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

GB/T 13967-2026

Replacing GB/T 13967-2008

Management rules for archival fonds

全宗管理规则

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Foreword

This document complies with the provisions of GB/T 1.1-2020 "Standardization Work Guidelines Part

1. Structure and Drafting Rules of Standardization Documents". Drafting. This document replaces GB/T 13967-2008 "Palace Lists". Compared with GB/T 13967-2008, the main differences are structural adjustments and editorial changes. In addition, the main technological changes are as follows:

- a) The wording regarding the scope of application has been changed (see Chapter 1, Chapter 1 of the 2008 edition);
- b) The "Lots List Content Format" (see Chapter 4 of the 2008 edition), the "Lots List Format" (see Chapter 5 of the 2008 edition), and the following have been removed. The document includes sections on "The Categories of the Land Record and How to Fill Them Out" (see Chapter 6 of the 2008 edition), which describes how to fill out the land record.

- c) Added basic principles and main tasks of archival management (see Chapters 4 and 5);
- d) Added categories and special forms of archival records, and provided detailed descriptions (see Chapter 6);
- e) Added archival management for filing units (see Chapter 7);
- f) Added methods for classifying the entire collection (see 8.1), rules for allocating the entire collection number (see 8.3 and 8.4), and rules for the entire collection volume and its introduction. Requirements for compiling the Shaohe Collection Guide (see 7.4, 8.5, and 8.6);
- g) Added the management of all collections in institutional reforms and changes in assets and ownership (see Chapter 9). Please note that some content in this document may involve patents. The issuing organization of this document assumes no responsibility for identifying patents. This document was proposed and is under the jurisdiction of the State Archives Administration. This document was drafted by the Central Archives (State Archives Administration). The main drafters of this document are. Zhou Kehua, Song Yong, Ning Pengfei, Zhang Hong, Zhu Tiemiao, and Xin Yuhong. The release history of this document and the document it replaces is as follows:

---First published in.1992 as GB/T 13967-1992;

---First revision in.2008;

---This is the second revision.

A fonds is a fundamental concept in archival work, holding a central position in the collection, organization, preservation, and utilization of archives, and is essential for achieving archival science. Important classification criteria for management. Standardizing and scientifically classifying and managing archival collections is a crucial prerequisite for archival institutions to carry out their work. Maintaining the historical connections of archives, ensuring their integrity, systematic nature, and usability, and promoting the effective development and utilization of archival information resources are of great significance. Important role. This document is based on archival theory and management practice, follows the "Archives Law of the People's Republic of China" and its implementing regulations, and is tailored to the needs of archives, government agencies, and other relevant organizations. Based on the actual needs of archival institutions of organizations, enterprises, public institutions and other entities for archival collection management, this document focuses on clarifying the overall principles and working procedures for archival collection management. This outlines the basic requirements, content, and methods for the establishment and management of archival collections, thereby improving the quality and efficiency of archival collection management and contributing to archives at all levels and of all types. Manage the archives within your jurisdiction, effectively promote the scientific and standardized management of archival collections by the archiving units, and better serve

the construction of the archival resource system. Rules for the Management of Collections

1 Scope

GB/T 13967-2026 is the Chinese national standard covering the fonds - the archival principle that records stay grouped by the body that created them and in the order that body kept them, and the rules for defining, dividing and merging a fonds when organisations are reorganised. It replaces GB/T 13967-2008, under the National Archives Administration. It was issued on 28 January 2026 and has been in force since 1 August 2026, replacing GB/T 13967-2008. The document is under the responsibility of the National Archives Administration. This page is published from the official record of the 2026 edition; the clause text of a standard this recent is not yet in circulation, and the figures, limits and tables it contains are those of the document itself, delivered in full with the English translation.

This document establishes the basic principle of archives management according to archival fonds, and stipulates the conditions, principles, management methods, and content maintenance for setting up archival fonds. In accordance with relevant requirements, a method for handling archives based on archival collections during organizational changes was proposed. This document applies to archival management based on the fonds method.

2 Normative references

The contents of the following documents, through normative references within the text, constitute essential provisions of this document. Dated citations are not included. For references to documents, only the version corresponding to that date applies to this document; for undated references, the latest version (including all amendments) applies. This document. DA/T

3 Terms and Definitions

The following terms and definitions apply to this document.

3.1 Complete collection of archival fossils An organically linked collection of archives formed by an agency, organization, enterprise, institution, or other unit, or managed around a specific theme.

Note. Archival collections are classified into institutional archival collections and subject archival collections. [Source: DA/T 1-2000, 5.5, with modifications]

3.2 A systematic working model for classifying, preserving, and utilizing archival collections as an organic whole.

3.3 Archives formed by the same government agency, organization, enterprise, institution, or other organization.

3.4 Subject archival fossil The archives are comprehensive and systematic, and are related

to specific themes such as well-known figures, cultural industries, major events, and emergencies.

3.5 The government agencies, organizations, enterprises, institutions and other entities that constitute an archival collection. [Source: DA/T 1-2000, 5.4, with modifications]

3.6 Combined Fonds Archives formed by two or more filing units that are interconnected and difficult to distinguish, and are treated as a single archival collection. [Source: DA/T 1-2000, 5.6]

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