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

GB/T 41207-2025

Replacing GB/T 41207-2021

**Information and documentation - Management systems for
records - Guidelines for implementation**

信息与文献 文件（档案）管理体系 实施指南

(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 is consistent with the "Information and Documentation (Archives) Management System Requirements" and the "Information and Documentation (Archives) Management System Basics".

Fundamentals and Terminology together constitute a series of national standards supporting document management.

This document replaces GB/T 41207-2021 "Information and Documentation (Archives) Management System Implementation Guidelines" and GB/T 41207-Compared with 2021, in addition to structural adjustments and editorial changes, the main technical changes are as follows.

- Changed the content of "Organizational Environment" and subdivided it into "Understanding the Organization and Its Environment", "Understanding the Needs and Expectations of Stakeholders", and "Determining Scope of the MSR" and "Document Management System" (see Chapter 4, Chapter 4 of the 2021 edition);
- Changed the content of "Leadership and Commitment" and added the content of top management leadership and commitment (see 5.1, 5.1 of the 2021 edition);
- Changed the content of "Organizational positions, responsibilities and authorities" and added the content of the responsibilities and authorities of the top management (see 5.3, 5.3.1, 5.3.2, and 5.3.3 of the 2021 edition);
- Changed the content of "Document Management Objectives and Implementation Plan" and added document management objective input elements (see 6.2, 2021 edition) 6.2);
- Added the content of "formation and update" in "certificate information" (see 7.5.2);
- Changed the content of "Operation Plan and Control", "Content of Operation Plan and Control", "Determine the Formed Documents", "Document Processing" and other related documents.

Specific management content of "design and implementation of procedures, document control and documentation systems" (see 8.1, 8.2 and 8.3, 8.1 of the 2021 edition);

--- Changed the content of "Performance Evaluation" (see Chapter 9, Chapter 9 of the 2021 edition);

--- Deleted the content of "evaluation of the performance of the document process and document system, and the effectiveness of the document management system" (see 9.1.2 of the 2021 edition);

--- Changed "content system audit" to "internal audit" and changed the content (see 9.2, 9.2 of the 2021 edition);

--- Changed the content of "Management Review", deleted the input information of Management Review, changed the method and improvement of MSR Management Review Aspects (see 9.3, 9.3 of the 2021 edition);

--- Changed the content of "Non-conformities and Corrective Actions" and deleted some output results (see 10.1, 10.1 of the 2021 edition).

This document is modified to adopt ISO 30302:2022 "Guidelines for the implementation of information and documentation management systems".

Compared with ISO 30302:2022, this document has the following structural adjustments.

--- ISO 30302:2022 4.1.1 is subdivided into 4.1.1.1~4.1.1.6, 4.1.2 is subdivided into 4.1.2.1~4.1.2.7, 4.2 is subdivided into 4.2.1~4.2.4, 4.3 is subdivided into 4.3.1 and 4.3.2, and 4.4 is subdivided into 4.4.1 and 4.4.2;

--- In ISO 30302:2022, 5.1 is subdivided into 5.1.1 and 5.1.2, 5.2 is subdivided into 5.2.1 to 5.2.6, and 5.3 is subdivided into 5.3.1 to 5.3.3;

--- ISO 30302:2022, 6.1 is subdivided into 6.1.1~6.1.3, 6.2 is subdivided into 6.2.1~6.2.4;

--- ISO 30302:2022 7.1 is subdivided into 7.1.1, 7.1.2, 7.2 is subdivided into 7.2.1~7.2.6, 7.3 is subdivided into 7.3.1, 7.3.2, 7.4 is subdivided into 7.4.1~7.4.4, 7.5.1 is subdivided into 7.5.1.1, 7.5.1.2, 7.5.3 is subdivided into 7.5.3.1, 7.5.3.2;

--- In ISO 30302:2022, 8.1 is subdivided into 8.1.1 and 8.1.2, 8.2 is subdivided into 8.2.1 and 8.2.2, and 8.3 is subdivided into 8.3.1 and 8.3.2;

--- In ISO 30302:2022, 9.1 is subdivided into 9.1.1 to 9.1.5, 9.2 is subdivided into 9.2.1 to 9.2.3, and 9.3 is subdivided into 9.3.1 to 9.3.5;

--- In ISO 30302:2022, 10.1 is subdivided into 10.1.1 to 10.1.5, and 10.2 is subdivided into 10.2.1 to 10.2.3.

The technical differences between this document and ISO 30302:2022 and their reasons are as follows.

- Replaced ISO 30301 with the normative reference GB/T 34112-2022 to adapt to my country's technical conditions (see Chapter 1, Chapter 3, 4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 7.2, 7.5, 8.1, 8.2, 8.3, 9.1, 9.2, 9.3, 10.1, Appendix A);
- ISO 30300 has been replaced by the normative reference GB/T 34110 to adapt to my country's technical conditions (see Chapter 3);
- Deleted 4.1.2 "General regulations and case law" in ISO 30302:2022 "A range of laws on major issues specific to the organization" the content of "precedents" should be adapted to my country's technical conditions.

The following editorial changes have been made to this document.

- In order to coordinate with the existing standard system, the name of the standard is changed to "Guidelines for the Implementation of Information and Document (Archives) Management System";
- Incorporates the amendments to ISO 30302:2022/Amd1.2025. The outer margins of the clauses involved are indicated by vertical Double lines (||) are marked;
- Replaced ISO 15489-1 (see 4.1.2.1) and GB/T 19000-2016 with the informative reference GB/T 26162-2021 ISO 9001 has been replaced, GB/T 24001-2016 has replaced ISO 14001 (see 4.3.1), GB/T 22080-2016 has replaced ISO/IEC 27001 (see 4.3.1, 8.3.1), GB/T 27921-2023 replaced IEC 31010 (see 6.1.3), GB/Z 32002-2015 replaced ISO/T R26122 (see 8.2.1), GB/T 34840.1-2017 replaced ISO 16175-1 (see 8.3.1) and GB/T 19011-2021 replaced ISO 19011 (see 9.2.1) to adapt to my country's technology condition;
- Changed the example of "legal experts with diverse legal knowledge" in 4.2 of ISO 30302:2022 to "legal experts with diverse legal knowledge" and "legal experts with diverse legal knowledge" in multiple jurisdictions.

This is particularly important in organizations that have already developed technologies to adapt to my country's technical conditions.

- Changed 8.3 of ISO 30302:2022 to read. "For example, in some jurisdictions, common metadata schemes are essential for public sector the organization is mandatory" (see 8.3) to adapt to the technical conditions of our country.

Introduction

This document is intended to help users implement the document management system requirements set out in GB/T 34112-2022.

Specifies the records management system an organization needs to create and control information as evidence and assets.

The term "document" in this document is equivalent to the document of an agency or