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

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**Information and documentation - Information governance -
Concept and principles**

信息与文献 信息治理 概念与原则

(English Translation)

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References

Foreword

This document complies with the provisions of GB/T 1.1-2020 "Standardization Work Guidelines Part 1: Structure and Drafting Rules of Standardization Documents".

Drafting.

This document adopts ISO 24143:2022 "Information and Documentation - Concepts and Principles of Information Governance".

The following minimal editorial changes have been made to this document.

---The URLs for the terminology databases maintained by ISO and IEC for standardization have been removed from the terminology and definitions section;

---The source of "3.2.1 Compliance" in the terms and definitions has been removed;

---Added informative Appendix NA, which lists commonly used terms and definitions in the field of information governance from relevant national standards, to facilitate accurate...

Master the concepts in the standards and apply them better in practice.

Please note that some content in this document may involve patents. The issuing organization of this document assumes no responsibility for identifying patents.

This document was proposed and is under the jurisdiction of the National Technical Committee on Information and Documentation Standardization (SAC/TC4).

Introduction

Information governance is a strategic framework for managing an organization's information assets, encompassing policies, processes, procedures, roles, and controls, and supporting...

Digital transformation involves business process changes, managing information risks, and improving operational systems. It is an important component of overall organizational governance.

This document provides guiding principles for the creation, use, maintenance, preservation, and disposal of information for an organization's stakeholders, aiming to ensure information governance.

The management process is efficient, compliant, safe, transparent, and with clearly defined responsibilities.

Information governance is an integral part of organizational governance, establishing

unified high-level principles and providing a framework for all information-related professionals.

A framework that enables people to collaborate effectively to support the achievement of the organization's mission and strategic goals. Information-related areas or behaviors include, but are not limited to, those mentioned above.

Limited to.

- Data Management;
- Information Management;
- Document (archive) management;
- Knowledge Management;
- Regulatory compliance;
- Digital storage;
- Information security;
- Organizational structure;
- Data protection;
- Open Data;
- Big Data;
- Artificial Intelligence (AI);
- Blockchain;
- Quality Management.

Information governance requirements must comply with relevant management system standards (MSS) such as ISO 9000, ISO/IEC 27000, and GB/T 34110-2025.

Maintain consistency and integrity.

Information governance is a strategic framework for managing information assets across an organization, with the aim of supporting the organization in achieving business success.

The results, and ensuring that all risks related to control and information are fully identified, as well as those that may affect the organization's operational capabilities and integrity.

Information governance includes, but is not limited to, policies, processes, procedures, roles, and controls established to meet legal, regulatory, risk, and operational requirements.

Governance provides an overall high-level framework.

- Align all information-related activities with the organization's mission and objectives, as

well as its business, legal, and social obligations;

---By integrating processes related to information guidance and control, we ensure comprehensive and systematic information processing;

---Supporting collaboration among stakeholders;

---This lays a high-level foundation for the management of information (regardless of its form, type, and format), and for education, training, and the development of professional competence.

Provide support to enhance information responsibility awareness, risk perception, and opportunity insight.

Information and Documentation Governance Concepts and Principles

1 Scope

This document establishes the concept and principles of information governance.

This document applies to the governance of an organization's past, present, and future information assets, and is applicable to organizations of all sizes and types, including public organizations.

And private organizations, government entities and non-profit organizations.

2 Normative references

This document has no normative references.

3 Terms and Definitions

The following terms and definitions apply to this document.

3.1 Information-related terminology

3.1.1

Authentic

authenticity

Information (3.1.3) has attributes that can be proven to be consistent with its main idea.

Note 1: Authenticity means that the information was created or sent by the entity that claims to have created or sent it, and was created or sent at the time claimed.

Note 2: Information is called true information when it can be proven to be consistent with its main point.