。您的憑證保存的需求會依貴地區所管理的獎助金類型而異，所以視需要加入或移除檔案夾。您可能也要修改這些清單並且將他們與您的會員社分享以協助他們執行他們自己的憑證保存系統。

grants, you may want to store files in a filing cabinet. A similar retention system could be set up on a computer with electronic files. Have three separate file folders for qualification, global grants, and district grants. Within each file folder, a district could set up subfolders for each grant number, club qualification, or year of qualification. Remember, the document retention system doesn't need to be complicated; implement what works best for your district.

IMPLEMENT YOUR DOCUMENT RETENTION SYSTEM

Think about other ways you already retain documents. For example, how do you keep records of your tax filings? How does your office organize its accounting system? The following suggestions may be new to some districts, while others already have a system in place.

- Decide which system – physical, electronic, or a combination of the two – works best for your district.
 - Does your district have a storage space for physical files?
 - Does the district have a computer where information can be stored electronically?
- Prepare your document retention system.
 - If your district is using a physical file system, find or purchase file folders or binders to store documents. These can be kept in plastic filing containers so the files are easily portable.
 - If your district is using an electronic file system, purchase a flash drive or a portable electronic hard drive to store files. Alternatively, if the district uses a shared computer, this is also an ideal place to store files.
TIP Flash drives are an inexpensive way to share files with multiple people. A flash drive of 1 GB typically should be able to store records for one grant.
- Organize and label file folders.
 - For a physical system, label all file folders, and place them into your filing system.
 - For an electronic system, have someone in the district set up electronic file folders using the sample lists in the next section of this worksheet.
 - Make a master list of the file folders your district is using so that you have a record of where they're located.
- File by placing documents related to qualification or grants into the proper folder.

SAMPLE FILE LIST

The checklists on the following pages can help your district develop its document retention system. Each lists labels for folders and subfolders. Your document retention needs will vary depending upon the types of grants your district manages, so add or remove folders as necessary. You may also want to adapt the checklists and share them with your member clubs to assist them in implementing their document retention requirements.

憑證保存清單

○ 地區MOU與認證

- 地區認證記錄
- 財務管理計劃與相關程序
- 銀行資訊
 - 帳戶明細
 - 銀行報表
 - 簽署人名單
 - 銀行變更簽署人程序
- 法律文件
- 總帳
- 憑證保存程序
- 繼任計劃
- 認證過程的書信往來，包括e-mail
- 年度財務評估結果
- 對於獎助資金不當使用的報告
- 其他文件憑證

○ 扶輪社MOU與認證

- 扶輪社認證的補充規定
- 簽署好的扶輪社MOU
- 獎助金管理研習會
 - 教材
 - 出席名單
- 扶輪社認證過程的書信往來，包括e-mail
- 通過認證的扶輪社名單
- 其他文件憑證

DOCUMENT RETENTION CHECKLISTS

○ District MOU and Qualification

- District Qualification Records
- Financial Management Plan and Related Procedures
- Bank Information
 - Account details
 - Bank statements
 - List of signatories
 - Bank procedure for changing signatories
- Legal Documents
- General Ledger
- Document Retention Procedures
- Succession Plans
- Correspondence on Qualification, including e-mail
- Annual Financial Assessment Results
- Reports of Misuse of Grant Funds
- Other Documentation

○ Club MOU and Qualification

- Supplementary Club Qualification Requirements
- Signed Club MOUs
- Grant Management Seminar
 - Materials
 - Attendance sheets
- Correspondence on Club Qualification, including emails
- List of Qualified Clubs
- Other Documentation

○ 地區獎助金

(依獎助金編號或年度整理)

- 申請書以及任何附件
- 核准通知
- 獎助金同意書
- 獎助金相關的書信往來，包括 e-mail
- 由各扶輪社收集的資訊
 - 資金申請
 - 物資報價單
 - 收據與發票
 - 報告
 - 其他由地區所要求的資訊
- 受益者文件
 - 需求評估
 - 同意書
- 供應商憑證
 - 物資報價單
 - 收據與發票
 - 同意書
- 受獎生憑證
 - 收據與發票
 - 同意書
- 職業訓練憑證
 - 收據與發票
 - 同意書
- 財務憑證
 - 銀行報表
 - 收據與發票
 - 財產清單
- 獎助金報告
 - 支持的憑證
 - 相片
 - 專案總結
- 結案通知信函
- 其他憑證

○ 全球獎助金

(依獎助金編號整理)

- 提議
- 申請書以及任何附件
- 核准通知
- 獎助金同意書
- 獎助金相關的書信往來，包括 e-mail
- 與專案合夥人的書信往來，包括 e-mail
- 受益者文件
 - 需求評估
 - 同意書
- 供應商憑證
 - 物資報價單
 - 收據與發票
 - 同意書
- 受獎生憑證
 - 收據與發票
 - 同意書
- 職業訓練憑證
 - 收據與發票
 - 同意書
- 財務憑證
 - 銀行報表
 - 收據與發票
 - 財產清單
- 獎助金報告
 - 支持的憑證
 - 相片
 - 專案總結
- 結案通知信函
- 其他憑證

○ **District Grants**

(organized by grant number or year)

- Applications and any attachments
- Approval Notices
- Grant Agreements
- Grant Correspondence, including e-mail
- Information Collected from Clubs
 - Fund requests
 - Quotes for materials
 - Receipts and invoices
 - Reports
 - Other information required by the district
- Beneficiary Documentation
 - Needs assessment
 - Agreements
- Vendor Documentation
 - Quotes for materials
 - Receipts and invoices
 - Agreements
- Scholar Documentation
 - Receipts and invoices
 - Agreements
- Vocational Training Documentation
 - Receipts and invoices
 - Agreements
- Financial Documentation
 - Bank statements
 - Receipts and invoices
 - Inventory list
- Grant Reports
 - Support documentation
 - Photos
 - Project summary
- Closure Letters
- Other Documentation

○ **Global Grants**

(organized by grant number)

- Proposals
- Applications and any attachments
- Approval Notices
- Grant Agreements
- Grant Correspondence, including e-mail
- Project Partner Correspondence, including e-mail
- Beneficiary Documentation
 - Needs assessment
 - Agreements
- Vendor Documentation
 - Quotes for materials
 - Receipts and invoices
 - Agreements
- Scholar Documentation
 - Receipts and invoices
 - Agreements
- Vocational Training Documentation
 - Receipts and invoices
 - Agreements
- Financial Documentation
 - Bank statements
 - Receipts and invoices
 - Inventory list
- Grant Reports
 - Support documentation
 - Photos
 - Project summary
- Closure Letters
- Other Documentation

電子檔案儲存系統提示

下列提示是提供來協助地區執行一套電子儲存系統。請視需要利用它們。

掃描文件憑證

以電子複本備份您的實體檔案可以節省空間並簡化文件的分享。爲了由實體檔案製作電子檔案，您須要掃描原始檔案並且將它存到電腦內。掃描類似影印，但您並非收到該文件的紙張列印本，而是製作一份該文件的電子檔。各種掃描機功能略有不同；如果您對於操作流程有疑問，請查核您的機器的使用者手冊。

將檔案由隨身碟複製到一台個人電腦(PC)

1. 在您的PC，打開**我的電腦**視窗檢視您的硬碟。
2. 將隨身碟插進USB插槽，並觀察它出現在**我的電腦**檔案夾何處。大部分隨身碟是以可移除式儲存裝置呈現。
3. 在隨身碟處按兩次以找到您想要複製到電腦的檔案或檔案夾。
4. 在您想要複製的檔案或檔案夾上按左鍵。如要選取一個以上，當您點選時按住CVRL鍵，如此選取所有您希望複製的所有檔案或檔案夾。
5. 對您所選取的檔案或檔案夾按右鍵，並選擇**複製Copy**。
6. 打開您要轉移這些檔案的位置。
7. 點擊**編輯Edit** 選單或在視窗上按右鍵並選擇**貼上Paste**。
8. 要拔除隨身碟時，在移除硬體圖示(通常是位於螢幕下端的工具列)按左鍵。會有一個內含一系列的USB驅動裝置的視窗出現。在與您的隨身碟相符的**安全的移除大量儲存裝置**，例如：**安全的移除大量儲存裝置 – 磁碟(G:)**。
9. 當“可以安心的移除硬體”訊息出現於底端的工具列時，由USB插槽拔除隨身碟。

由個人電腦備份檔案到隨身碟

1. 在您的PC，打開**我的電腦**視窗檢視您的硬碟。
2. 將隨身碟插進USB插槽，並觀察它出現在**我的電腦**檔案夾何處。
3. 在隨身碟處按兩次以找到您想要儲存複製的檔案處。
4. 打開您想要備份的檔案所在處。
5. 調整檔案所在處的視窗以及**我的電腦**視窗的大小，好讓它們在桌面上不會互相重疊。
6. 移動滑鼠由標到您所要備份的檔案上，並按住滑鼠左鍵以選好檔案或檔案夾圖示。
7. 將此圖示拉至隨身碟圖示。
8. 當有一個小加號(+) 出現於隨身碟圖示上時，放掉滑鼠按鍵以將檔案複製到隨身碟。
9. 要確定該檔案已經被複製，在隨身碟的圖示按兩次打開它，該檔案應該列於其中。

TIPS ON ELECTRONIC FILE STORAGE

The following tips are offered to help districts implement an electronic storage system. Please use them as needed.

SCANNING DOCUMENTS

Backing up your physical files with electronic copies saves space and simplifies sharing of documents. To create electronic files from physical files, you'll need to scan the original file and save it to a computer. Scanning is similar to photocopying, but rather than receiving a paper printout of the document, you create an electronic file of the document. All scanners function slightly differently; if you have questions about the process, check the user's manual for your equipment.

COPYING FILES FROM A FLASH DRIVE TO A PC

1. On your PC, open the My Computer window to view your drives.
2. Insert the flash drive into the USB port, and watch to see where it appears in the My Computer folder. Most flash drives appear as removable storage.
3. Double-click on the flash drive to locate the file(s) or folder(s) you want to copy to the computer.
4. Select the file(s) or folder(s) you want to copy by left-clicking on them. To select more than one, hold down the CTRL key while you click and select all of the files or folders you wish to copy.
5. Right-click on the files or folders you have selected, and choose **Copy**.
6. Open the location where you want to transfer the files.
7. Click the **Edit** menu or right-click in the window and select **Paste**.
8. To remove the flash drive, left-click on the Remove Hardware icon, normally located in the toolbar at the bottom of your screen. A window containing a list of the USB devices will appear. Left-click on the Safely Remove Mass Storage Device that matches your flash drive, for example: **Safely Remove Mass Storage Device - Drive(G:)**.
9. When the message "Safe to Remove Hardware" appears in the bottom toolbar, remove the flash drive from the USB port.

BACKING UP FILES FROM A PC TO A FLASH DRIVE

1. On your PC, open the My Computer window to view your drives.
2. Insert the flash drive into the USB port, and watch to see where it appears in the My Computer folder.
3. Double-click on the flash drive to locate where you want to save the copied files.
4. Open the location of the files you want to back up.
5. Resize the window where the files are located and the My Computer window so that they do not overlap each other on the desktop.
6. Move the mouse cursor over the file you want to back up and hold down the left-side button on your mouse to select the file or folder icon.
7. Drag the icon over to the flash drive icon.
8. When a small plus sign (+) appears over the flash drive icon, release the mouse button to copy the file to the flash drive.
9. To verify that the file has been copied, double-click the flash drive icon to open it. The

10. 重複6-9的步驟，直到您已經複製了所有您要備份的檔案為止。

利用ADOBE PDF PRINTER來製作PDF檔案

可攜式文件格式，或簡稱PDF，是一種分享文件用的檔案格式。PDF檔案保存了原始文件的格式並且可以得到保護免於受複製或編輯增刪。有多種PDF程式廣泛提供公眾使用。如果您有Adobe PDF(虛擬)印表機(Adobe PDF printer)或其他類似的軟體安裝在您的電腦內，您就可以由Word與Excel檔案製作PDF檔案。要利用Adobe PDF printer製作PDF檔案：

1. 在檔案中，點擊**檔案File** 然後選取**列印Print**.
2. 由**印表機名稱**選單中選取Adobe PDF或其他相關(虛擬)印表機名稱(例如PrimoPDF)，端視您在電腦中如何安裝的。
3. 點擊OK. 為此PDF檔案指定一個檔案名稱與位置，然後點擊**存檔**。

有用的連結

- 要下載一種PDF printer，可以在網際網路上搜尋許多提供免費版本的網站(譯註：有一種合法的免費軟體PrimoPDF可供下載<http://www.primopdf.com/index.aspx>)，或是購買**Adobe Acrobat Standard**，裡面就包含Adobe PDF printer.
- 要閱讀PDF檔案，**請下載Adobe Reader® (或其他PDF閱讀軟體)**
- 要得到有關Microsoft Office產品(像是Word或Excel)的協助，請到<http://office.microsoft.com>

如果您有關於憑證保存、地區MOU、或是認證流程的問題，[請以 fvqualification@rotary.org](mailto:fvqualification@rotary.org) 聯絡未來願景幕僚。

file should be listed.

10. Repeat steps 6-9 until you have copied all the files you want to back up.

CREATING PDF FILES BY USING THE ADOBE PDF PRINTER

Portable document format, or PDF, is a file format for sharing documents. PDF files retain the format of the original document and can be protected against copying or editing. PDF programs are widely available to the public. PDF files can be created from Word and Excel documents if you have Adobe PDF printer or other similar software installed on your computer. To create a PDF file using Adobe PDF printer:

1. In the document, click on **File** and then select **Print**.
2. Choose Adobe PDF, or a related name depending on how it is set-up on your computer, from the Printer Name menu.
3. Click OK. Specify a filename and location for the PDF file, and then click Save.

HELPFUL LINKS

- To download a PDF printer, search the Internet for one of the numerous websites that offer a free version, or purchase [Adobe Acrobat Standard](#), which includes the Adobe PDF printer.
- To read PDFs, [download Adobe Reader®](#)
- To get help with Microsoft Office products, such as Word and Excel, go to <http://office.microsoft.com>

If you have questions about document retention, the district MOU, or the qualification process, please contact Future Vision staff at fvqualification@rotary.org.