

# Research on the Informatization Construction of University Archives Management

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**Abstract**—Along with the popularization and development of information technology, university archives management has been changing to informatization management. Although the university archives informatization construction has made a lot of progress, but there are still some problems. The basic concept and content of university archives informatization construction are analyzed, and the problems in the process of informatization construction in colleges and universities are discussed, such as the imperfect system, backward technology and low quality of technical staff. Some countermeasures and suggestions are put forward to those problems mentioned, including improving the archives management system, strengthening the management team building, system development, and making full use of the archives, to achieve comprehensively the goal of the university archives management informatization.

**Keywords**—University archives; Informatization; Archives management; Countermeasures

## I. INTRODUCTION

With the continuous improvement and development of information technology and Internet technology, the remarkable achievements have been made in the informatization construction of all walks of life in China. Informationization has gradually become an important means and symbol of the modern society development. As historical file, the archive is a special carrier of information, and its informationization is the main trend in the development of archival work.

The archives in colleges and universities are not only a collection of historical information, but also is the collection of historical and cultural information. Archives management in colleges and universities, as an important part of archives, has a direct impact on the development of colleges and universities. The informationization level of university archives is an important measure for the modernization of archives management in colleges and universities. To develop and improve the informationization construction has become an important task and a new challenge for archives management staff in colleges and universities.

In order to adapt to the development of the times and the

implementation of national laws and regulations, the colleges and universities in China have begun to gradually develop achieves informatization construction. From the basic campus network construction to archives database construction, archives website construction and digital archive construction, the informatization construction has been carried out.

Founded in 1989, the Archives of Linyi University established all kinds of rules and regulations, and its management was standardized. It introduced advanced archives management software and gradually established the archives management network platform. At the same time, it laid a solid foundation for the archives informationization work and improved the utilization rate of archives information resources. However, due to the constraints of traditional concepts, there are some problems in the archives informationization construction, such as the shortage of technology and talents, the lagging of standards and norms, and so on.

This paper, taking Linyi University as an example, rationally analyzes the existing problems in the practice of informationization management of university archives and puts forward countermeasures so as to fully realize the of archives management in colleges and universities.

## II. UNIVERSITY ARCHIVES MANAGEMENT AND ITS INFORMATIONIZATION

The university archives management is an indispensable part of university management, which plays a decisive role in the sustainable development of university management.

### A. University archives management

The university archives refer to the historical record of different forms and carriers with preserving value, such as texts, diagrams, images and videos, which are formed in fields of enrollment, teaching, scientific research and management. The information recorded in archives of colleges and universities reflects the history of the construction and development of schools and reflects the most basic functional activities of schools. It can provide information guidance for the development of schools. The student information recorded in the archives can provide social services reference for the students.

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The archives are the most authoritative information base in the development of colleges and universities. The colleges and universities pay more and more attention to the management of archives and incorporate them into the school management system [1]. The archives of college file management can not only help schools to accumulate rich experience in education and teaching, but also lay the foundation for the sustainable development of the school. The archives management is carried out through everything of the colleges and universities, and it has profound and lasting significance.

#### *B. The informationization of university archives management*

The traditional archives management records all the information in paper media, and then classifies and saves them. These files are easy to lose in the face of school relocation and file transfer. Furthermore, it is troublesome in case of archives finding and consulting, in addition, it can not achieve the information sharing. With the rapid development of information technology, popularization of computer and network, archives management of colleges and universities is undergoing a revolutionary change; the archives management mode in colleges and universities has changed from traditional manual management to modern information management, that is, the informationization of archives management.

The informationization of university archives management is to make archives management informationization. The network technology and other means of information technologies are used to reasonably classify, use and manage the archives of colleges and universities, to achieve its social sharing purposes and to improve its available value. The archives informationization construction makes file management more standardized, simple and convenient, and is easier to achieve resources sharing and permanent preservation.

#### *C. The content of university archives management informationization*

The coverage of archives informatization is very wide and contains more content. According to the working nature, the archives informatization mainly includes two aspects, environment construction and resources construction.

##### *a) Environment construction*

Environmental construction refers to the environment and security created for the construction of archives management information, including perfecting regulatory policies, institutions improvement and mechanisms, standards development, personnel training, the improvement of social service system, and so on.

##### *b) Resource construction*

Resource construction refers to the rational use of information technology throughout the entire life cycle of archives, to improve the efficiency of archives management, including resource creation, resource management, resource services, system design and management.

### III. THE PROBLEMS IN UNIVERSITY ARCHIVES MANAGEMENT INFORMATIONIZATION

The information construction of university archives management has achieved certain achievements, but there are still some problems.

#### *A. The backward management style and imperfect system*

Nowadays, the managers in many colleges and universities in our country think that the top priority is to pay close attention to the teaching quality and the scientific research level, and neglect the archives management. As a result, the status of university archives management is not high and the responsibility is unknown, which affects the smooth progress of college archives management, and even slows the efficient construction and rapid development of the school.

The archives management work of colleges and universities started relatively late, the system is imperfect, and the daily management and construction work of the archives are not taken seriously. As a result, the archives information construction is not complete [2].

#### *B. The archives management staff lack of professional knowledge*

The colleges and universities have a shortage of professionals in the archives education background. In spite of the great improvement of academic records of existing archivists, there are few archivists who truly master the university archives management expertise and relevant modern information processing technologies [3].

The overall professional standards of archives managers are not high mainly in two levels, from the performance point of view. Firstly, the working pattern is very old, and the utilization efficiency is very low. As a result, many valuable archives and information resources have become the "dead files" hidden inside the archives room. The potential important function is not developed, affecting the development and innovation of the informationization construction of archives management in colleges and universities [4].

#### *C. Backward archives management software*

With the development of digital technology and network technology based on computer, the university management emphasis on efficiency and convenience, and uses all kinds of management software. But, the archives software is rarely improved. Facing the dramatic increase in the annual archives size, it can not meet the needs of users. There are mainly several problems in the university archives management software. Firstly, the external software development companies have less development of university archives management software and less selectivity for colleges and universities. Secondly, the software developers are not familiar with the archives work, resulting in the developed software does not meet the needs of the university archives. Thirdly, the archives management software lacks of a unified standard, it is difficult to connect them.

#### *D. Single archives service approach and low utilization*

The services of university archives are generally based on the school itself, and all the work is limited to the campus, which is out of line with the development of modern society. The working scope of the archives service in colleges and universities is generally consist of copying archives, issuing proofs of archives and archives querying, with a single form and a lack of diversity.

The development and utilization rate of archives information is not as high as expected. Firstly, due to the lag of archives collection, it results in the low timeliness of the development and utilization. Secondly, the decentralization of archives information resulted from the decentralization of archives units, which makes it difficult to organize and use the file information [5].

### IV. THE SUGGESTION OF INFORMATIONIZATION CONSTRUCTION OF UNIVERSITY ARCHIVES MANAGEMENT

The construction of archives informationization construction in colleges and universities is a systematic project. It must be implemented in a planned and step-by-step manner. According to the current problems, some strategies for informationization construction of university archives management are put forward.

#### *A. Emphasize on archives informationization construction and improve rules and regulations*

The archives management work of colleges and universities has the service characteristic, the university archives management staff should establish the correct archives management idea, formulates the reasonable management method combining the actual conditions of the university, provides the high-quality archives management service for the university teachers and students. The history of colleges and universities is one of the important contents of archives management. The archivists should record the history of the founding and struggle of colleges and universities in a real, objective, comprehensive and accurate way.

For example, the school should set up a special history office with professional faculty and staff, fully demonstrate the spiritual outlook and cultural connotation of colleges and universities, and establish a sound archival information management facility so that university leaders can give enough attention on information construction, so as to promote the development of university archives management information.

The sound archives information management system is the first protection wall and the most basic protection of digital archives in the network environment, including the system security monitoring, regular maintenance of system functions, protecting the user's information security, the establishment of a safety responsibility system. The archives management security system is an important measure to safeguard the orderly operation of the archives management.

#### *B. Strengthen the construction of archives management informationization team*

The quality of the archives management staff of the colleges and universities affects the effectiveness of the archives management work. In order to make the archives management of colleges and universities change to the electronic, network and digital directions, it is necessary to carry out profession training and continuing education for the archives managers, so as to strengthen the professionalization of the talent team construction [6].

It is necessary to train the in-service staff of achieves through systematic planning, updating their knowledge structure, improving their professional skills, enhancing their ability to distinguish and handling archives, using archives resources initiatively, so as to meet the needs of archives informationization construction work.

The essence of strengthening the archives management informationization is to use the computer technology. The super computing and data processing capabilities of the computers can bring to the achieve manager of scientific management methods and advanced retrieval methods. But at the same time, it brings forward higher requirements for the comprehensive quality of the archives management staff. So the construction of archives informationization management needs a number of high-level personnel who not only know how to use computer information network technology but also proficient in the archives working.

The university should introduce the computer applications professional talent as far as possible. The achieve management department should employ and train computer professionals, that is to say, the computer technology and achieves management information should be combined in the nowadays archivists.

#### *C. Strengthen the development of archives management system*

The economy is the most important reason that hinders the construction of university archives informationization. The colleges and universities need to obtain financial support from various channels and in various ways, and should focus on the hardware and software construction of the archives information management. The construction of hardware facilities should be in line with the actual situation of colleges and universities. The colleges and universities should take into account the practical application of archives management needs, economic capacity and development prospects, to develop the informationization construction.

The operating system used in archives informationization construction should ensure that it has good network stability so that it can meet the actual needs of archives management in colleges and universities. Therefore, it should focus on the security performance, confidentiality, and fault tolerance and operation speed of the archives management operating system. At the same time, the standardization construction of university archives data is also an important aspect of information technology. The higher standardization of university informationization construction can significantly improve the

working efficiency of employees, so as to reduce unnecessary manpower and financial expenditure.

#### *D. Improve the utilization of archives informationization*

The construction of archives management informationization of colleges and universities can not be confined to the school, the modern archives management links the major universities closely together. It is necessary to develop digital archives, organize the archives information with computer science and information technology. The archives are stored in the network so as to achieve the digitization and quickly found when needed.

The colleges and universities should break the monopoly and the closure of information resources; improve the level of office automation, to achieve the sharing of information resources. Based on the archives classification standards of the colleges and universities, the file information resources are qualified and classified, and installed with information retrieval tools to facilitate data query. It should take full advantage of the network off colleges and universities, the information can be open to the public. The university archives can provide service to the school and society.

#### V. CONCLUSIONS

The archives management of colleges and universities is of great significance. It is not only related to the development of students and school, but also related to social progress. The informationization and automation archives management of colleges and universities have replaced the traditional way of paper management, and have gradually become the main management of archives management.

Vigorously promoting the university archives informationization construction has practical significance, not only can greatly improve the efficiency of university archives management, thereby enhancing the quality of school

management, but also lay solid foundation for the all-round development of colleges and universities.

In order to improve the working efficiency of archivists and to achieve the sustainable development of archives management in colleges and universities, it is necessary to continuously improve the archives management informationization. According to the existing problems, the corresponding countermeasures are put forward to strive to achieve the archives management informationization construction effectively, to promote the scientization of archives management, and to accelerate the overall development of colleges and universities.

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