

ICS 01.140.20

CCS L 76



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

GB/T 26163.2-2023

**Information and documentation - Metadata for managing
records - Part 2: Conceptual and implementation issues**

Issued on: August 6, 2023

Implemented on: March 1, 2024

**Issued by: State Administration for Market Regulation, China National
Standardization Administration**

Table of Contents

Preface	
Introduction	
1 Scope	1
2 Normative reference documents	1
3 Terms and Definitions	1

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 is Part 2 of GB/T 26163 "Information and Documentation Document Management Process Metadata". GB/T 26163 has been issued

The following parts have been published.

--- Information and documentation document management process document metadata Part 1. Principles.

--- Information and Documentation Documents (Archives) Managing Metadata Part 2. Conceptualization and Implementation.

This document is equivalent to ISO 23081-2:2021 "Information and documentation document (archives) management metadata Part 2. Conceptualization and implementation" "Shi".

Please note that some content in this document may be subject to patents. The publisher of this document assumes no responsibility for identifying patents.

This document is presented by the National Archives Administration.

This document is under the jurisdiction of the National Information and Documentation Standardization Technical Committee (SAC/TC4).

Introduction

File metadata comprehensively describes the content, business background, structural information, etc. of electronic files, and is an important tool for maintaining the authenticity and completeness of files.

It guarantees the accuracy, reliability and usefulness of electronic documents and promotes the circulation, sharing, retrieval and utilization of electronic documents. The formulation and application of metadata have important

meaning. Our country has strengthened the formulation of standards related to file metadata. GB/T 26163 is a description of file metadata. It is planned to be developed by two ministries.

Composed into parts.

--- Information and documentation document management process document metadata Part 1.Principles. The purpose is to establish file metadata management basic principles.

---Information and documentation document (archives) management metadata Part 2.Conceptualization and implementation. The purpose is to specify document management elements

A definitional framework for data elements and provides a universal representation of metadata elements regardless of file format (physical, analog, digital

How about words).

The term "documents" in this document 1) is equivalent to the documents and archives of government agencies, units or organizations in the Chinese context.

1) According to the actual archival work in my country, "records" is translated into "documents", which is equivalent to the documents and archives of government agencies, units or organizations in the Chinese context (excluding

Archives collection), the title uses "documents (archives)" to facilitate retrieval and maintenance of "records" in the international standard series of document (archives) management

The original intention is to facilitate the maintenance of the consistency of the use of national standards that have been adopted and their wider promotion and application.

This document provides an extension mechanism for organizations to apply file management metadata, a conceptual model of metadata, and

and high-level elements of a common set of metadata categories, including, for example, the current document or records management implementation or archiving implementation. This document not only regulates

It stipulates the general metadata types of file entities and also specifies the general metadata types of other entities that need to be managed to facilitate recording and

Understand the background information of the document. This document also clarifies the

minimum fixed number of aggregation levels for key entities in document management to facilitate interoperability.

The metadata model and generic metadata categories defined in this document focus primarily on file entities, but are also relevant to other entities.

This document does not specify a specific set of metadata elements, but rather clarifies the general metadata types that need to meet file management requirements. Should

This method allows organizations to flexibly select specific metadata elements based on their business needs for file management within the storage period of their own files. This document begins with

The form of a diagram specifies the metadata elements used in a particular implementation and the metadata used at different aggregation levels of entities. This document defines the

Common metadata categories used at all aggregation levels, implementers are reminded that some specialized metadata elements may only apply to specific aggregations combined level.

Implementing records management metadata in an organizational and systems environment involves a variety of choices that are determined by the organizational environment, existing systems, and records management

Determined by reasonable requirements.

This document further explains the core concepts of the file management metadata scheme based on the basic principles of ISO 23081-1:2017.

explanation, and provides practical guidance for developing and building a file management metadata solution from an organizational perspective. Finally, this document also discusses long-term implementation and

Issues related to managing metadata.

Information and document document (archives) management metadata

Part 2. Conceptualization and Implementation

1 Scope

This document establishes a framework for defining metadata elements while following the principles and implementation points stated in ISO 23081-1:2017.

s frame. The purpose of this framework is to.

a) Contribute to the standardized description of documents and their associated key contextual entities;

- b) Establish a common understanding of fixed-level information in files to promote interoperability of files and file-related information between organizational systems;
- c) Contribute to the reuse and standardization of document management metadata across time, space and application domains.

To facilitate the implementation of records management metadata, this document further clarifies key decision points that need to be addressed and recorded. The purpose is to.

---Clear the problems that need to be solved in the implementation of file management metadata;

---Clear and clarify multiple options for solving the problem;

---Clear the various paths for decision-making and selection during the document management metadata implementation process.

2 Normative reference documents

The contents of the following documents constitute essential provisions of this document through normative references in the text. Among them, the dated quotations

For undated referenced documents, only the latest version (including all amendments) applies to this document.

document.

GB/T 26162-2021 Information and documentation (archives) management concepts and principles (ISO 15489-1.2016, IDT)

ISO /IEC 11179-1 Information technology metadata registration system (MDR) Part 1.Framework (Information

Note. GB/T 18391.1-2009 Information technology metadata registration system (MDR) Part 1.Framework (ISO /IEC 11179-1.2004, IDT)

ISO 23081-1.2017 Information and documentation document management process document metadata Part 1.Principles (Information and

Note. GB/T 26163.1-2010 Information and documentation document management process document metadata Part 1.Principles (ISO 23081-1.2006, IDT)

Note. GB/T 34110-2017 Information and documentation management system foundation and terminology (ISO 30300.2011, IDT)

3 Terms and definitions

The terms and definitions defined in ISO 23081-1.2017, ISO /IEC 11179-1 and ISO 30300 apply to this document.