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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 11822-2008

Replacing GB/T 11822-2000

**General requirements for the file formation of scientific and
technological archives**

科学技术档案案卷构成的一般要求

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Foreword

This standard replaces GB/T 11822-2000 "General requirements for science and technology FILES constituted." This standard and GB/T 11822-2000 compared to the main changes are as follows: The overall layout and structure

--- the standard by GB/T 1.1-2000 been modified;

--- Increasing the foreword;

--- Test Paper on principle emphasizes the science and technology file sets, systematic characteristics; deleted file does not meet the requirements in the test paper storage requirements Branch Technical file is made specific material name; on the test paper in addition to adjustments in the wording, but also increased the volume interpolation method, construction Test paper items;

--- Increasing the general arrangement of claim files, and scientific research "results and intellectual property Declaration" and the construction project class "After evaluating";

--- Added "dossier cataloging" stressed member within the docket to write the page number as a unit, there are no page numbers can be programmed; delete files cover In addition to the archives number; docket back to cancel the color; Juanneimulu the page number to the number of pages;

--- Binding method and binding to a roll with two pieces of binding methods; Ref chapter to cover the space in the home; propose a volume that exceeds the cartridge format Science and technology should be folded papers, drawings executed according to the standard folding. Appendix A of this standard is a normative appendix. This standard is proposed and managed by the National Archives. This standard was drafted. National Archives. The main drafters of this standard. Jiang Yan Xi, Fang Qiang, Wu Su Min, Zheng, Xiao Yun, Wang Bing, Wang Hongmin, Chenxiu Ju, Ma Zhongkui. This standard was first published on October 25, 1989, the first amendment December 11, 2000. General requirements for science and technology FILES constituted

1 Scope

GB/T 11822-2008 is the Chinese national standard on general requirements for the file formation of scientific and technological archives, in the field of generalities, terminology and documentation. The /T suffix marks it as a recommended standard: it is not compulsory by itself, but it becomes binding as soon as a contract, a tender or a customer specification calls it up - which in practice is how most foreign buyers meet it. It was issued on 13 November 2008 by the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China; Standardization Administration of China, and has been in force since 1 May 2009. Classification: ICS 01.140.20, CCS A14. This page is published from the official record of the standard held by the Chinese standards administration: the identification, the dates, the classification and the issuing body are taken from there. The clause text, the tables and the numeric limits are in the document itself, which is delivered complete in English translation.

This standard specifies the test paper principles and methods of science and technology archives files, files and documentation files within the arrangement, cataloging files, Docket binding, vol boxes, tables made of materials specifications and quality requirements. This standard applies to general science and technology archives files finishing. Highly specialized and organize non-paper carrier science and technology archives can participate According to this standard.

2 Normative references

The following documents contain provisions which, through reference in this standard and become the standard terms. For dated references, subsequent Amendments (not including errata content) or revisions do not apply to this standard, however, encourage the parties to the agreement are based on research Whether the latest versions of these documents. For undated reference documents, the latest versions apply to this standard. Folding method

GB/T 10609.3 Technical drawings of

3 Terms and Definitions

The following terms and definitions apply to this standard.

3.1 Record and reflect scientific research, production operations, project construction activities and facility equipment operation, maintenance and management of text, graphics, General audio-visual and other forms of documentation, hereinafter referred to scientific and technical papers.

3.2 State agencies, social organizations and individuals engaged in various social activities in the formation of the state, society, and units and individuals have conservation value It shall be filed with the scientific and technical papers, hereinafter referred to as science and technology archives.

3.3 A combination of mutual contact of a number of documents from the file storage unit.

3.4 Log volume and other features in the document title and secured file arrangement order table arranged before the volume document, hereinafter referred to as the inner volume table of Contents.

3.5 Record single-volume document conditions.

3.6 Assigned to character entity files as a set of codes for fixed and reflect the order of the files.

3.7 Log files title, Ref, Retention, and other features, according to Docket No. An order file directory.