

ICS 01.140.20

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

GB/T 34840.1-2017

**Information and documentation -- Principles and functional
requirements for records in electronic office environments --
Part 1: Overview and statement of principles**

信息与文献 电子办公环境中文件管理原则与功能要求 第1部分：概述和原则
(English Translation)

Issued on: November 1, 2017

Implemented on: February 1, 2018

**Issued by: General Administration of Quality Supervision, Inspection and
Quarantine of the People's Republic of China, Standardization
Administration of the People's Republic of China**

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Foreword

GB/T 34840 "Information and Documentation e-office document management principles and functional requirements" is divided into the following three sections.

- Part 1. Overview and principles;
- Part 2. Digital document management system guidelines and functional requirements;
- Part 3. Document management guidelines and functional requirements in business systems.

This section GB/T 34840 Part 1.

This section drafted in accordance with GB/T 1.1-2009 given rules.

This section uses the redrafted law Amendment uses ISO 16175-1:2010 "Information and Documentation Electronic documents management principles in the office environment and Functional Requirements Part 1. Overview and Principles. " this section made some

editorial changes.

--- The ISO 16175-1:2010 1.1 "Scope and purpose", 1.2 "Applicable object" For all parts of GB/T 34840 the introduction of this part of the "Introduction", in addition to the first chapter for this section "range"; will be ISO 16175-1:2010 1.3 Moved to this section's "2 Normative references";

--- Adjust ISO 1.475-1:2010 1.4 for this section "Appendix A (Informative) GB/T 34840 standard architecture and instructions for use";

--- Chapter 6 of ISO 16175-1:2010 readjustment to "3 Terms and Definitions" in this section;

--- Chapter 5 of ISO 16175-1:2010 readjusted to this part of the "Appendix B (informative) GB/T 34840 reference and Assessment of other functional requirements";

--- Added references, the 3.1,3.15 Note and Appendix B cited references in the literature.

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

This part of the drafting unit. Renmin University of China Institute of Information Resources, Nanjing People's Liberation Army Political College, the National Archives.

Introduction

The International Archives Board has developed functional specifications for a variety of document management software. In 2006, the International Archives Board agreed unanimously There are different countries and regions on the basis of proprietary technology, put forward a set of mutual matching, common document management functions and requirements, and make it consistent ISO 15489 requirements. Hope this set of guidelines and functional requirements for countries that are developing or looking to adopt their own norms, regions or agencies it is helpful to understand and update the related standards in the early stage. This set of functional requirements include a total of three parts, both for the development of electricity Sub-file management software to provide a reference, but also for the file management capabilities into the common business information systems and business-specific systems to provide help it can also be used by private sector organizations (such as multinational corporations) as independent tools.

In the context of the above, the International Archives Council developed the "electronic office documents management principles and functional requirements" by the International Standardization Organize the 46th Technical Committee (ISO/TC46, Information and Documentation Technical Committee) 11 chapters (SC11, Archives and Document Management Branch) mining Satisfied, become ISO 16175.

In order to standardize the electronic documents in our office environment, file management, file work, archives work in line with international standards, special ISO

16175 into GB/T 34840.

GB/T 34840 is designed to determine principles and functional requirements for software used to generate and manage electronic documents in an electronic office environment, File management related functions pre-installed into the file management system. The purpose of the standard is.

- Promote institutions at all levels to better manage the documents;
- To support the business needs of the organization by improving operational efficiency and efficiency;
- Enhance the ability to support audit activities by automating the application of document management capabilities;
- Enhance compliance with various information laws and regulations (such as data protection and privacy) under the statutory obligations of the ability;
- Guarantee good governance (through, for example, accountability, transparency and enhanced service delivery) through quality document management;
- Through the promotion of the main principles and norms to comprehensively improve the general awareness of the ability of document management automation;
- Achieve the relevant document management capabilities require convergence in different countries and regions, to achieve the greatest degree of coordination, making the world File, file, information management and software supplier groups communicate in the same language.

GB/T 34840 mainly focuses on the generation and management of electronic documents, but also provides guidance on the long-term preservation of digital files. However, how Long-term preservation is not within the scope of GB/T 34840. GB/T 34840 does not include detailed implementation guidelines, nor does it include specific soft Test cases or templates.

GB/T 34840 mainly applies to the following four categories of objects.

- Software Developers and Sellers --- Including non-document management software developers and vendors, the standard can be used as assessment text Common benchmarks for managing compliance
- National, industry and local standards makers --- three parts can be used as a benchmark for freshmen standards can also be used as a Estimates already have the basis for electronic document management standards;
- Government agencies rely on and rely on the integration of automated document management capabilities to enable all business functions to be assessed and facilitated;
- Private sector --- three parts to facilitate the private sector electronic documents into the

management of automated operations.

Information and Documentation Electronic Document Management in Office Environment
Principles and functional requirements Part 1. Overview and principles

1 Scope

This section GB/T 34840 specifies the general principles and implementation of document management in the electronic office environment.

This section applies to state agencies, social groups, enterprises and institutions, national, industry and local standards makers, software developers and sales Vendor.

2 Normative references

The following documents for the application of this document is essential. For dated references, only the dated version applies to this article Pieces. For undated references, the latest edition (including all amendments) applies to this document.

GB/T 26162.1-2010 Information and documentation management Part 1. General (ISO 15489-1:2001, IDT) Information and documentation - Document management process Documentation Metadata Part 1. Principles (ISO 23081-1.

2006, IDT)

3 Terms and definitions

The following terms and definitions apply to this document.

Archives

Information formed or received by individuals, families, or institutions in the course of handling public or private affairs, as they have lasting value or as Preserved by evangelists in the performance of their duties, especially in accordance with the source principle, the original order and the implementation of centralized management; Long-term preservation document.

Note: This definition is different from the definition in the field of information technology. In the field of information technology refers to "a copy of one or more files or a copy of the database, save Down for future reference, or for data recovery in the event of a loss or loss of raw data. "[IBM Computer Dictionary, New York. McGraw-Hill Seoul Publishing Company, 1994.30] 3.2 Archival agency archivalauthority Responsible for the selection, collection, preservation and availability of files, and approved the destruction of non-preserved value of the documents units, departments.

Note: Also known as the file department.

Business solution businesscase Structured proposals for decision making by institutional