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

GB/T 34840.3-2017

**Information and documentation -- Principles and functional requirements for
records in electronic office environments -- Part 3: Guidelines and functional
requirements for records in business 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3部分：业务系统中文件
管理指南与功能要求

(English Translation)

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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 3 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 16175-3:2010 "Information and Document Management Principles in the Electronic Office Environment and Functional Requirements - Part 3. Guidelines and Functional Requirements for Document Management in Business Systems.

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

--- Instead of ISO 16175-2:2011, MOD (see 5.2.1) is replaced by GB/T 34840.2-2017 modified with international standards.

This standard has made some editorial changes.

--- Move the content of 1.1 in Chapter 1 "Introduction" of ISO 16175-3:2010 to "1 Scope" in this section, and move the contents of 1.3 to this Part Divide "2 normative references" and move the contents of 1.4 to "3 Terms and Definitions" in this section;

--- The editorial processing and deletion of citations and examples have mainly removed notes 5, 8, 9, 10, 11, 13, 17, 22 in the original text.

68, 71;

--- Some adjustments were made to the document structure. Chapters 2 and 3 of the manuscript were changed to Chapters 4 and 5 of this section, respectively.

And added an overview in Chapters 4 and 5 respectively;

--- Include the two references cited in Appendix A in the reference.

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

Introduction

Institutions use business systems to automate business activities and transaction processing. Increasingly generated and retained digital information in business systems the only evidence or process record for the business process, but the business system is not designed to preserve the evidence, if there is no retained business activity in the system the evidence is that the institution will be at risk and it will most likely fail to meet the needs of the judiciary, accountability, business, and industry expectations.

The business system is dynamic and operational, how to capture content-cured files from it,

and constantly maintains its authenticity, reliability, availability and integrity are the challenges faced by organizations; if institutions cannot obtain the true documents or all valuable documents formed in the business system, this it will expose organizations to major risks of mismanagement, inefficiency, or improper spending.

More and more organizations use business systems. This section is dedicated to solving the problem that organizations cannot capture all files in the business system.

The file management is missing.

This section provides guidelines for organizations to identify files that should be archived in business systems and provide archived management of files as required.

The file management function in the service system provides a set of general requirements. The purpose is to.

- Helping organizations understand the management requirements of digital documents;
- Assist institutions to improve digital document management;
- Define the basic functions of document management in business systems, reduce duplication of effort and reduce costs;
- Provide software vendors with more standardized document management requirements.

This section aims to properly identify and manage the documents in the business system that reflect evidence of business activities and help organizations.

- understand the process and requirements for identifying and managing documents in business systems;
- In the construction, upgrade or purchase of business systems, clearly document management functional requirements should be incorporated into the system design specification;
- Assessing document management functions in off-the-shelf business systems to be customized or marketed;
- Audit file management functions or assess compliance with existing business systems.

Considering the specific applicable objects in this section, the use of special terminology specific to digital document management has been minimized. Where necessary to use such terms, see Appendix A Glossary. Some of the terms are listed in the "3 Terms and Definitions" chapter.

Although the guidelines provided in this section apply to file management in a service-oriented architecture, highly integrated software environment, for such systems the details of the implementation plan will not be elaborated. The principles and procedures proposed in this section also apply to such environments, but further points need to be

made.

Analysis to determine which processes and data constitute, which multisystems to cross, and the evidence or documentation required for a particular transaction, What is the file?

The term "system" used in this section refers to the computer information technology system. In contrast, in the field of document management, the term "system" the solution also includes broader aspects such as people, policies, procedures and practical applications. To ensure that the documents in the business system are properly Management, the organization needs to consider the above-mentioned broader aspects and ensure the most basic auxiliary tools for document management (such as custodial disposal schedules, letters, Information security classification and document management systems are all in place. The custodial disposal schedule referred to in this article refers to a formal instrumental document for Defining the storage period and subsequent disposal authority and operation of various types of documents contained in the table.

Information and Documentation in Electronic Office Environment Documents Management Principles and Functional Requirements Part 3.

Document Management Guidelines and Functional Requirements in Business Systems

1 Scope

This part of GB/T 34840 specifies the document management guidelines and functional requirements for business systems in the electronic office environment. This section only explains the document management requirements do not include general requirements for information system management, such as availability, report generation, retrieval, system management, and system performance.

System design requirements are not part of this section. Assume that system implementers have a certain degree of system design specification, procurement, and assessment processes the level of knowledge, and therefore the content associated with it, is not detailed.

This section also does not elaborate on the long-term preservation requirements for digital files. However, it does include the permission to export files to a long-term preservation.

In a functional system, or continuously transferring files to a new system, etc., they are saved by exporting.

This section is not a complete set of specifications. It mainly addresses the core functional requirements and recommended aspects of document management at the initial stage of system development.

Summarization and so on are outlined. Institutions still need to develop their business systems based on their business, technology and country, industry or local environment