

Research on Information Management Mechanism of Archives Management Based on Dynamically Running Complex System—Taking Qingdao University Material Science Training Platform as an Example

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Abstract: Information management of archives is of great significance in ensuring the normal operation of the dynamic and complex system of the international training platform for deep integration of obstetrics, science and education and effective implementation of practical teaching. This paper studies the existing problems of archive information management of the dynamic and complex system of the training platform, and explores the countermeasures to realize its archive management information management. The results show that: the practice platform dynamic and complex system realizes the information management of archives, there are problems of the complexity of the elements of archive information, the diversity of archive collection and collation, and the strong dependence on archive information management mechanism; the countermeasures to achieve its archive management information management are: Accurately sort out the relationship between various archive elements, design a reasonable archive information management system, and establish a scientific archive information management mechanism.

1. Introduction

The establishment and dynamic operation of an international integrated training platform for obstetrics, education and science (abbreviation: training platform) provides a material basis for the reform of an innovative education model [1]. During the construction and operation management of the training platform, the management of relevant people, finances, materials, information and other file information becomes particularly important. Excellent file information management ensures the normal operation and effective implementation of the dynamic and complex system of the training platform. Training teaching is of great significance. This article aims to explore the profound relationship between the archive elements of the dynamic and complex system of the training platform, study the problems in its archive information management, and explore the countermeasures to effectively implement its archive information management.

2. Current Status of Domestic and International Research on Archive Informationization

Since the 1990s, global archival work has developed in the direction of informatization. Various archives information management systems have been researched, developed, and used, which has promoted the process of archival informatization. Tansley R and others conducted research on open source archive management systems [2-3]; Liao Ying made suggestions for the development of domestic archive informationization through the development and research of the US National Archives electronic files [4]; Zhou Ling et al. Construction and file management system development were analyzed and recommendations were made [5-6]; Li Jin et al. Studied the software management system of college student records and residents' health file archives to improve the efficiency of file management [7-8]. Wang Zhao combed the status of coal chemical project file management and the process of file management methods, and gave a new logic scheme

for coal chemical project file management [9]; Xu Yongjun and others conducted a research on the evolution of China's file management system [10].

In summary, most of the current research on file informatization at home and abroad is directed to the information processing of a universal single static file system, and the file data collection and collation personnel are operated by full-time file personnel. For the information management of the dynamic and complex system of the training platform, the object of the file management is the human, financial, material, information and dynamic integration of the training platform. The data collection and processing are for multi-level personnel. There are many departments, and they are dynamic and time-sensitive. Without a scientific and reasonable file information management mechanism, it is difficult to complete the file information management comprehensively and meticulously. The establishment of a scientific archive information management mechanism can timely and effectively collect various types of documents and archive data, process information and share information during the operation of the training platform. Therefore, research on the archive information applicable to the dynamic and complex system of the training platform The management mechanism is of great significance.

3. Existing Problems of Dynamic Obstetrics and Education Integration Training Platform to Realize Archives Information Management

3.1. The Complexity of the Elements of Archive Information

First of all, the information of the personnel files involved is complex, and the personnel involved in the management and operation of the training platform have multiple levels and multiple identities; including the platform management committee personnel, the management personnel of the major research institutes that constitute the platform, the training instructors, and training Students, etc.

Secondly, the resources required to build platform-integrated training equipment and the dynamic operation of the platform are complex. The related instruments and equipment and training consumables operated by the training platform have the attributes of multiple departments and belong to enterprises, major research institutes, and experimental teaching centers.

3.2. Diversity of Archive Information Collection and Collation

The file arrangement of the training platform has diverse characteristics, including the operating system file of the training platform, the files of the personnel involved in the training, the files of the platform equipment and equipment operation and maintenance, the files of the training teaching, the files of scientific research activities, the files of the management activities of the training platform, Feedback and evaluation of practical training results, etc., using manual data collection, sorting, and sharing services in the practice of traditional file management to carry out file management for file management work is difficult to ensure the practical needs of the effective operation of the training platform.

3.3. Strong Dependence on Archival Information Management Mechanism

In the process of dynamic and complex system information management of the training platform, the workload of collecting, sorting and archiving of file elements is huge, and the characteristics of extensive personnel and complicated roles of related personnel make the difficulty of file information management significantly increased. Under the scientific and reasonable archive information management mechanism, the information involved in the dynamic complex system of the training platform can be collected effectively and accurately, in a timely and complete manner, thereby improving the accuracy of the data and the timeliness of the information, which can be timely and accurate To share and serve for practical training and teaching, and to ensure effective training results.

4. Countermeasures to Realize Information Management of Archives Management Based on

teaching management, and improving the timeliness, accuracy and safety of the archive information of the training platform .

4.3. Suggestions for Establishing a Scientific Archive Information Management Mechanism

At present, the file management of colleges and universities has not been well integrated into the teaching management of the dynamic complex system of the training platform. The relevant rules and regulations that can ensure the good operation of the dynamic complex training teaching system are not perfect, resulting in the dynamic complex system of the training platform. The information management of archives is advancing slowly. A scientific and reasonable archive management system is the prerequisite for ensuring the smooth advancement of archive information in a dynamic and complex system.

Therefore, on the basis of the original archive management system, the innovation of the information management system of the training platform's dynamic and complex system should be strengthened. For example, the training platform should increase investment in archive information and use information-based means for archive management; Configure reasonable information management equipment and determine a standardized database model; promote the use of practical training and teaching automation office procedures and effectively link them with the informationization of archives; institutionalize the management of archives on the training platform and determine the reasonable Institutional process, clearly clarify the scope of archiving; comprehensively regulate the safety management system and work organization of archive informationization; the responsibilities and responsibilities of all relevant archive informationization posts of the training platform department should be clear to ensure that responsibility is assigned to people and promote Improvement of management level.

In the file management of the dynamic and complex system of the training platform, the collection of basic file data is often completed by training teachers, teaching secretaries, class cadres and other personnel. Characteristics, which have a great impact on the archive information management of the training platform. Attention should be paid to the training and education of archives management personnel involved in archives management, to ensure that they can recognize the importance of archives management, and enhance their subjective initiative to preserve archives.

5. Conclusion

The excellent archive information management mechanism is of great significance in ensuring the normal operation of the dynamic and complex system of the international integration of obstetrics, education and training, and the effective realization of practical training; The complexity of the constituent elements, the diversity of archive collection and collation, and the strong dependence on the archive information management mechanism; the countermeasures to realize its archive management information management are: accurately sort out the relationship between the various archive elements, and design reasonable archive information Management system, establish a scientific file information management mechanism.

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