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

MZ/T 117-2018

**Requirements for marriage registration archives management
(English Translation)**

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Foreword

This standard was drafted in accordance with the rules determined by GB/T 1.1-2009.

This standard is proposed and managed by the Department of Social Affairs of the Ministry of Civil Affairs.

This standard was drafted. Cross-Strait Marriage and Family Service Center, Archives and Archives of the Ministry of Civil Affairs, Beijing Civil Affairs Bureau, Jiangsu Province Government Office, Zhejiang Province Civil Affairs Department, Shandong Province Civil Affairs Department, Guangdong Province Civil Affairs Department, Fujian Province Cross-Strait Marriage and Family Service Center, Xiamen Civil Affairs Bureau, Hangzhou Civil Affairs Bureau.

1 Scope

This standard specifies the general requirements for the management of marriage registration archives, as well as the scope of classification, archiving, transfer, and identification.

Specific requirements for destruction, etc.

This standard applies to marriage registration agencies at all levels.

2 Normative references

The following documents are essential for the application of this document. For dated references, only the dated version Applies to this document. For undated references, the latest version (including all amendments) applies to this document.

GB/T 18894-2002 Specification for archival and management of electronic files Measures for the Management of Marriage Registration Archives Ministry of Civil Affairs, National Archives Administration.2006-01-23

3 Terms and definitions

The following terms and definitions apply to this document.

Marriage registration materials Marriage registration agencies are in the process of handling marriage registration, revocation of marriage, divorce registration, and replacement of marriage registration certificate.

All kinds of texts, charts, photos, audiovisuals, electronic files, etc.

Same form and carrier history.

Marriage registration archives Various forms of record materials with preservation value formed by the marriage registration authority in the process of handling marriage registration business.

Electronic document

Formed in digital equipment and environment, stored in digital form on magnetic tapes, disks, optical discs and other carriers, relying on computers Files that digital devices can read, process, and transmit over a communications network.

[GB/T 18894-2002, definition 3.1] 3.4 Electronic archives Organize and archive electronic files in accordance with certain principles and methods.

4 General requirements

4.1

Marriage registration agencies shall sort, sort, file, keep, Use, transfer, identification and destruction to ensure the safety, integrity and accuracy of marriage registration files.

4.2

The main purpose of filing and managing marriage registration materials is to ensure their credibility and availability.

4.3

The marriage registration agency shall keep the information of the marriage parties recorded in the marriage registration file confidential.

4.4

The marriage registration agency shall establish a marriage registration archives management agency, department or post, and be equipped with a professional who is

familiar with archival work.

(Part-time) managerial staff.

4.5

Marriage registration agencies shall perform archival duties in accordance with the requirements of Article 4 of the Measures for the Administration of Marriage Registration Records.

4.6

Marriage registration agencies should improve the system, leadership and management, clarify responsibilities, and standardize technology and methods.

The management of registration archives provides policies, systems, technology and personnel protection.

4.7

The marriage registration authority should register marriages from the aspects of system construction, technology application, management methods, personnel training, etc.

Institutions provide guidance and assistance.

5.1 Scope Classification

5.1.1

The marriage registration materials formed or adopted by the marriage registration agency during the marriage registration business shall be filed.

5.1.2

The classification of marriage registration archives shall be carried out in accordance with the requirements of Article 9 of the Measures for the Administration of Marriage Registration Archives.

classification.

5.1.3

The scope and classification of marriage registration materials are detailed in Appendix A.

5.2 Archive storage

5.2.1

The filing and storage of paper materials for marriage registration shall comply with the "Articles 10-13" of the "Administrative Measures for Marriage Registration Archives" Provisions.

5.2.2

The marriage registration agency shall set up a filing room suitable for the development of its unit's archival business. Archives should meet fire and Basic requirements for moisture, dust, rat, burglar, light, insect, and water.

5.2.3

The storage of electronic files shall meet the relevant requirements of GB/T 18894-2002.

5.3 Use of handover

5.3.1

The marriage registration agency shall establish a system for the research, development and use of archives.

5.3.2

The use of marriage registration files shall be subject to approval procedures, and approval shall follow the following regulations.

- Marriage registration agencies can use marriage registration files;
- Marriage parties can check their marriage registration file with a valid ID, or entrust others to hold the trustee Valid ID and a notarized power of attorney to handle it for you;
- People's courts, people's procuratorates, public security and security departments can send workers to confirm the parties' marriage relationship Staff referral letter and work permit or ID card to check relevant marriage registration files;
- Litigants can hold valid identification documents, investigative orders issued by the court receiving the case, or other documents Information, check the marriage registration files related to the lawsuit;
- Entrusted lawyers can hold valid identity documents, lawyer practice certificates, and law firm certificates during the litigation process Certificate, power of attorney and investigative order issued by the people's court case;
- Other litigation agents can hold valid identity documents, notarized power of attorney and acceptance during the litigation process Inspecting materials such as investigation order or case registration certificate issued by the case court, and consulting the marriage registration files related to the lawsuit;
- When other units, organizations and individuals apply for checking the marriage registration file, in a rational situation, the relevant marriage registration file can be consulted after being examined and approved by the leader of the competent department.