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

**GB/T 42727-2023**

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**Archiving specification for electronic documents of government  
service item**

政务服务事项电子文件归档规范

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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: Please note that some contents of this document may refer to patents: The issuing agency of this document assumes no responsibility for identifying patents: This document is proposed and managed by the State Archives Bureau: This document is drafted by: Zhejiang Provincial Archives Bureau, Zhejiang Provincial Archives, Fujian Nanwei Software Co., Ltd: The main drafters of this document: Zheng Jinyue, Liang Shaohong, Wang Jinmiao, Xia Zhenhua, Chen Lin, Wang Dazhong, Lin Weihong, Weng Mei, Chen Guiming, Gao Le, Huang Wenfeng:

With the in-depth advancement of "Internet government services", government service implementation agencies have formed a large number of government services in the process of handling government services: electronic files: These electronic documents are an important part of national information resources, and have important credentials and long-term reference value: make policy It is a national standard for electronic file filing of government service items, which is used to guide government service implementation agencies at all levels to carry out electronic file filing of government service items: Archiving work is of great significance for standardizing the archiving and safe preservation of electronic documents for government service matters and safeguarding the legitimate rights and interests of all parties in society: Specifications for electronic filing of government service items

### 1 Scope

GB/T 42727-2023 specifies the archiving of the electronic documents produced by government service transactions. When a licence application, a registration or a benefit claim is handled entirely online, the file that must be kept for decades - and that may be the citizen's only evidence of what was decided - exists solely as data in the service platform, and platforms are replaced far more often than retention periods expire. Archiving therefore has to happen as part of the transaction rather than afterwards. The standard sets the general principles and requirements, the archiving functional requirements covering configuration, component organisation, inventory detection, the encapsulation of the archival information package, data exchange, and statistics and audit, and the archiving process itself from collection through organisation and inventory to transfer. It took effect on 1 December 2023.

This document specifies the electronic documents formed, processed, transmitted and stored through the government service matter handling system (referred to as government service matter Functional requirements for archiving of electronic documents, archiving process, content, structure, naming rules of the archived information package, metadata, storage format, data exchange requirements: This document is applicable to the electronic administrative power matters and public service matters formed in the government service matter handling system upon application: The archiving of documents, the archiving of electronic documents of administrative power matters such as administrative penalties and administrative inspections are used for reference:

## 2 Normative references

The contents of the following documents constitute the essential provisions of this document through normative references in the text: Among them, dated references For documents, only the version corresponding to the date is applicable to this document; for undated reference documents, the latest version (including all amendments) is applicable to this document:

GB/T 18894-2016 Specifications for Electronic Document Filing and Electronic Archives Management

GB/T 36905-2018 Technical Requirements for Electronic License Documents

GB/T 39554:1-2020 National Integrated Government Service Platform Government Service Items Basic Catalog and Implementation List Part

## 3 Terms and Definitions

The following terms and definitions apply to this document: 3:

1 The services provided by government departments and other organizations authorized or entrusted by them to exercise administrative powers and public service matters according to applications affairs: [Source: GB/T 39554:1-2020, 3:3] 3:

2 An information system used to handle government service matters (3:1): 3:

3 Electronic document electronicdocument In the process of performing their statutory duties or dealing with affairs, state agencies, social organizations or individuals form and manage information through electronic equipment such as computers Various records of information in digital format that are processed, transmitted and stored: Electronic documents are composed of content, structure, and background: [Source: GB/T 18894-2016, 3:1] 3:4 electronic records electronicrecords Electronic records (3:3) that have credential, reference and preservation value and are archived and preserved: