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

GB/T 26163.1-2010

**Information and documentation -- Records management
processes -- Metadata for records -- Part 1: Principles**

信息与文献 文件管理过程 文件元数据 第1部分：原则

(English Translation)

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Foreword

GB/T 26163 "information and documentation management processes file metadata" standards are currently only two parts.

--- Part 1. Principles;

--- Part 2. Concepts and implementation.

This is Part 1 GB/T 26163 of.

This section identical with ISO 23081-1:2006 "Information and documentation management processes file metadata - Part 1. Principles." this part is proposed by the National Archives.

This part of the National Information and Documentation Standardization Technical Committee (SAC/TC4) centralized.

This section drafted by. National Archives, Archives Tianjin, Anhui Province Archives, Archives of Jiangxi Province, Shenzhen City Archives, Nanjing government Governance Institute Shanghai Branch.

Introduction

GB/T 26163.1-2010 for the creation, management and document management application metadata to establish a framework and proposed management principles.

GB/T 26163.1-2010 is a national standard in GB/T 26162 framework for understanding, implementation and use of metadata guidelines. this Part 1 presents) metadata related matters and supporting business processes and document management, file management process metadata in Business Process According to the different roles and types.

GB/T 26163.1-2010 does not provide file management metadata set must be performed, because this kind of metadata according to the organization or law Laws differ on the specific needs and level of detail is different. However, GB/T 26163.1-2010 According to national standards Demand GB/T 26162 of the existing main set of metadata to make a comment.

GB/T 26163.1-2010, Part 1 GB/T 26163, mainly to create, manage and use the file manager built metadata Establish a framework and proposes manage their guiding principles.

GB/T 26163 Part 2 and Part 3 will be mainly used to provide interpretation and implementation of the guidelines, and how the first Part of the proposed principles for document management metadata assessment guidelines.

1) In the GB/T 26163 in this part of the business and operations it is a broad term, is not limited to commercial activities, but includes public administration Management, non-profit and other activities.

GB/T 26163.1-2010/ISO 23081-1:2006 Information and documentation management processes file metadata Part 1. Principles

1 Scope

GB/T 26163 provisions of this part of the file management metadata creation, management and application of the principles.

This section applies to.

- File and its metadata;
- Affects all process documentation and metadata;
- All kinds of files and their metadata systems in which;

--- Is responsible for managing all types of files and their metadata organization.

2 Normative references

The following standards contain provisions which through reference GB/T 26163 in this section constitute provisions of this section. Dated reference standard Accurate, all subsequent amendments (not including errata content) or revisions do not apply to this section, however, encouraged to reach under this section Parties to research agreement to use the latest versions of these standards. Where the references are not dated standards, the latest versions apply to this section.

GB/T 26162.1-2010 Information and Document Document management - Part 1. General (ISO 15489-1:2001, IDT)

3 Terms and Definitions

GB/T 26162.1-2010 established in the following terms and definitions apply GB/T 26163 in this section.

Responsible for or participate in the formation document, capture, and (or) personal document management processes, organizations or groups.

Controlled vocabularies and (or) specific to machine processing coding syntax string of natural language composed of all acceptable values.

Showing the relationship between the logical architecture of metadata elements. General rules through the use of metadata and management, especially with regard to language Optional meaning, grammar and values (or the essential nature) of the rule to achieve.

4 File Management Metadata

Metadata management is an essential part of document management, has a variety of functions and uses. In the background document management, metadata is Defined as a profile background, content, structure and management of the entire process of data (GB/T 26162.1-2010 3.12 in). These metadata it is a structured or semi-structured information, to ensure that files are always in the same field or cross-cutting between the formation, registration, classification, use, storage and disposal, to reflect specific groups of specific ideas and specific activities. Metadata can be used for file management and file into the following elements Line identification, confirmation and confirmed that explain the background relationship. the formation, management, maintenance and use of documents of people, processes, systems and management principles (See section 9.1).

Initially, the nodes in the document capture, metadata for the file to define the file in the appropriate business context and gain tube GB/T 26163.1-2010/ISO 23081-1:2006