

ICS 35.240.20
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**INDUSTRY STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

LY/T 3418-2024

**Specification for electronic official document processing and
system operation and management of forestry and grassland
sector**

林草电子公文处理流程及系统运行管理规范
(English Translation)

Issued on: December 16, 2024

Implemented on: May 1, 2025

Issued by: State Forestry and Grassland Administration

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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.

1 Scope

This document specifies the forestry and grassland electronic document processing process and system operation management specifications, including forestry and grassland electronic document processing, electronic document transmission,, electronic seals,

electronic document typesetting, operation and security, and electronic document archiving.

This document applies to the processing procedures and system operation management of non-confidential electronic documents related to forestry and grassland.

And all departments, dispatched agencies, directly affiliated units of the Grassland Bureau and forestry and grassland management departments at all levels.

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 to this document.

GB/T 33190-2016 Electronic file storage and exchange format document GB/T 33476.1-2016 Specification for the format of electronic official documents of party and government agencies Part 1: Document structure GB/T 33476.2-2016 Standard for the format of electronic official documents of party and government agencies Part 2: Display GB/T 33476.3-2016 Standard for the format of electronic documents of party and government agencies Part 3: Implementation Guide GB/T 33479-2016 Specification for the interface for electronic document exchange between party and government agencies GB/T 33481-2016 Specification for the application of electronic seals in party and government agencies GB/T 39362-2020 Specification for the archiving of electronic documents of party and government agencies GM/T 0031-2014 Technical Specification for Secure Electronic Signature Password

3 Terms and definitions

The following terms and definitions apply to this document.

Electronic official document A standardized format document stored in digital form, which relies on computer systems to read and process and can be transmitted online, in accordance with GB/T 33476.1-2016, GB/T 33476.2-2016 and GB/T 33476.3-2016. Electronic documents have the same Equivalent effect.

Electronic official document processing Including document management, document receipt management, report management, supervision and inspection, suggestion proposal, disclosure upon application, opinion solicitation, information submission and other functions A series of interrelated and orderly connected tasks such as processing, transmission, storage, printing, and archiving.

Electronic official document transmission the process of transferring data electronically between a sender and a receiver.

Electronic official document processing of forestry and grassland the State Forestry and Grassland Administration shall formulate the following policies and procedures uniformly, with the State Forestry and Grassland Administration Office as the hub, and shall regulate the various departments of the State Forestry and Grassland Administration.