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

GB/T 34112-2022

**Information and documentation - Management systems for
records - Requirements**

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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 of Standardization Documents"

drafted.

GB/T 41207 "Information and Documentation (Archives) Management System Implementation Guide", GB/T 34112 "Information and Documentation

(Archives) Management System Requirements" and GB/T 34110 "Information and Documentation Management System Fundamentals and Terminology" together constitute the supporting document.

A series of national standards for document management. 1)

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

Archives Collection Archives), the title uses "documents (archives)", which is convenient for retrieval and maintenance of "records" in the series of international standards for document (archives) management.

The original intention is to maintain the consistency of the use of national standards that have been adopted and to promote wider application.

This document replaces GB/T 34112-2017 "Information and Documentation Document Management System Requirements", and is consistent with GB/T 34112-2017

In addition to structural adjustments and editorial changes, the main technical changes are as follows.

- Changed terms and definitions (see Chapter 3, Chapter 3 of the.2017 edition);
- Increase the technical background in the internal factors of the organizational environment (see 4.1.1);
- Added document requirements (see 4.1.2);
- Added document management system requirements (see 4.4);
- Changed two commitments of top management in 5.1 (see 5.1, 5.1 of the.2017 edition);
- Changed the "design of the file process" to "determine the created file" (see 8.2, 8.2 of the.2017 edition);
- Changed "Implementation of file systems" and added content on the design and implementation of file processes and file controls (see 8.3,.2017 version 8.3);
- Changed "process and control" to "operation requirements of file process, file control and file system", and changed some contents (see Appendix A, Appendix A of the.2017 edition);
- Delete the "correspondence between GB/T 19001, GB/T 24001, GB/T 22080 and GB/T 34112-2017" and "Self-assessment"

Evaluation Checklist" (see Appendix B, Appendix C of the.2017 edition).

This document is equivalent to ISO 30301.2019 "Information and Documentation Documents (Archives) Management System Requirements".

Please note that some content of this document may be patented. The issuing agency of this document assumes no responsibility for identifying patents.

0.1 General

The success of an organization primarily depends on the implementation and maintenance of a management system to continuously improve performance and meet the needs of all stakeholders.

A management system provides a methodology for making decisions and managing resources to achieve organizational goals.

The creation and management of documents is an integral part of any organizational activity, business process and information system and can improve business effectiveness, strengthen

Accountability, risk management, and business continuity enable organizations to capitalize on information resources as strategic assets, which are conducive to the preservation of set body memory and meet the challenges brought by the globalization and digital environment. The term "document" in this document is equivalent to the organ or organization in the Chinese context

Organised documents and archives (excluding archives holdings archives).

Note. The term "operations" referred to in this document can be understood broadly as activities that are central to the purpose of the organization.

0.2 Management system

In an organizational environment that encourages good business practices, Management System Standards (MSS) provide top management with systematic, measurable

A tool to govern an organization.

Document management system standard designed to help organizations of all types and sizes, or groups of organizations with common business activities, to implement, operate and

Improve an effective document management system (MSR). The document management system guides and controls the organization to formulate and achieve document policies and objectives.

to achieve the above objectives through the following measures.

- Clarify positions and responsibilities;
- systematic process;
- measurement and evaluation;
- Review and improve.

Based on the organization's requirements for the reasonable implementation of document policies and objectives, to ensure that evidence formed by business activities and relevant authoritative and reliable information are available

Create and manage efficiently, and make it available to those in need when they need it. Successful implementation of the documentation policy and objectives enables documentation and documentation

The software system appropriately meets the overall purpose of the organization.

Implementing a document management system within the organization also helps ensure transparency and traceability of decisions made through accountable management

and clearly define accountability.

0.3 Relationship to other document standards

The document management system standard is completed under the management system standard framework, is compatible with other management system standards, and uses the same

elements and methodology. GB/T 26162.1 and other document management standards and technical reports are designed, implemented, monitored and improved document

Process and its control are the most important tools, these tools in the document management system method when the organization decides to implement the management system standard methodology

run.

Note. GB/T 26162.1 is the basic standard for best practices in document management.

The structure of the document management system standard and the products related to the implementation of the document process and control is shown in Figure 1.

in the making.

Note. The titles of some product and technical reports are subject to change when revised. Headings in the figures above indicate topics or areas and are not published standards and technical reports

The full official title of. The latest illustrations of the new products are available at. <https://committee.iso.org/home/tc46sc11>.

Figure 1 Document management system standards and related international standards and technical reports

0.4 Document management system standard family

The document management system family of standards is used to support the work of.

a) top management who decides to establish and implement the management system within the organization;

b) Persons responsible for implementing the document management system, such as professionals in the fields of risk management, auditing, document management, information technology and information security

personnel.

The process approach incorporated into the document management system emphasizes the importance of.