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

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**Information and documentation - Digital records conversion
and migration process**

信息与文献 数字文件（档案）转换和迁移过程
(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 is required.

This document is equivalent to ISO 13008:2022 "Information and documentation digital file (archive) conversion and migration processes".

The following editorial changes were made to this document.

Added "Note" to 4.2.2 a) and 6.5 respectively. -

Introduction

The "documents" mentioned in this document 1) are equivalent to the documents and archives of government agencies, units or organizations in the Chinese context.

With the continuous advancement of technology and the growing demand for long-term preservation, the preservation and management of digital files has become particularly important.

To ensure the authenticity, reliability, integrity and availability of records, organizations need to convert or migrate records stored in digital form.

At the same time, more and more organizations are exploring standardized procedures for conversion and migration.

This document aims to describe the requirements for digital file conversion and migration to guide organizations in maintaining the original digital files in practice.

It is important to note that not all organizations need to adopt all of the procedures recommended in this document. Instead, organizations may need to Selectively adopt appropriate procedures based on your own conversion or migration needs, risk tolerance and other factors.

Furthermore, it is recommended that the electronic records management information systems of the organizations have the functionality to support conversion and migration activities and to integrate these activities into the the content of this document is applicable to both temporary conversion or migration projects and long-term, ongoing projects.

Before implementing the transformation or migration work, key personnel, including the head of the organization and the specific implementation personnel, need to fully understand the document.

They need to comply with the principles related to the authenticity, reliability, integrity and availability of documents to ensure the authenticity, reliability, integrity and availability of

documents.

The content, context and structure of information are properly protected, thereby maintaining its validity as evidence of business activities.

1) According to the actual situation of archival work in China, "records" is translated into "documents", which is equivalent to the documents and archives of government agencies or organizations in the Chinese context (not including archives in archives), the title uses "documents (files)" for easy retrieval, and can maintain the international standards for document (file) management systems the original intention of "records" can also maintain the consistency of use of national standards that have been adopted and promote their wider application.

Information and Literature Digital file (archive) conversion and migration process

1 Scope

This document specifies the plans, requirements and procedures for the conversion and migration of digital records to maintain the integrity of business functions, processes, activities and transactions.

Authenticity, reliability, integrity and availability of digital files of evidence.

This document does not fully cover the following.

Backup system;-

Preservation of digital files;-Functions of trusted digital storage;-the process of converting analog formats to digital formats, and the process of converting digital formats to analog formats. -

2 Normative references

The contents of the following documents constitute the essential clauses of this document through normative references in this document.

For referenced documents without a date, only the version corresponding to that date applies to this document; for referenced documents without a date, the latest version (including all amendments) applies.

in this document.

ISO 30300 Information and documentation - Records management systems, fundamentals and terminology management-Core concepts and vocabulary) Note. GB/T 34110-2017 Information and Document Management System Fundamentals and Vocabulary (ISO 30300:2011, IDT)

3 Terms and definitions

For the purpose of this document, the terms and definitions defined in ISO 30300 and the following apply.

The URLs for terminology databases used for standardization maintained by ISO and IEC are as follows.

Access

The right, opportunity and means to find, use or retrieve information.

[Source. ISO 5127:2017, 3.11.1.01] 3.2 attribute A characteristic of an object or entity.

Note: Adapted from GB/T 18391.3-2009.

[Source. ISO 23081-1:2017, 3.3] 3.3 content information A set of information that contains part or all of a file's information as the original save target.

[Source. ISO 19165-1:2018, 3.6]