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

MZ/T 145-2019

**Management regulation for business archives of funeral and
interment service organization
(English Translation)**

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Foreword

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

This standard was proposed by the Ministry of Civil Affairs of the People's Republic of China.

This standard is under the jurisdiction of the National Funeral Standardization Technical Committee (SAC/TC 354).

This standard was drafted. Boxing Funeral Home.

1 Scope

This standard specifies the basic requirements, archiving, filing, storage, use, transfer, identification and destruction of business files of funeral service agencies content.

This standard applies to the business file management of funeral and interment services.

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 18894-2016 electronic file archiving and electronic file management specifications
GB/T 23287 Funeral terms MZ/T 017 Funeral service terminology DA/T 1 Basic terminology of archival work DA/T 22 Archives Arrangement Rules DA/T 31 Digital Specification for Paper Archives DA/T 58 Basic Terminology of Electronic Records Management

3 Terms and definitions

GB/T 18894-2016, GB/T 23287, MZ/T 017, DA/T 1 and DA/T 58 as well as the following terms and definitions apply to this file.

Business archives of funeral and interment service organization the funeral service organization formed in the process of providing funeral services such as cremation of corpses, burial of corpses, ashes (burial) Historical records of various carriers and forms.

Electronic business archives in the process of providing funeral services, funeral services are formed, processed, transmitted, and stored in digital format by electronic devices such as computers Information records and electronic documents that need to be archived and stored with vouchers, checks and preservation value.

Note 1: Electronic files consist of content, structure, and background. They correspond to and correlate with paper business files.

Note 2: Rewrite GB/T 18894-2016, definition 3.1, 3.2.

4 Basic requirements

4.1

The funeral and burial business archives storage site shall meet the archives storage and use requirements, and shall be equipped with equipment capable of meeting archives management and environmental requirements.

4.2

The funeral and interment service agency shall clearly identify the institutions and personnel responsible for the work of the funeral and interment service, and shall be able to manage the intermediary and interment business file of the institution.

4.3

The funeral and interment service agency shall formulate the management system of the funeral and interment business files, and use scientific methods to manage the file of the interment and funeral operations.

4.4

The funeral and interment service agency shall provide the funeral and interment business file inspection service in accordance with the law, and issue the relevant certificate based on the file.

5.1 Archive categories

The types of funeral and burial business files are divided into three categories. cremation of remains, burial of remains, and ashes (burial).

5.2 Archive of cremated remains

5.2.1

Archives of cremation archives of remains include at least.

- a) original or photocopy of death certificate;
- b) cremation proof stubs;
- c) The cremation treatment form signed by the funeral director and the ashes collection certificate;
- d) a copy of the valid ID of the funeral director;
- e) supplementary contracts or agreements;
- f) Archive inquiry uses archived data. For the scope and archive order, refer to the requirements given in 8.2.4.

5.2.2 Archives of remains transported

5.2.2.1

Archives of off-site corpse archives include at least.

- a) original or photocopy of death certificate;
- b) The original or photocopy of the certificate for the removal of the remains from the

funeral administrative department at or above the county level

- c) Original certificate of receipt of the body of the funeral service;
- d) supplementary contracts or agreements;
- e) Archive query uses archived data. For the scope and archiving order, refer to the requirements given in 8.2.4.

5.2.2.2

The archives of international autopsy archives include at least.

- a) original or photocopy of death certificate;
- b) permits for entry/exit of corpses/caskets/skeletons/ashes;
- c) proof of identity of the shipper or its agent;
- d) supplementary contracts or agreements;
- e) Archive query uses archived data. For the scope and archiving order, refer to the requirements given in 8.2.4.

5.2.3 Archive of cremation archives of medical pathological waste

Archives of cremation archives of medical pathological waste include at least.

- a) original processing certificate issued by the medical institution;
- b) proof of identity of the undertaker or his agent;
- c) other texts;
- d) Archive inquiry uses archived data. For the scope and archive order, refer to the requirements given in 8.2.4.

5.3 Archives of burials of remains

The archives of the burial archives of the remains include at least.

- a) original or photocopy of death certificate;
- b) contract for burial of remains;
- c) Funeral burial disposal form and business process list signed by the funeral director;
- d) a copy of the valid ID of the funeral director;
- e) supplementary contracts or agreements;
- f) Archive inquiry uses archived data. For the scope and archive order, refer to the requirements given in 8.2.4.