

ICS 01.140.20
CCS A 14



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

GB/T 34840.2-2017

**Information and documentation -- Principles and functional requirements for
records in electronic office environments -- Part 2: Guidelines and functional
requirements for digital records management systems**

信息与文献 电子办公环境中文件管理原则与功能要求 第2部分：数字文件管理系
统指南与功能要求

(English Translation)

Issued on: December 29, 2017

Implemented on: April 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 "Document Management Principles and Functional Requirements in Electronic Office Environment for Information and Documentation" is divided into the following three parts.

--- Part 1. Overview and principles;

--- Part 2. Guidelines and functional requirements for digital document management systems;

--- Part 3. Document Management Guidelines and Functional Requirements in Business Systems.

This part is part 2 of GB/T 34840.

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

This section uses the redrafted law to amend the ISO 16175-2:2011 "Information and Document Management Principles in Electronic Office Environment and Functional Requirements - Part 2. Guidance and Functional Requirements for Digital Document Management Systems.

Regarding normative references, this section made adjustments with technical differences to meet the technical conditions in China. Specific adjustments are as follows.

--- Use of GB/T 34840.3-2017 modified to adopt international standards instead of ISO 16175-3:2010 (see Chapter 1);

--- Added GB/T 13190.1-2015 "Information and Documentation Thesaurus and Interoperability with Other Word Lists Part 1. For Letters Search thesaurus" (see 5.4.1);

--- Increase GB/T 29194-2012 "Electronic Document Management System General Functional Requirements" (see Appendix B).

This section made the following editorial changes.

--- Edited citations and examples;

--- Added a mapping table of Chapter 5 "Functional Requirements" and GB/T 29194-2012 related content, as Appendix B of this section.

This part is proposed and managed by the National Standardization Technical Committee for Information and Documentation (SAC/TC4).

Introduction

Effective management of documents and related information is the basis for the normal operation of the organization, supporting business activities and providing effective information services.

A safeguard mechanism that guarantees that institutions can verify their decisions and activities and preserve institutional memory. Good file management is the success of your business Way.

The digital file management system helps.

- Improve efficiency - Provide information at all times in response to decisions and operational activities;
- Reasonable use of funds - achieved through the timely disposal of non-current documents

(files);

- Accountability - achieved through the generation of complete and authoritative documents in business activities;
- Compliance - achieved by demonstrating that legal requirements have been met;
- Reducing risks - By controlling the illegal loss or destruction of documents, improper or unauthorized use of risks can be achieved.

The basic principle of this section is to distinguish between business systems (or business information systems) and digital (or electronic) document management systems. Business system Data is constantly updated (dynamic), can be converted (operable), contains only real-time data (non-redundant). In contrast, digital file management systems the data is non-dynamically associated (cured), unchangeable (non-changeable), and non-real-time (redundant). Therefore, the business department the system is beyond the scope of this part (see GB/T 34840.3-2017 "Information and Document Management Principles in Electronic Office Environment") and functional requirements - Part 3. Guidelines and functional requirements for document management in business systems").

Files in the digital document management system can be reused in the context of new business activities. New metadata will be used continuously in the document.

Cheng Zhong constantly added. In view of this, the files in the digital file management system are still dynamic. Digital file management system is a file system , structured management provides the technical foundation; this system associates digital files and non-digital files with business activities and retains past activities.

File, and always solidify the content and structure of the file. Files managed by the digital file management system can use many different types of storage the vector and format are managed in the form of a mixed-file aggregate containing both digital and non-digital elements.

This section elaborates on the functional requirements of a complete set of digital document management systems and is applicable to managing the generation and storage on different carriers.

file. Digital objects generated by email, word processing, spreadsheets, and image applications that confirm business value (such as text Parts and static and dynamic images) shall be managed in a digital document management system that complies with the requirements of this part. Its functional requirements are designed to.

- Explain the process and management requirements for identifying and managing documents in digital document management systems;
- Provide file management function requirements that incorporate design specifications when building, upgrading, or purchasing digital file management systems;

- Provide reference for functional requirements of document management that should be understood when selecting commercially available off-the-shelf digital document management systems;
- Audit file management functions or assess compliance with existing digital file management systems.

Information and Documentation Document Management in an Electronic Office Environment Principles and Functional Requirements Part 2. Digital Files Management System Guides and Functional Requirements

1 Scope

This part of GB/T 34840 specifies the development guidelines and functions of the digital file (electronic file) management system in the electronic office environment.

begging. The scope covered in this section is limited to products commonly referred to as "electronic document management systems" or "enterprise content management systems," using terms "Digital file management system" refers to a software application with file management as its main function. For texts that are still used and saved in business systems the requirements for management functions are not included in this section (see GB/T 34840.3-2017, Information and Documentation, Electronic Office Environment, documents Management Principles and Functional Requirements - Part 3. Document Management Guidelines and Functional Requirements in Business Systems").

This section does not include non-document management functional requirements, such as general system management and design requirements. Does not include all applications There are functional requirements, such as requirements for performance, scalability, and availability. Assume that the applicable objects in this section already understand design rules this process is no longer covered in this section. At the same time, although this section does not include non-document management functions, it can Learn about its importance by using the high-level model in Section 4.2 "Function Requirements Framework".

The long-term storage of digital files is not within the scope of this section. The topic needs to be in a dedicated digital custody or "digital archive" box the framework will be further elaborated. The factors that digital storage considers often exceed the system's lifespan and are independent of the system, so planning for a specific migration these considerations need to be evaluated when considering the conversion plan. In any case, it is necessary to strengthen the preservation of files in accordance with the prescribed storage period.

Knowledge of survival. In the implementation of functional requirements also need to consider the file format may be outdated problems.