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

SF/T 0037-2019

**Notarization file digital specification
(English Translation)**

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Foreword

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

1 Scope

This standard specifies the basic requirements, basic procedures, technical requirements, safety management and data utilization of notarized archives digitization. And in the appendix gives the digital processing operation sheet, the file digitalization achievement acceptance sheet and the archive digitalization achievement backup registration form.

This standard applies to the digital processing of notarized files and the management of digital results.

2 Normative references

The following documents are indispensable for the application of this document. For dated reference documents, only the dated version applies to this document.

For undated reference documents, the latest version (including all amendments) is applicable to this document.

GB/T 11821-2002 Photo Archives Management Specification GB/T 12905-2000 Barcode Terminology GB/T 15418 Archival Classification and Indexing Rules GB/T 17235.1-1998 Information Technology Digital Compression and Coding of Continuous Tone Still Images Part 1: Requirements and Guidelines GB/T 18894 Electronic Document Filing and Electronic Archives Management Specification GB/T 20530-2006 Guidelines for the Digitization of Documents and Archives SF/T 0023-2019 National Notarization Comprehensive Management Information System Technical Specifications

3.1 Terms and definitions

GB/T 11821-2002, GB/T 12905-2000, GB/T 15418, GB/T 17235.1-1998, GB/T 18894 and GB/T 20530 the following terms and definitions defined in -2006 apply to this document.

3.1.1

Notarial files

A true record of the practice activities of a notary institution.

Note: Notarized archives are an important part of national archives. Notarized files include text, graphics, audio and video and other forms, which have important search and use value.

3.1.2

Clauses and subclauses the basic unit of division that describes the content contained in the notarization activity has a single theme, which is used to describe a thing, a person, or They have a combination of specific themes and make an objective definition of what the item describes.

Note: Basic items include institution code, fond file number, catalog number, case file number, filing date, storage period, number of pages and year, category, type, notarization Book number, party information, etc.

3.1.3

Files decontamination Remove all kinds of stains contaminated in the preservation and utilization of archives.

3.1.4

Data connection

Through computer technology, the index and association of catalog data and associated digital images are realized.

3.2 Abbreviations

The following abbreviations apply to this document.

AVI Audio Video Interleaved (Audio Video Interleaved) DPI dots per inch (Dots Per Inch)
DVD Digital Video Disc (Digital Video Disc) JPEG Joint Photographic Experts Group (Joint Photographic Experts Group) MP3 Moving Picture Experts Group Audio Layer III (Moving Picture Experts Group Audio Layer III) MP4 Moving Picture Experts Group (Moving Picture Experts Group 4) MPEG Moving Picture Experts Group (Moving Picture Experts Group)
NTSC National Television Standards Committee (National Television Standards Committee)
OCR Optical Character Recognition PAL Phase Alternating Line (Phase Alternating Line)
PDF Portable Document Format (Portable Document Format) SCSI Small Computer System Interface (Small Computer System Interface) USB Universal Serial Bus (Universal Serial Bus)

4 Basic requirements

The basic requirements include.

- a) The implementation plan of archive digitization should be formulated reasonably to ensure the safety of original archives and digitized archives;
- b) In the process of archive digitization, damage to the archive entity should be avoided or reduced, and the original appearance of the archive should be maintained to the greatest extent;
- c) Each link of processing should be registered in detail, and be sorted, summarized, and bound into a book in time. When the digitization work is completed, the construction Establish complete and standardized records;
- d) The requirements of GB/T 18894 on the long-term storage format of archived electronic files shall be followed;
- e) It shall comply with the data specification of SF/T 0023-2019 to ensure the interactive transmission of data and the general management information system;
- f) Notarized files that fall within the scope of archiving and notarizations that have a specified storage period are all included in the scope of archive digital processing.

5 Basic process

5.1

The basic process of digital processing of archives the basic process of file digital processing includes file sorting, data collection and processing, data acceptance and backup. The specific process is shown in Figure 1.

Figure 1 The basic process of digital processing of archives

among them.

- a) File organization. including file transfer, file organization, entry of entries, pasting of QR codes, and file entity filing and organization;
- b) Data collection and processing. including data collection, data collection quality inspection, data processing, data processing quality inspection;
- c) Data acceptance and backup. including data acceptance and data backup.

5.2 Digital Work Process of Paper Archives

The digitization workflow of paper archives includes file organization, scanning and image processing, and finished product production. Digital Workflow of Paper Archives as shown in picture 2.

Figure 2 The digital workflow of paper archives

among them.

- a) File organization. including receiving file entities in batches, detecting and correcting file errors, adding file entries, removing installations that affect scanning Binding, taking measures for damaged files, restoring and binding folded files, returning file entities in batches, and checking binding quality;
- b) Scanning and image processing. including scanning according to the specified mode, judging whether there is a wrong page scan, performing correction and decontamination processing, and inspection Check for skewed impurities;
- c) Finished product production. including the generation of multi-page finished product files, finished product sampling, realization of the linking of finished product files and related archive entry data, Link quality inspection, random inspection of finished product files corresponding to archive entry data, submit acceptance report, and adopt multiple methods for backup.

5.3 File digital processing job sheet

The person in charge of digital processing should fully grasp the status of each processing link, establish and fill in the "Digital Processing Job Sheet" in a timely manner.

See Appendix A for content.

6.1 File transfer

The file transfer personnel shall check whether the file directory is consistent with the file entity, check the status of the file entity, and go through the storage and exit procedures.