

**深圳市递爱福公益基金会
档案管理制度**
**Archive Management Rules of
the China DAF (Donor Advised Fund)
Charity**

(2018年9月20日经本基金会第一届理事会第二次会议批准通过)
**(Approved and adopted by the first Board of Directors at its
second Board Meeting on September 20th, 2018)**

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本文件英文翻译已由母语为英文的人员审阅。

If you have any comments or suggestions on the content of this document, please send them to general-office@DAF-charity.org.cn. We value your feedback and help in improving this document. The English translation has been reviewed by native English speakers.

第一章 总 则

Chapter I: General Provisions

第一条 为加强本基金会档案管理，促进档案管理规范化、标准化，根据《中华人民共和国档案法》，参照《民政部、国家档案局关于印发〈社会组织登记档案管理办法〉的通知》（民发〔2010〕101号）等规定和本基金会章程的规定，结合实际，制定本制度。

For the purposes of improving archive management of the China DAF (Donor Advised Fund) Charity (hereinafter the ‘Charity’) and promoting the regularization and standardization of archive management, the Archive Management Rules (hereinafter the ‘Rules’) are hereby formulated in accordance with the *Archives Law of the People's Republic of China*, *Notice of the Ministry of Civil Affairs and the State Archives Administration on Issuing Measures for the Administration of Social Organization Registration Archives (No. 101 [2010] of the Ministry of Civil Affairs)*, and other relevant regulations, as well as the Articles of Organization of the Charity, and in consideration of the Charity’s own situation as well as the prevailing practices in the industry.

档案工作坚持统一管理、分工负责的原则，本基金会秘书长办公会负责基金会档案的统一管理，各相关部门负责各自业务工作中形成的文件材料的收集、整理、归档，并支持、配合做好档案管理工作。

The management of archives shall adhere to the principles of unified management and division of responsibilities. The

Secretary-General's Staff Meeting of the Charity is responsible for unified archive management. Each relevant department is responsible for the collection, sorting, and filing of the archives formed in their own business in support of archive management.

第二条 档案管理部门应指定档案管理人员负责接收档案资料, 并做好档案资料的立卷、归档、保管、查阅和销毁等具体管理工作, 确保档案资料妥善保管、有序存放、方便查阅。

The archive management department shall designate specific archivists to receive archives and carry out work regarding the filing, archiving, safekeeping, viewing, destruction, and other specific tasks. They shall ensure the proper safekeeping, orderly deposit, and easy access to archives.

第三条 本基金会有权委托第三方进行档案的具体管理。

The Charity has the right to commission a third party to manage its archives.

第二章 归档范围

Chapter II: Scope of Archiving

第四条 归档范围按照有关规定执行。凡是反映本基金会工作活动、具有参考利用和保存价值的各种门类和载体的文件资料, 均应及时归档。

The scope of archiving shall comply with relevant regulations. All categories and forms of the files, which either reflect the work of the Charity or are valuable for reference or preservation, shall be promptly archived.

第三章 归档要求

Chapter III: Archiving Requirements

第五条 凡属归档范围的文件材料，应按规定收集齐全，认真整理，按时向档案管理人员移交。各项业务工作中形成的文件材料的归档率、完整率应达到 100%，任何个人不得据为己有或拒绝归档。

Files within the scope of archiving shall be collected in their entirety, carefully sorted, and handed over to archivists in a timely manner. The archiving and completion rate of the files formed in business and work shall be 100%. No individual shall keep files in private possession or refuse to archive files.

第六条 归档的文件材料必须是办理完毕的正式文件材料。有关人员要严格把关，不得将不合规范的文件材料归档。

Files to be archived shall include formal documents and materials that have been reviewed. Relevant persons shall examine them thoroughly and shall not archive files that don't comply with the rules.

第七条 归档的文件材料应当齐全完整，以“件”为单位进行整理。一般以一份文件为一件，正文与附件为一件，传真件应当复印并与原件为一件，请示与批复各为一件，一次上报的多份表格，每份表格可为一件。

Files and other materials to be archived shall be complete. They should be sorted into 'pieces', with each document including both the main body and attachments, which counts as one piece. Furthermore, a fax and its copy count as one piece, whereas an application and its approval count as two pieces. When multiple tables or graphs are submitted simultaneously, each of the tables or graphs counts as an individual piece.

第八条 归档文件应按照自然形成、保持历史联系的原则依序排列，印件在前、定稿在后，正件在前、附件在后，批复在前、请示在后，并符合长期保管的质量要求。

Files to be archived shall be sorted in a sequence that reflects the natural formation of and historical connection between the files. For example, a printed file before its pre-press proof, main body of the text before its attachments, an approval before requests for approval. In addition, the quality of archives shall meet the requirement of long-term preservation.

第九条 建立电子档案，有电子版的归档文件，一律与纸质文件同步存档，并做好电子档案的备份存储工作。

Electronic archives shall be established. Electronic versions of archives, if any, shall be archived simultaneously with the hard copies. Electronic archives shall also have backup copies.

第十条 归档文件资料必须按规定时间归档，严格归档手续。归档时应拟制移交清单，一式二份，交接双方据此查验、清点档案，签名交接。

Archiving should be done promptly in accordance with the archiving procedures. When handing over files for archiving, a handover list shall be prepared in duplicate. Both parties shall examine the handover files and sign the handover lists before handing the files over for archiving.

第十一条 应当建立档案名录等检索工具。

An archive index and other search tools shall be created.

第四章 档案的保管、移交、销毁

Chapter IV: Preservation, Handover and Destruction of Archives

第十二条 档案保管应配置安全防范设施，加强防火、防盗、防潮、防尘、防虫等工作，保证档案的完好与安全。定期检查档案保管情况，发现问题及时处理。

Safety measures shall be adopted in the preservation of archives, as well as measures for the prevention of fire, theft, moisture, dust, and pests to ensure the integrity and safety of archives. Regular inspection shall be conducted, and if there is any problem, it shall be solved promptly.

第十三条 档案不得借出；如有特殊需要，经秘书长和理事长批准，由本会档案管理人员陪同并办理登记手续，可以提供查阅、摘抄、复印。查阅档案时，严禁在档案上作涂改、圈划、抽换、批注、污损。发现上述情况应追究当事人责任。

Archives shall not be lent out. After completing the registration procedures and getting approval from the Secretary-General and the Chairman of the Board, one can access, excerpt, and copy the archives accompanied by the archivist of the Charity when there is a special need to do so. When accessing archives, it is forbidden to alter, highlight, swap, annotate, or stain the archives. If any of the above circumstances occur, the parties involved shall be held accountable.

第十四条 档案移交、销毁按有关法律规定执行。

The handover and destruction of archives shall be conducted in accordance with relevant laws and regulations.

第五章 附 则

Chapter IV: Supplementary Provisions

第十五条 本制度未尽事宜或与有关规定不一致的,按有关规定执行。

Matters not covered in the Rules or provisions in conflict with laws and regulations shall be settled by those laws and regulations.

第十六条 本制度自 2018 年 9 月 20 日理事会审议通过,自公布之日起实施执行。

The Rules came into force upon approval by the Board of Directors on September 20th, 2018.

第十七条 本制度解释权归基金会理事会执行委员会。

The Executive Committee of the Board of Directors is responsible for the interpretation of the Rules.

第十八条 本文本用中英文书写,如有不一致之处,以中文为准。

The Rules are written in both Chinese and English. In case of inconsistency, the Chinese version shall prevail.