



# InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

## Policy Cross-domain

### Glossary for the Study of Archival Legislation in China

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#### **Archival Administration**

An independent government body with responsibilities of directing, supervising and inspecting archival work, ranging from the State Archives Administration down to province and municipality directly under the Central Government, municipal and county archival administrations.

#### **State Archival Institution**

The state-owned archival repository established correspondingly with the administrative division ranging from the central archival institution and national archival institution down to provincial, municipal, county archival institutions. It has two different types: comprehensive archival institution and specialized archival institution.

#### **Archival Office**

The department for managing archives that established in various organizations including the Party and government organs, enterprises and public institutions, and social organizations (= records office).

#### **Archival Personnel**

Employees in lower-level governments (e.g., township) or small-size organizations responsible for archival work without independent administrative identity, i.e., reporting to other departments or offices within the organization.

#### **Archival Unit**

An umbrella term covers state archival institutions, archival offices and department with archival personnel.

**Archival Work**

The whole range of functions and activities relating to archives carried out in archival units.

**Comprehensive Archival Institution**

One type of archival institution set in correspondence with administrative divisions or historical periods when the archives generated, collecting and managing various kinds of archives within its jurisdiction or time periods. There are three national comprehensive institutions, the Central Archival Institution, the first Historical Archival Institution and the Second Archival Institution.

**Department Archival Institution**

One type of archival institution established in some central and local special departments, collecting and managing the departmental archives, e.g., archival institution for Ministry of Foreign Affairs or the Supreme People's Court.

**Enterprise and Public Institution Archival Institution**

Archival institutions established in large-scale enterprises, some public institutions such as the Chinese Academy of Science and some universities to collect their own archives.

**Organ**

The offices or departments of the Party and governments at all levels.

**Party**

The Communist Party of China (CPC).

**Specialized Archival Institution**

One type of archival institution that collects and manages archives formed in some a specialized field or on some special medium/format. There are four national specialized archival institutions.

**State**

The People's Republic of China

**State Archival Administration**

The highest level of archival administration.

**Unit**

An umbrella term refers to all kinds of organizations including organs, associations, enterprises and public institutions.