

ICS 01.140.20

CCS A14



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

GB/T 18894-2016

Replacing GB/T 18894-2002

**Specification on electronic documents archiving and electronic
records management**

电子文件归档与电子档案管理规范

Issued on: August 29, 2016

Implemented on: March 1, 2017

**Issued by: General Administration of Quality Supervision, Inspection and
Quarantine of the People's Republic of China;
Standardization Administration of China**

Table of Contents

Foreword

1 Scope

About this edition

Classification and status

How a Chinese national standard is set out

About this English translation

Foreword

This standard is drafted in accordance with the rules given in GB/T 1.1-2009. This standard replaces GB/T 18894-2002 "Electronic document filing and management". This standard and GB/T 18894-2002 compared to the main changes are as follows:

- Change the standard name to "Electronic filing and electronic filing management", adding the necessary normative reference documents and Language or definition; - According to electronic documents, electronic file management requirements, dedicated Chapter 5 of the business system, electronic file management system related to the proposed Clear requirements;
- from the beginning of Chapter 6 with five chapters were described electronic files, electronic files, the main business management requirements, including electronic documents Filing, electronic file collection and collation, electronic filing and electronic filing, electronic file management, electronic archives Of the disposal. This standard is filed and assigned by the National Archives. The drafting unit of this standard. National Archives. The main drafters of this standard. Mao Haifan, Wang Lan, Ding Desheng, Hou Jia, Fang Yun, Huang Yuming, Liu Weiyan, Caixue Mei, Ma Shugui, Zhang Nan. This standard replaced the previous version of the standard release.
- GB/T 18894-2002. Electronic file archiving and electronic file management specification

1 Scope

GB/T 18894-2016 is the Chinese national standard on specification on electronic documents archiving and electronic records management, 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 29 August 2016 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 March 2017. 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 stipulates the collection, collation, archiving and filing of electronic documents with the preservation of electronic value in official activities. Purpose, management and disposal of the general method. This standard applies to the organs, groups, enterprises and other organizations in the process of dealing with official business electronic file filing and electronic files Case management, electronic file filing and electronic file management generated in other activities may refer to implementation.

2 Normative reference documents

The following documents are indispensable for the application of this document. For dated references, only the dated edition applies to this article Pieces. For undated references, the latest edition (including all modifications) applies to this document.

GB/T 2828.1-2012 Count Sampling Inspection Procedures Part 1. Batch Inspection Sampling by Reception Quality Limit (AQL) Plan (

ISO 2859-1..1999, IDT) Document confidentiality level code and identification GB/T 7156-2003

GB/T 9704-2012 Official format of party and government organs Code for collation of photo files

GB/T 11821-2002 General requirements for archives of scientific and technical archives GB/T 11822-2008

GB/T 12628-2008 General specification for hard disk drives CAD electronic document CD storage, archiving and archiving management requirements

GB/T 17678-1999 Information security technology - Information systems - Disaster recovery specification GB/T 20988-2007

GB/T 26163.1-2010 Information and documentation Document management process documentation Metadata Part 1. Principles (ISO 23081-1, IDT)

GB/T 29194-2012 General requirements for electronic document management systems Rules for the preparation of archives Code for the management and protection of magnetic carrier archives Record rules for DA/T 18-1999 files DA/T 22 archive rules Archives Requirements and Archives Rules for Archives of Major National Construction Projects Digital Technical Specification for Paper Archives Code for Archiving and Management of

Official E - mail Technical requirements and application specifications for electronic filing documents for DA/T 38-2008 Meta - data program for electronic documents DA/T 47-2009 format electronic file long-term preservation format requirements

ISO 13008..2012 Information and documentation Digital file conversion and migration process (Informationanddocumentation- Digitalrecordsconversionandmigrationprocess) ISO /T R13028..2010 Information and Documentation Archives Digitization Implementation Guide (InformationanddocumentationImple- mentationguidelinesfordigitizationofrecords

ISO 16175.2..2011 Information and documentation - Principles and functional requirements for archival management in electronic office environments - Part 2. Digital files