Research on Information Construction of Archives Management in Colleges and Universities Based on Big Data Environment

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Abstract: Archives play a very important role in real life. They are various forms of records with preservation value formed by people in various social activities. With the development of computer network and data technology, human society has begun to enter the era of big data, which poses new challenges to the archives management in Colleges and universities. The establishment of archives resource management system can effectively guarantee the sharing mechanism of enterprise resource management system. In the era of big data, universities can take advantage of big data and use computer software and hardware technology to store vast amounts of information. As an important source of big data, college archives need more scientific and effective information construction. The construction of archives informationization in colleges and universities has increasingly become an important part of the function construction of various universities. It is an important task to expand the development and utilization of archives information resources based on the construction of computer networks.

1. Introduction

With the continuous development of modern technology, big data is gradually applied to all walks of life. It is of great significance to build a comprehensive management platform of archives resources by using information and digital technology [1]. With the rapid development of science and technology and computer technology, we have ushered in the era of Internet of Things, cloud computing and big data, especially the big data processing technology has attracted great attention [2]. In the era of big data, communication between people is more and more frequent, and daily life is more and more convenient, but in fact, it also brings a lot of challenges to various industries. As an important organization of enterprise archives, the standardized management of archives resources is of great significance [3]. The establishment of the file resource management system can effectively guarantee the sharing mechanism of the enterprise resource management system. In the era of big data, universities can take advantage of big data and use computer software and hardware technology to store vast amounts of information. At the same time, it can also improve the efficiency of files in management, storage, and utilization [4]. In the context of big data, how to deal with the challenges of college personnel files, and truly seize the opportunity to better carry out information construction has become the focus of common attention of all sectors of society [5].

Comply with the trend of the times and meet the needs of social development. The advent of the information age has spawned the informatization of archives, which is an urgent task in the construction of archives work in China. It is also an important work content to improve the construction of college archives and realize the automation of university offices. As an important source of big data, university archives need more scientific and effective information construction [6]. According to recent survey results, with the development of computer networks and data technology, human society has begun to enter the era of big data. This poses a new challenge to the archives management of colleges and universities. The traditional college file management model can no longer meet its needs [7]. The construction of Archives Informationization in Colleges and universities is becoming an important part of the function construction of colleges and universities. It is an important work based on the construction of computer network and aimed at expanding the development and utilization of archives information resources [8]. The construction of digital archives information resources database conforms to the development trend of the information age.

It is also the main measure to promote the informationization of archives management and enhance the service quality of daily archives resources.

2. Information Construction Strategy of Archives Management in Colleges and Universities in the Age of Big Data

The information construction of college archives is the need of the times, and the fields involved in big data are more and more extensive. Various industries take advantage of big data to continuously develop and develop colleges and universities. Traditional file management uses paper products for recording. When sorting files, it is also manually performed by a dedicated staff member [9]. Computer technology centered on big data processing can also take advantage of traditional computing technology, and the two sides carry out in-depth integration to explore more research hotspots. In the era of big data, the speed of data processing and storage is not only greatly accelerated, but also its convenience is improvedEach process of personnel archives management in Colleges and universities can be carried out on the basis of large data, thus providing an effective theoretical basis for the development of human resources work in Colleges and universities. Colleges and universities can rely on electronic technology to generate electronic files for backup, which are not easy to preserve and have a long history. Modern science and technology provide us with convenient, fast, efficient and safe technical conditions. The archives work in Colleges and universities has also benefited from this. Through the use of advanced electronic technology, the management means have been constantly improved.

With the popularization of information technology and network technology, archives management in Colleges and universities is facing great opportunities for reform and development. Most colleges and universities have started the construction of archives informationization, and initially established the school informationization management platform. In the era of big data, using the products of information technology to manage data can effectively avoid these problems. Not only will there be no problem of losing files, but it will also improve the efficiency of collecting and sorting files. With the advent of the era of big data, the archives resource data information service mainly uses the various data information of archive resources for new development and new utilization. Efficient and high-quality archival resource construction, information management and information services depend on a good hard environment.

Traditional decision-making is generally based on the experience and wisdom of managers, but their personal energy and experience are limited. So in some cases, managers' decisions are not very scientific. In the daily study and work, we will better cooperate with the development of personnel file work, and further promote the development of informationization construction of personnel files in colleges and universities. In the information age, creating a document integration process has become a new concept. It is the process of integration and integration of the work links, jobs and work steps after the division of labor. Figure 1 shows the intelligence perspective of the public informatics system.
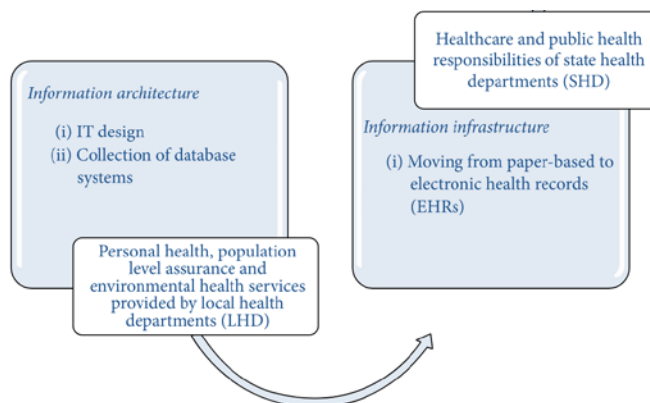

Fig.1. Public informatics system intelligence perspective structure

Scientific management of archives is an inevitable choice in this information age. In modern

society, archives play an important role in every college and even every staff member. In the context of the era of big data, the management of archival resource data needs to be innovated in terms of social services, management, development and utilization. Big data is generated very fast, and these are just a few of the features that big data has. The data information management system not only has a huge amount of information, but also contains data and carriers in various formats, which adds difficulty to the existing file resource management [10]. For the construction of Personnel Archives Informationization in Colleges and universities, it is not only necessary for relevant personnel to correctly recognize the importance of Personnel Archives Informationization construction, but also necessary to vigorously publicize the importance of big data to personnel archives management. It can provide advanced scientific management scheme, make the information construction of University Archives more convenient and fast, and also more rapid in the collection and collation of archives.

3. Necessity of Information Construction of Archives in Colleges and Universities

In the context of large data, archives resources not only face huge amounts of information, but also have to be analyzed and managed in unstructured data. The so-called big data is a collection of data that can not be processed by conventional software in the allowable time in the era of information development. Each university needs to incorporate the information construction of personnel archives management into the development strategy and overall planning, and establish and improve relevant regulatory measures. The information of students who have graduated or transferred to other schools is not transferred and filed in time, which affects the information management of students in school. When collecting and editing new books in libraries, there are errors in book information caused by negligence, which affects subsequent readers'borrowing. When staff members manage college files, they still can't get rid of the traditional file management plan. Or you can only use some simple techniques to classify and manage files, which results in the low efficiency of the overall work of college archives. The information construction of archive resources needs to increase human, material and financial resources in the management of information and data. And to provide users with accurate and timely massive information search function to ensure the validity of information data.

The digital archives are a combination of internal and external Internet structures. It is not feasible to establish a computer network and communication infrastructure by the archives department alone, both theoretically and practically. The survey of the archives and archives management departments is shown in Table 1.

Table 1 Survey of the archives and file management departments

	Know	Know some	Not knowing at all
What are the necessary materials in Archives	16%	34%	50%
Talent center business scope	24%	49%	27%

For leaders at all levels of personnel archives management organizations, it is necessary to actively reflect the importance and urgency of personnel archives information construction to universities. With the continuous progress of technology, it is necessary to constantly absorb new information and make use of new technology in the information construction of archives management. Such as identity identification, intelligent retrieval, information concealment, digital watermarking, electronic signature, operation tracking, information encryption, etc., which requires constant updating of software. Comprehensive consideration is given to ensuring the standardized application, rational development, and information security of information systems. Figure 2 shows the classification of problem complexity factors in file management.
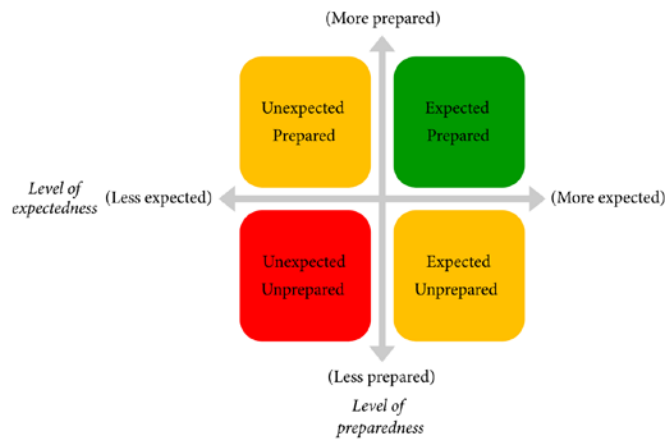
Fig.2. File management problem complexity factor classification

In the era of big data, a school or a social organization can fully understand what it should do in the next step and what not to do. For the information management of archive resources, it is necessary to establish a digital archive that provides intellectual services and form a rich system of knowledge databases. The advent of the era of big data has prompted the development of university archives management from quantitative change to qualitative change, and this change will directly lead to changes in the way the university archives management department works. In view of the paper archives stored by the personnel archives management organizations in Colleges and universities, we should take the initiative in the filing of the database. Archives management in Colleges and universities is an important department for data storage and processing. Under the social background of big data, its management functions will also play a greater role. College leaders should formulate reward and punishment system to improve the work efficiency of employees. Appropriate training and recruitment of some professional staff to make a strong guarantee for the information construction of archives.

4. Conclusions

Faced with the advent of the information age, it is urgent to strengthen the construction of information platform for archives resources. We must conform to the development environment of big data and constantly improve the information management and data management of archives resources. The era of big data can provide a better development platform for the information construction of University archives. The state should provide more convenient conditions for it, so that the information construction of university archives has a higher level. It is necessary to fully integrate the informationization construction of personnel archives with the development of big data so as to keep the informationization construction of personnel archives developing dynamically and optimally. When a user inquires for a certain information, the archives should not only provide direct information through the keywords they input, but also provide some information associated with the information to the users. Any information related to file management should be accurately and carefully managed. The social value of archival resources must be maximized and exploited on the basis of ensuring the stability of archives work. The confidentiality of user profile information is the focus of file management. Only by continuously strengthening the construction of confidentiality work can we avoid file leakage and cause unnecessary losses to users.

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