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

GB/T 33716.1-2017

**Electronic archiving -- Part 1: Specification concerning the
design and the operation of an information system for
electronic information preservation**

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Foreword

GB/T 33716 "electronic archives" includes the following sections.

- Part 1. Specification for the preservation and design of electronic information for information systems;

This part is part 1 of GB/T 33716.

This part is drafted in accordance with the rules given in GB/T 1.1-2009.

This part uses the translation method equivalent to ISO 14641-1..2012 "Electronic archiving Part 1. For the preservation of electronic information for information systems

Design and operation of the specification "(English version).

In this part of the normative reference to the international documents have a consistent correspondence between the following documents.

Code for the selection of image compression methods for electronic imaging documents (ISO /T R12033..2001, IDT); GB /Z19736-2005.

GB/T 20493.1-2006 Electronic imaging office documents - Test specimens for black and white scanning - Part 1. Characteristics

(ISO 12653-1..2000, IDT);

GB/T 20493.2-2006 Electronic imaging office documents - Test specimens for black and white scanning - Part 2. Methods of use

(ISO 12653-2..2000, IDT);

GB/T 2828 (all parts) Counting inspection procedures [ISO 2859 (all parts)].

This part of the National Documentary Imaging Technology Standardization Technical Committee (SAC/TC86) proposed and centralized.

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Introduction

Organizing organizations to receive or send electronic documents is a very important business activity in daily work. To meet business, law, or management

It is important that all or part of the electronic documentation be properly stored in a secure information system designed for operation and archiving.

The security information system will address the following issues for the organization.

- a) optimize the preservation, archiving and completeness of long-term storage of electronic documents;
- b) providing information retrieval facilities;
- c) ensure that electronic documents are easy to access and use.

This section is intended to provide a framework for the organization to describe how the archives implement electronic information systems management documentation

Surgery Combining the unit-related file policies, this section describes the specifications and operational procedures for system design.

These specifications ensure that all documents managed by the system during the storage are true of the original document when they are captured, stored, retrieved, and utilized

Real reproduction. "True reproduction" means that the presentation document is consistent with the source document when entering the information system based on the accuracy and integrity criteria and

And maintain this consistency throughout the preservation period.

This section considers the use of three file storage media. physical WORM, logical WORM, and rewritable media. Physical WORM,

The file integrity on logical WORM media is guaranteed by the WORM solution's own attributes. On rewritable media, the integrity is made by

Similar to the encryption technology to ensure that, in particular, check algorithm, hash function, date and time stamp or digital signature technology. Under any condition,

Should follow the relevant procedures.

Depending on the type of different archived documents, other professional standards associated with this may be supplemented by this section.

For electronic information management, this section provides specific and complementary definitions highlighted in other standards or specifications, which are intended to address

The implementation issues in his documentation include.

--- ISO /T R15801 document management electronic information storage authenticity reliability recommendations;

--- ISO 15489 (all parts) Information and document management;

--- MoReq2 general requirements for electronic document management (specify the organization, control the life of archived information to ensure that its

Evidence of effectiveness and reflect the history of business);

--- ISO 14721 Spatial data and information transmission system Open file information system (OAIS) Reference model (described the preservation of electricity

Sub-data of the open system features).

In this part of the reference, with the international standards have a consistent relationship between the Chinese documents to replace the international standards.

Micrographics - Vocabulary - Part 8. Application (ISO 6196-8..1998, MOD); GB/T 6159.8-2003;

--- GB /Z26822-2011 document management electronic information storage authenticity reliability recommendations (ISO /T R15801..2009,

IDT);

Information and documentation - Part 1. General principles (ISO 15489-1..2001, IDT) GB/T 26162.1-2010.

Appendix A, Appendix B and Appendix C are informative.

Electronic archiving Part 1. To save electronic information

Designation and operation of information systems

1 Scope

This part of GB/T 33716 provides a series of technical specifications and organizational policies for the capture, storage and use of electronic documentation.

The readability, completeness, and traceability of the document during the retention period.

This section applies to the following electronic documents.

--- scan original paper or microfilm documents;

--- convert analog sound or image content;

--- native documents generated by the application of information systems;

- generate other sources of digital content such as 2D, 3D maps, sketches or designs, digital audio/video and electronic medical images.

This section does not apply to information systems that users still have the ability to replace or change documents after capturing documents.

This section applies to the following users.

a) The organization that implements the information system needs to meet the following requirements.

1) scan the captured electronic files are kept in an environment that ensures the accuracy of the original and long-term preservation;

2) native digital documents are kept in an environment that ensures the integrity of information content and document readability;

3) Ensure that all operations related to electronic documentation are trackable.

b) the organization providing information technology services and the software that seeks to develop information systems to ensure the accuracy and completeness of electronic documentation

announcer.

c) an organization that provides a third-party document archiving service.

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.

ISO 2859 (all parts) Count Sampling Inspection Procedure
(Samplingproceduresforinspectionbyattributes)

ISO 8601 data element and exchange format information exchange date and time
representation (Dataelementsand

interchangeformats-Informationinterchange-Representationofdatesandtimes)

ISO /T R12033 Document Management Electronic Imaging Document Image Compression
Method Selection Guide (Documentmanagement-

Electronicimaging-Guidancefortheselectionofdocumentimagecompressionmethods)

ISO 12653-1 Electronic imaging office documents - Test specimens for black and white