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

GB/T 34110-2025

Replacing GB/T 34110-2017

**Information and documentation - Records management - Core
concepts and vocabulary**

信息与文献 文件（档案）管理 核心概念与术语

(English Translation)

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

This document replaces GB/T 34110-2017 "Information and Documentation Management System Fundamentals and Vocabulary" and GB/T 34110-Compared with 2017, in addition to structural adjustments and editorial changes, the main technical changes are as follows.

--- Deleted the foundation of the document management system (see Chapter 2 of the 2017 edition);

--- Added terms and definitions such as "activity", "responsible person", "audit" and "access control" (see 3.1.2, 3.1.3, 3.1.4 and 3.4.1);

--- Changed the definitions of "accountability", "organization", "top management" and "assets" (see 3.1.1, 3.1.19, 3.1.27, 3.2.1, 2017 edition) 3.2.1, 3.2.3, 3.2.5, 3.1.2);

--- Deleted the terms and definitions such as "archive", "document (noun)" and "certificate document" (see 3.1.1 of the 2017 edition);

--- Changed Chapter 3 (see 3.1 to 3.6, 3.1 to 3.4 of the 2017 edition).

This document is equivalent to ISO 30300:2020 "Core concepts and terminology for information and documentation (archives) management".

0.1 General

A vocabulary is a "dictionary of terms containing names and definitions from one or more fields or topics" (see ISO 1087:2019).

This document provides a vocabulary for the field of record management, which defines the core concepts in the field of record management and is a reference for ISO/TC46/SC11 it provides a consensus basis for the formulation and revision of standards within the scope.

1)

1) According to the actual situation of archival work in China, "records" is translated into "documents", which is equivalent to the documents and archives of government agencies or organizations in the Chinese context (excluding Archives (archives) in the archives collection) use "documents (archives)" in the title to facilitate retrieval and maintenance. "records" in the international standard of document (archive) management system the original intention is to maintain the consistency of the use of national standards that have been adopted and to promote their wider application.

Clear, consistent and coherent standards require clear, consistent and coherent terminology. This document follows ISO/TC37 for terminology standardization the rules and guidance provided by ISO 704 can increase the understanding of readers who are not familiar with terminology.

This document is intended to provide the most relevant definitions of concepts used in the field of record management for ISO/TC46/SC11 standard developers.

It is intended to be used by users of the standard and interested parties to provide a clear understanding of records management concepts expressed through consistent terminology and definitions.

The terms and definitions in this document are formulated within a conceptual framework. A concept is a unit of knowledge constructed through a unique combination of characteristics.

The concepts are organized according to the conceptual relationships in the concept system. The concept system is presented in a conceptual diagram. A concept in a specific field is represented by A term that indicates that a concept is not necessarily limited to a specific language, but is influenced by social or cultural backgrounds, which often leads to different classifications.

This document describes the core concepts of file management used in the ISO/TC46/SC11 standard and the core concepts diagram in Appendix A.

The relationship between concepts and practices promotes a consistent understanding of concepts across languages and cultures.

The concepts identified in the domain and expressed in the diagrams of Appendix A are grouped. Figure 1 is an overview diagram showing the sub-diagrams of Appendix A and the sub-diagrams of Chapter 3.

The mapping relationship of the items.

Figure 1 Mapping of core concepts and their relationships in Chapter 3 and Appendix A

NOTE A.2 explains the meaning of the diagrams used for concept relationships.

To facilitate searching for specific terms, an alphabetical index is provided at the end of this document.

0.2 Background

The terms and definitions in this document are based on the concept system of GB/T 34110-2017, and add the concepts in GB/T 26162-2021.

This document is also a vocabulary standard for the ISO document management system series. Therefore, it includes the 2019 version of the ISO/IEC Directive No. 1 Part. All core terms and their definitions in Appendix L of ISO Supplementary Part ISO Special Procedures. In addition, this document also includes the relevant Terms and definitions related to core concepts in the field of records management used in the standard.

This document is not intended to be a complete glossary of terms used in the field of records management, nor is it a complete glossary of ISO/TC46/SC11 standards.

Exchange table.

0.3 How to apply the terms and definitions in this document

Any revision of an existing ISO/TC46/SC11 standard shall adopt the terms and definitions in this document.

Before a full revision cycle of the standard, if there are duplicate or conflicting definitions in other ISO/TC46/SC11 standards, the definitions in this document shall prevail.

The definition of is subject to.

When developing a new standard or revising an existing standard, additional terms and definitions may be added to the standard as necessary.

New notes to existing terms may be added to meet specific purposes or interpretations. In both cases, in addition to the reference to ISO 30300, the new definitions can be Included in Chapter 3 of this document.

In future revisions of this document, new terms and definitions added to the ISO/TC46/SC11 standard will be considered.

Information and document (archive) management Core concepts and terminology

1 Scope

This document contains terms and definitions related to the core concepts in the field of record management.

Definition of new terms in the standard.

2 Normative references

This document has no normative references.

3 Terms and definitions

The terminology databases used for standardization maintained by ISO and IEC are located at.

3.1 Terms related to organizational concepts

3.1.1

Accountability

accountability of an organization (3.1.19) to its management, legal department and other interested parties (3.1.13) for its decisions and activities

[Source. ISO 26000:2010, 2.1, Modification-Change "state" to "condition" and reword to Better understanding] 3.1.2 activity tasks performed by an organization (3.1.19) 3.1.3 Responsible agent individual or group responsible for or involved in a documentation process (3.4.13)

NOTE A technology tool (e.g., software application) is considered a responsible person when it replaces an individual or workgroup that routinely performs the documented process.

3.1.4

Audit

a systematic, independent and demonstrable process (3.1.23) for obtaining audit evidence (3.2.6) and evaluating it objectively to determine its the extent to which the audit criteria are met.

Note 1 to entry. An audit can be an internal audit (first party) or an external audit (second or third party), or a comprehensive audit (combining two or more criteria).

Note 2 to entry. Internal audits can be conducted by the organization itself or by an external third party.