

Qingmiao University of Cyber Security - Measures for Document Handling (2026 Revision)

Adopted at the 5th President's Office Meeting of 2026, Promulgated on January 15, 2026

Chapter 1 General Provisions (Articles 1-4): scope, principles, organizational responsibilities

Chapter 2 Document Types and Formats (Articles 5-11): 13 types incl. qingshi, tongzhi, han, pifu

Chapter 3 Drafting Rules (Articles 12-18): standard formats, citation, dates, seals

Chapter 4 Approval Process (Articles 19-26): drafting - review - countersign - sign-off

Chapter 5 Registration and Distribution (Articles 27-32)

Chapter 6 Filing and Archiving (Articles 33-38): retention periods, transfer to Archives

Chapter 7 Supplementary Provisions (Articles 39-40)

Administrative Department: Party Committee Office / President's Office, Xingzheng Building 402