

# My Opinion on the Informatization of Archives Management in Colleges and Universities

Jun Wang

Zhoukou Normal University, Zhoukou, 466001, Henan, China

## Abstract

With the continuous development of information technology, the development of various fields of society is gradually infiltrating information technology, and strive to achieve rapid development in their respective fields. Archives management in universities is also the same. Archives management is also following the development concept of "Internet plus". It actively integrates information technology into archives management, and plays a vital role in improving the management of archives in Colleges and universities. Based on this, this paper analyzes the trend and problems of the informatization construction of university archives management, and discusses how to effectively promote the informatization construction of archives management in Colleges and universities, so as to help improve the archives management in Colleges and universities.

## Keywords

Colleges and universities; archives management; informatization; development trend.

## 1. Introduction

The development of information technology promotes the development and progress of various industries and fields. As one of the important tasks of colleges and universities, archives management plays an important role in the implementation of various tasks in Colleges and universities. Therefore, it is necessary to strengthen the informatization construction of archives management in Colleges and universities, so that information technology can provide help for the smooth development of archives management, and give full play to the value of archives management work more efficiently. It is worth emphasizing that under the background of information development, the archives management in Colleges and universities is facing not only development opportunities, but also many work challenges. Therefore, it is necessary for relevant staff to actively deal with various work requirements.

## 2. The Development Trend of Informatization of Archives Management in Colleges and Universities

### (1) Archives information digitization

Informatization and digitization have changed the basic mode of modern office, and improved the efficiency and quality of office. Therefore, in the university archives management work, also must use the information digitization technology, and enhances the university file management work efficiency. A large number of practices have proved that through the use of digital file information, file users can break the time and space constraints, query relevant file information on a networked computer or intelligent information device, so as to maximize the utilization efficiency of file information. The development of archives management in Colleges and universities must pay attention to the establishment of information digital archives system.

### (2) Modernization of archives management

Nowadays, any work is in pursuit of high quality and high efficiency. In recent years, the workload of archives management in Colleges and universities is increasing. The traditional file management mode is facing great pressure, so it is imperative to establish a digital file management mode. As a key part of the work in Colleges and universities, the Archives Management Department of colleges and universities should comply with the development of the times, constantly innovate the traditional file management mode, and actively integrate information elements into the current file management work, so as to save manpower and material resources, and at the same time, maximize the work efficiency. With the continuous innovation of the modernization development mode, the university archives management must also take the road of information development, which is the inevitable trend of the modernization development of the archives management work.

### **3. The Existing Problems of Information Construction of Archives Management in Colleges and Universities**

#### **(1) Information equipment is not in place**

The informatization construction of archives management needs to improve its information equipment, that is, the software and hardware should be implemented in place, so as to ensure the establishment of its informatization archives management mode. However, as far as the file management of many colleges and universities in China is concerned, the information equipment is not in place, the computer hardware is scarce, and the software update speed is slow. In the information construction of university archives management, hardware equipment includes not only computers, but also scanners, switches and other network equipment. And some university archives management institutions only equipped with a few computers in the office, they mistakenly believe that this is informatization [2].

#### **(2) The pace of informatization development is slow**

Due to the late start of archives management informatization in China's colleges and universities, it is necessary to store the previous archives data, which contains a great amount of tasks. As we all know, in the administrative tasks of colleges and universities, the realization of information construction only needs to transfer the corresponding information and data to a database. However, it is very difficult to classify and sort out these information data in a short period of time. In addition, some colleges and universities do not pay enough attention to the informatization of archives management, and the investment in this aspect is not enough, which makes the pace of information development relatively slow.

#### **(3) Lack of unified development standards**

Archives management information construction needs to maintain a rigorous standard, so that all information management work can be rigorously implemented in place. However, in the information construction of archives management in many colleges and universities, the construction standard is not clear enough, and there is no unified system for the acceptance and management standards of information documents, which leads to the complicated working environment of archives management, which is not conducive to the smooth promotion of archives management. At present, there is no unified and clear standard for University Archives Management in China, which makes the informatization construction of university archives management have great blindness.

#### **(4) The construction of talent team is not perfect**

The information construction of archives management needs special technical personnel to manage, so as to ensure the efficient operation of digital archives management. However, many colleges and universities file management institutions do not pay enough attention to the construction of information management mode, and then the training and introduction of its

professional talents have not been implemented in place. In addition, there are some colleges and universities' archives management institutions arrange staff who do not understand information technology to carry out daily maintenance of information-based archives management work. This perfunctory work arrangement can not guarantee the establishment of archives information construction system, and it is also very unfavorable to the formation of good work style of archives management institutions in Colleges and universities [3].

#### **4. Effective Countermeasures to Improve the Informatization of Archives Management in Colleges and Universities**

(1) Change management knowledge and enhance the importance of archives management informatization

It is very necessary to give priority to changing the thinking and understanding of relevant management personnel. Only by making university leaders and staff of archives management institutions aware of the importance of information construction, can we strengthen the smooth progress of the informatization construction of archives management. In this regard, colleges and universities can carry out a seminar on the informatization construction of archives management, organize file management staff and college leaders to participate in active discussion, so as to clarify the development ideas of archives management work. In this way, the ideological understanding of the relevant staff will produce a broader understanding in the mutual discussion, which will be of great benefit to the smooth development of archives management information construction [4].

(2) Strengthen support, strengthen the construction of hardware equipment and database

It is not a slogan to strengthen the informatization construction of archives management in Colleges and universities, but it is necessary for the colleges and universities to break through the numerous development difficulties and actively make efforts to the informatization construction of archives management in Colleges and universities. For example, colleges and universities should strengthen the support for archives management institutions, such as providing financial support, updating the computer equipment of archives management institutions, and ensuring that the configuration of computer equipment can meet the corresponding office needs. Some additional hardware equipment should be replaced and maintained in time to maintain its working efficiency. In terms of software, professionals should be invited to guide the database construction, so as to ensure the information service function of archives management.

(3) Improve the management mechanism and make full use of network technology

Strict management mechanism is the key to ensure the smooth progress of archives management. Therefore, colleges and universities should strengthen the improvement of management mechanism, so as to lay a solid foundation for the smooth promotion of archives management informatization. The value of archival information lies in providing corresponding information for users in time, so it is necessary to realize the automation of collection and query of archival data and information. The improvement of archives management requires the cooperation between different departments. Therefore, the key point is to improve the management mechanism. In view of the lack of clear policy-making for the archives management mechanism in Colleges and universities in our country. Therefore, the majority of colleges and universities should be good at combining with the actual development of the University, from the actual situation of the university to strengthen the establishment of information mechanism of file management.

(4) Strengthening the construction of talent team and training professional technical personnel

The application of information management mode should not only do a good job in supporting equipment and mechanism, but also do a good job in supporting talents. The so-called supporting talents refer to the professional and technical talents of informatization. In the informatization construction of archives management, only by ensuring the informatization operation level of relevant staff to meet the work needs can the role of archives management information service be brought into full play [5]. In this regard, the archives management institutions of colleges and universities should carry out regular training for the internal staff, and carry out periodic assessment in addition to the training of staff information operation skills, so as to ensure the overall quality of archives management informatization work. In addition, colleges and universities can increase the introduction of professional talents, expand the recruitment of professional personnel of archives management institutions, and strengthen the construction of talent team, so as to meet the relevant development requirements of the construction of archives management informatization.

## 5. Conclusion

To sum up, the development of information technology plays an important role in promoting the improvement of archives management in Colleges and universities. The traditional archives management in Colleges and universities is mainly based on paper files. However, this kind of file management mode can no longer meet the needs and standards of modern file management, and its many disadvantages are constantly exposed in the current development environment. In this regard, it is necessary to continuously infiltrate information technology means in university archives management. This paper discusses from four aspects: enhancing the importance of file management informatization, strengthening the construction of equipment and database, improving the information mechanism of file management and training professional technical personnel, in order to encourage with the majority of staff.

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