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

HJ/T 8.2-1994

**Environmental protection archives management specifications
(English Translation)**

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Table of Contents

Foreword	
1 Scope	
2 Normative references	
3 Terms and definitions	
4 Basic requirements	
5 Formation and accumulation of documentation	
6 Filing of document materials	
7 Organizing documents	
8 File storage and identification	
9 Development and use of archives	
Appendix A (Normative Appendix) Filed Scope and Storage Schedule of Ecological Environmental Monitoring Documents	
Appendix B (Normative Appendix) List of Archives for Handover of Ecological Environmental Monitoring Documents	
Appendix C (Normative Appendix) File Cataloging Style	

Foreword

In order to implement the "Archive Law of the People's Republic of China", "Environmental Protection Law of the People's Republic of China" Measures "to strengthen the scientific management of ecological environment monitoring files, standardize the work of ecological environment monitoring files, Measure the role of archives in the management of various ecological environments, better serve the cause of ecological environmental protection, and formulate this standard.

This standard specifies the formation, the general methods for accumulating, organizing, archiving, and maintaining and identifying, developing, and utilizing ecological environment monitoring files are ecological environments the basis of monitoring agency (department) file management work.

This standard is an amendment to "Environmental Monitoring of Environmental Protection Archives Management Specifications" (HJ/T 8.2-94).

This is the first revision. The main contents of the amendment are as follows.

- Added terms, definitions, normative references, and file cataloging styles;
- Supplemented and improved the archiving scope and arrangement method of ecological

environment monitoring documents, and the procedures for file identification and destruction;

-Removed the charging clauses for environmental monitoring archives and appendixes that are not directly related to environmental monitoring archives management.

Appendix A, Appendix B and Appendix C of this standard are normative appendices.

This standard is formulated by the General Office of the Ministry of Ecology and Environment, and the Department of Regulations and Standards.

This standard was drafted. China Environmental Monitoring Station, Jiangsu Environmental Monitoring Center.

This standard was approved by the Ministry of Ecology and Environment on January 10, 2020.

This standard will be implemented as of April 01, 2020.

This standard is explained by the Ministry of Ecology and Environment.

Ecological environment archives management standard

1 Application

This standard specifies the ecological forms of different forms and carriers with conservation value generated in the work of ecological environment monitoring.

Formation, accumulation, sorting, archiving of environmental monitoring documents and storage and identification, development and utilization of ecological environment monitoring files the general method is applicable to the archives management work of the ecological environment monitoring agency (department) under the competent ecological environment department at all levels.

The management of other (ecological) environmental monitoring (inspection) and testing agencies (departments) for the management of ecological environment monitoring archives can be implemented with reference to this standard.

2 Normative references

The content of this standard refers to the clauses in the following documents. For undated references, the valid version applies to this standard.

GB/T 11821 Photo archive management specifications GB/T 18894 Specification for Electronic File Filing and Electronic File Management HJ/T 7 China Archives Classification Method HJ/T 9 Detailed description of environmental protection archives DA/T 38 Technical Requirements and Application Specification DA/T 50 Digital Photo Archive and Management Specification Law of the People's Republic of China on Keeping State Secrets

(Decree of the President of the People's Republic of China No. 28) "Administrative Measures for Environmental Protection Archives" (formerly National Archives Order of the Ministry of Environmental Protection No. 43)

3 Terms and definitions

The following terms and definitions apply to this standard.

Ecological and environmental monitoring documents Eco-environmental monitoring work, activities, and other forms and vectors of conservation-friendly text, graphics, audiovisual, etc.

General term for documentary materials, hereinafter referred to as documentary materials.

Ecological and environmental monitoring records it has the value for the state, society and units, check and use value, and archive the saved documents.

4 Basic requirements

4.1

Archives working agency or department in charge of archives work (hereinafter referred to as archives department) Responsible for the centralized and unified management of the unit's files.

4.2

Documents undertaking department (undertaker) shall sort and arrange the documents and materials under the guidance of the unit's archives department to ensure it is real, effective, complete, secure, and usable.

5 Formation and accumulation of documentary materials

5.1

The formation and accumulation of document materials shall be based on the principle of "who undertakes and who shall be responsible", at the same stage, the organizer (contractor) of the forming materials is responsible for collecting and sorting. If the undertaking department involves 2 or more the office is responsible for collecting and sorting. Archived materials should meet archiving requirements.

5.2

The staff of the archives department shall participate in the work and activities of ecological environment monitoring, and understand the functions and documents of ecological environment monitoring the formation process, supervise, guide, and inspect the contractor (the contractor) to do a good job in the formation, accumulation, arrangement and return of documents Files work.

6.1 Archive Scope of Documentation

6.1.1

The following directly record and reflect the ecological environment monitoring work and activities, which have various uses and should be archived and stored and carrier files, records and data are all archived.

- a) Ecological environment monitoring work plan, plan (plan), summary;
- b) requirements, plans and assessments of quality assurance for ecological environment monitoring;
- c) Ecological environmental quality monitoring documents;
- d) Ecological environment quality report, special report and data;
- e) Supervisory monitoring management documents;
- f) Monitoring documents for ecological and environmental emergencies;
- g) all kinds of special monitoring, commissioned monitoring, consulting service monitoring and other documents;
- h) Management document materials of ecological environment monitoring network;
- i) Documents of software system for ecological environment monitoring business;
- j) other materials that should be archived.

6.1.2

The scope of filing of documents is detailed in Appendix A.

6.2 Filing requirements for documentation

6.2.1

In order to ensure the quality of the dossiers of the ecological and environmental monitoring archives, the archives department needs to verify the authenticity, accuracy, standardization, and system Guide, check on archiving tasks in terms of integrity,, security, effectiveness, availability, etc.

6.2.2

Archived paper documents shall be neatly written, accurate in data, clear in drawings, complete in marking, complete in procedures, and documented.

Writing and binding materials meet the requirements of archives protection.