

# Questionnaire

**Country:** *China*

**Organization(s) or entity(s) responsible for the preparation of the report:** *National Archives Administration of China (NAAC)*

**Officially designated contact person/institution:**

*Wendong Li*

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**Name(s) or designated official (s) certifying the report:**

*Wendong Li*

**Brief description of the consultation process established for the preparation of the report:**

*The report only covers archives institutions at various levels in China, with other memory institutions such as libraries and museums excluded.*

Supprimé: center

## **Reporting on the Specific Provisions of the Recommendation**

**General support:**

1. Has the Recommendation been promulgated to appropriate ministries and institutions?

*Yes*

2. Has the Recommendation been translated into the national language(s) (if applicable)?

*It has been translated into Chinese.*

3. Has your country created a supportive, participatory, enabling and stable environment for all parties? (1.1, 1.2, 3.1, 4.5, 5.1, 5.2)

*Yes*

4. Has your country applied international standards and best practice? (2.4, 2.7, 2.8, 2.9, 4.2, 5.1, 5.2, 5.5)

*Yes*

5. What consultation mechanisms does the government maintain with stakeholders in the documentary heritage sector (national and private memory institutions, professional associations, relevant NGOs)? (1.2)

*None*

6. What actions has your country taken in order to support memory institutions in establishing policies and standards by research and consultation, guided by internationally established norms? (1.1, 1.2, 2.2, 2.3, 3.2)

We have established a Standardization Technique Committee, which holds meetings annually to review and make plans to promulgate or revise technical standards. Identifying standardization as one of our strategies, we actively get involved in meetings held by the ISO Information and Documentation Committee, closely follow the making of international standards, and apply these standards to our national context so as to improve our standards system. We have put forward standards and norms concerning documentary heritage such as the following: *“Specifications for the Rescue and Restoration of Paper Archives Part 1: The Grading of Damage”*, *“Specifications for the Rescue and Restoration of Paper Archives Part 2: Survey Methods of Preservation Conditions”*, *“Specifications for the Rescue and Restoration of Paper Archives Part 3: Quality Requirements for Restoration, Specification for Digitization of Paper-based Records”*, *“Specification for Digitization of Visual and Audio Records”*, *“General Rules for the Prevention and Control of Pests and Mould in Archives”*, *“Technical Requirements of Vacuum and Nitrogen-filled Sealed Packaging for Paper Archives”*, *“Classification and Legends of the Diseases of the Ming and Qing Paper Archives”*, *“Metadata Standard for Digital Audio and Audio-Visual Records”*, etc. *These documents have established technical best practice and standards for the protection of archives and documentary heritage.*

7. What major capacity-building measures and policies have taken place within the sector? Is research and training for documentary heritage professionals organized in your country? How often? (2.4, 2.7, 2.8, 2.9, 5.1, 5.2)

*(1) Archives protection and development programs*

*Special fiscal funds are allocated to encourage and support archives centers at various levels to develop and utilize archives and documentary heritage by publishing archives books, hosting archives exhibitions and making documentation-based documentaries. The heritage is also well protected through our parallel rescue and digitization efforts.*

*(2) National Key Archives Protection Centers based on regions*

*We plan to set up 4 archives protection centers nationwide, which will become platforms for the rescue and protection of archives, high-level research on archives protection techniques and the cultivation of archives protection professionals.*

*(3) The Memory of the World Knowledge Center*

*We have established MOW Knowledge Centers in Beijing, Fujian and Suzhou in Jiangsu to promote MOW programs and carry out trainings and R&D on documentary heritage.*

*(4) Seminars and exchange programs*

*In June 2016, the MOW Asia-Pacific Archives Protection Seminar was held in Xi'an, in which more than 40 experts had in-depth discussions on*

*archives protection techniques. In November 2016, the “MOW and Archives Development” workshop took place in Suzhou. Experts from the MOW International Advisory Committee exchanged experience with other participants on how the MOW has been promoting development of archives. In July 2017, while unveiling the China MOW Knowledge Center in Beijing, we played host to the China and MOW Forum, featuring Vice Chairs of the UNESCO MOW International Advisory Committee Mr. Lothar Jordan and Mr. Papa Momar Diop among other experts.*

### **Legislation and mandates**

8. What legislation does your country have in place to:

--define the authority, mandate, independence and governance structure of your national memory institutions? (3.1, 4.5)

*A. Archives Law of the People’s Republic of China*

*B. Implementation Measures of the Archives Law of the People’s Republic of China*

*C. Principles of Establishing Archives Centers and Layout Plan*

*D. General Rules for the Work of Archives Centers, etc.*

--guarantee the ability of memory institutions to take unhindered preservation action on documents in their collections? (3.5 to 3.7)

*A. Archives Law of the People’s Republic of China*

*B. Implementation Measures of the Archives Law of the People's Republic of China*

*C. General Rules for the Work of Archives Centers, etc.*

--promote and facilitate maximum inclusive access by empowering memory institutions? (3.2)

*A. Archives Law of the People's Republic of China*

*B. Implementation Measures of the Archives Law of the People's Republic of China*

*C. General Rules for the Work of Archives Centers*

*D. Measures on Archives Accessibility of Archives Centers*

*E. Interim Measures on the Accessibility of Archives of China to Foreign Organizations and Individuals, etc.*

--support memory institutions providing access to materials whose copyright status cannot be clarified? (3.5 to 3.7)

*None*

--ensure statutory deposit of documents in memory institutions? (4.6)

*Rules on the Range of Archives Collection by Archives Centers at Various Levels*

9. Has government net funding of national memory institutions (in recent years) increased or decreased? By how much? (4.1)

*The funding has been steadily increasing. The specific budget for documentary archives increased from 90 million yuan per year between*

2011 and 2015 to 200 million yuan per year from 2016 and 2020, up by 122%.

10. What long-term investment in analogue and digital documentary preservation has been made? (4.1)

*We have strengthened legislation and planning to promote the preservation and utilization of documentary heritage in the digital age. China is amending the Archives Law of the People's Republic of China. During the process, close attention is paid to the protection and utilization of documentary heritage in the digital age. The revised Archives Law will highlight the management of the formation process of archives, based on the principle of intervention prior to document generation and collection. It aims to effectively protect archives in the digital age and prevent irreversible damage to digital documentary heritage. In the 13<sup>th</sup> Five-Year Plan for National Archives Development formulated by the NAAC, clear development goals were proposed for the reception of electronic archives, the digitization of archives and the construction of digital archives centers. Guided by the National Archives Development Plan, local archives centers have also made plans for archives development in respective regions, and incorporated the preservation and utilization of documentary heritage in the digital age into the development plans of local archives. These plans are being actively put in place.*

*We have implemented the strategy of “stock digitalization and increment electronization” since 2013 to promote the preservation and utilization of documentary heritage in the digital age. “Stock digitalization” refers to the digitization of traditional archives such as paper files and audio and video files. “Increment electronization” refers to the timely filing of electronic files by each institution against the background of office automation; electronic files are then transferred to relevant archives centers according to related regulations. As a result, archives received by authorities are in electronic format. In recent years, the implementation of this strategy has been accelerated. A large number of archives concerning public interests have been digitalized and made available. At the same time, with the construction of digital archives rooms and centers by archives authorities at various levels, the whole process management up to the requirements of documentary heritage preservation in the digital age is gradually becoming a reality. The whole process management covers all procedures from the formation, collection, accumulation, identification and filing of electronic files to the transfer, storage, utilization and backup of electronic archives.*

11. What encouragement has been given in the development of open source software and access to proprietary codes by memory institutions?

(4.7, 4.8)

*None*

### **Identification and preservation status of documentary heritage**

12. Do all national memory institutions have published collection development, preservation and access policies? Are there in your country established policies, mechanisms and criteria for selecting, acquiring and de-selecting documentary heritage? What policies have been developed recently? (1.1)

*Archives centers at various levels do have collection development, preservation and access policies. Regarding policies, mechanisms and criteria for selecting, acquiring and de-selecting documentary heritage, we have put in place the National Advisory Committee for China Archives and Documentary Heritage Project. We have made the Criteria for China's Archives and Documentary Heritage to be Included into the Register and regularly conducted review and selection for the MOW China National Register (formerly known as China Archives and Documentary Heritage Register). Four rounds have concluded up to now.*

13. What documentary heritage has been identified as at potential or imminent risk (if any)? What action has been taken? Was it brought to the attention of competent bodies? (1.3, 2.7, 5.5)

*The absolute quantity of documentary heritage to be preserved in China is enormous. Although the MOW has effectively promoted the preservation of documentary heritage, due to the long history of China*

*and the large number of documentary heritages, there is still a large amount of documentary heritage to be protected for archives centers at all levels. In particular, some precious documentary heritages are in urgent need of rescue in remote and impoverished regions.*

*The Chinese government attaches great importance to the preservation and utilization of documentary heritage. In the Government Work Report of the past two years, the Chinese government clearly proposed to develop archives and strengthen the protection and inheritance of cultural heritage. In terms of specific actions, starting from 2016, the Chinese government has set up special funds with central finance for the preservation and utilization of important archives and heritage at various levels of local archives centers, including the rescue, preservation, digitization, development and utilization of documentary heritage. The funds reach 200 million yuan every year. In addition, the Chinese government has continued the support with central finance for the construction of county-level archives centers in the central and western regions. In 2016 and 2017, a total of 337 projects received financial support of 1.4 billion yuan. As a result, a number of archives centers have been built or rebuilt, which has fundamentally improved the storage environment and status of documentary heritage.*

14. What arrangements are in place to protect the documentary heritage from danger? (5.4)

*Since the adoption of the UNESCO Recommendation Concerning the Preservation of, and Access to, Documentary Heritage in the Digital Era in 2015, China has been taking active measures to put it in place and stepping up protection and development of documentary heritage. By rallying more fiscal support, especially by leveraging financial support from the central government, we are encouraging and guiding local governments to invest more into the protection and development of documentary heritage. We are beefing up the rescue and protection of endangered documentary heritage, stepping up our protection, development and promotion of heritage included in international, regional and national registers, and showing more commitment to the research of documentary heritage protection techniques.*

15. What practical support has been given to private, local and individual collections of documentary heritage? Are they visible in national directories? (1.3, 4.3)

*In some well-developed provinces in China like Zhejiang province, archives authorities have taken the lead to establish non-governmental associations for the collection and research of archives and documentary heritage. These organizations will have regular exchange activities, provide professional consultation services, explore to set up heritage protection fund, and encourage and support individuals to collect archives and documentary heritage. In this way, non-governmental forces*

*can be mobilized to be engaged with archives and preserve social memories.*

### **Capacity-building**

16. What specific steps have been taken to encourage consistency of best practice, coordination and sharing of tasks among memory institutions?

(2.1, 2.7)

*(1) We have established four region-based national key archives protection centers to provide professional services to archives authorities on the protection and development of documentations.*

*(2) Based on the MOW Knowledge Centers in Beijing, Fuzhou and Suzhou, we are stepping up the R&D and promotion of documentary heritage.*

*(3) We hold seminars to exchange experience on documentary heritage and have briefings concerning progress on documentation protection.*

*(4) We encourage outstanding archives authorities to carry out trainings for their peers.*

*(5) Regarding documentation protection and development, we encourage and support cooperation between local archives centers, and are exploring new cooperation models conducive to the protection and development of archives and capacity building of archives authorities.*

17. What training schemes have been developed? (1.5)

*We have regularized exchange programs between archives centers and made annual plans to participate in overseas training programs.*

18. What is the level of involvement of national memory institutions in international professional associations and networks? (2.8, 2.9)

*The NAAC is member of:*

*ICA*

*EASTICA*

*EURASICA*

*SEAPAVAA*

*MOWCAP*

19. Are there partnerships, including public-private ones, established allowing sharing of costs, facilities and services? (2.2, 3.4, 4.2)

*The MOW*

20. Is there in your country a national Memory of the World Committee?

If not, what plans exist to establish one? (4.10, 5.6)

*The MOW National Committee of China was established in 1995.*

21. What recent nominations have been made to Memory of the World registers (international, regional, national)? (1.4)

*For 2017:*

*Chinese Oracle-bones Inscription, Archives of Suzhou Silk from Modern and Contemporary Times, Official Records of Macao During the Qing Dynasty (1693-1886)*

*For 2018:*

*The Four Treatises of Tibetan Medicine, Archives of Nanyang Volunteer Drivers and Mechanics (Nanqiao Jigong)*

22. Are there any Memory of the World outreach and visibility activities organized in your country enhancing accessibility of documentary heritage? Please give examples. (3.7)

*We held the China and the MOW Forum from July 13<sup>th</sup> to 14<sup>th</sup>, 2017 in Beijing.*