

Construction of Archives Management Mechanism in Colleges and Universities in the New Era

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Abstract: In the new period, higher education is the key work content of socialist modernization construction in China. At the same time, promoting the development of higher education can train more excellent high-quality and specialized talents for the development and construction of our country's social economy, which has an extremely important influence on improving the market economy system, promoting the development of science and technology, and improving the quality of the people. In order to strengthen the construction of higher education effectively, we can not ignore the construction of archives management mechanism in colleges and universities under the background of the new period. College archives management involves a large amount of information, which can provide an important reference for the development and construction of various fields, and is an important resource to help all fields and industries in the process of development and construction, and its importance is self-evident. This paper makes a deep research and analysis on the construction of archives management mechanism in colleges and universities under the background of the new period and puts forward scientific and reasonable suggestions to optimize the quality of archives management in colleges and universities in China, improve the quality of high archives management, give full play to the value of archives, and promote the development and progress of higher education and social economy in China, and play a positive role.

1. Introduction

The so-called university archives, refers to the university in the beginning of educational activities and operations in the process of direct formation of historical records. With the development of colleges and universities, the archives of colleges and universities have been enriched, the development of colleges and universities has made a real record, but also made a comprehensive reflection of the development of colleges and universities, the real reflection of the basic functions of colleges and universities, not only the spiritual and cultural wealth of colleges and universities, but also the construction and development of colleges and universities can provide the most detailed reference information, to make scientific and reasonable decisions in the process of development and construction of colleges and universities, has a very important impact. It can be seen that the archives management of colleges and universities can also have a deep and too much influence on the future development of colleges and universities. Especially in the current situation of our country vigorously strengthen the construction of higher education, more need rich archival information support. Therefore, in the new period, we must combine the requirements of social and economic development, construct the archives management mechanism of colleges and universities scientifically and reasonably, optimize the effect of archives management in colleges and universities in an all-round way, improve the management level, make the value of archives information fully play out, and also provide sufficient archives information services for the development and construction of universities and social economy.

2. Strengthen Propaganda and Build a Good Sense of Archives Management

In the new period, it is necessary to strengthen the construction of archives management mechanism and improve the level of archives management. The leadership of colleges and universities must give full play to the leading role, actively study the advanced concept of archives management, correctly understand the importance of archives management in colleges and universities, and form a good sense of archives management. At the same time, we must attach great importance to the construction of archives management system in colleges and universities, and give full support to form a push force from top to bottom, and effectively promote the smooth development of archives management mechanism construction in colleges and universities.

In order to build a good archives management mechanism in colleges and universities and improve the level of archives management in colleges and universities, not only the support of the leadership of colleges and universities, but also the strong support and participation of teachers and students in the whole school are needed. Therefore, we must do a good job of propaganda, guide the positive change of teachers and students' ideological consciousness, and correctly look at the construction of archives management mechanism in colleges and universities. At the same time, leaders must do a good job of overall planning and coordination, promote the whole school teachers and students and all departments can cooperate with each other, coordinate with each other, cooperate together, effectively achieve optimization and integration, for the construction of a good university archives management mechanism, play an overall role, lay a solid foundation.

To do a good job in the construction of archives management mechanism in colleges and universities, it needs a lot of human, financial and material support, and the leaders of colleges and universities must give full support to this. In the financial budget of colleges and universities, special budget is set up for the construction of archives management mechanism, and financial support is given. At the same time, we should pay attention to the specialized training of archives management personnel and the recruitment of professional management personnel, and attract more specialized management personnel, which has a very important role in promoting the construction of archives management mechanism in colleges and universities, and is also an indispensable and important condition for colleges and universities to strengthen the construction of archives mechanism.

3. Building a Sound and Perfect Archives Management System in Colleges and Universities

Perfect archives management system in colleges and universities is one of the key contents of strengthening the construction of archives management mechanism in colleges and universities in the new period. At the same time, perfect management system is also an important guarantee to optimize the effect of archives management in colleges and universities and improve the level of archives management in colleges and universities. Therefore, according to the actual situation of colleges and universities and the demand for archives in the new period of social and economic development, we can effectively improve the various systems in the management of archives in colleges and universities, improve the scientific nature and rationality of the management system through optimization and upgrading, and make the archives management work in colleges and universities achieve remarkable development in all aspects of quality, efficiency, function service and so on.

In order to improve the archives management system of colleges and universities smoothly, we must take the relevant laws and regulations of the state as the basis for the construction of the archives management system of colleges and universities, and at the same time, combine the actual situation of colleges and universities to make a comprehensive analysis of the relevant influencing factors, so as to scientifically and reasonably plan the archives management work of colleges and universities, perfect the relevant rules and regulations, ensure the normal and orderly development of archives management work, and be able to provide high-quality archives management services for the vast number of users. In addition, the archives management departments of colleges and universities and their responsible departments should regularly inspect, accept, evaluate and sum up the implementation of relevant rules and regulations in order to promote the continuous improvement of the management system, the supervision and management system can be

effectively implemented, and really do a good job in the management of archives in colleges and universities. (Figure 1)



Figure 1 Archivists are filing archives

4. Improve the Professional Quality of Archives Management Personnel and Build a Professional Archives Management Team

In the process of the construction of archives management mechanism in colleges and universities, archives management personnel are indispensable and important elements. At the same time, the professional quality of archives management personnel has a direct impact on the construction of archives management in colleges and universities. Especially with the continuous development of science and technology, archives management is developing in the direction of digitization and informatization. With the wide application of archives information management mode, higher requirements are put forward for the professional quality and knowledge and skills of archives managers. In this case, if the level of professional quality of archives management personnel in colleges and universities is low, and the knowledge and skills of professional archives management are insufficient, it will cause serious interference and obstruction to the construction of archives management mechanism in colleges and universities. Therefore, it is one of the key contents of the construction of archives management mechanism in colleges and universities to train and absorb specialized and high-quality archives management talents, improve the professional level of archives management personnel, and build a professional archives management team.

For the on-the-job file management workers, colleges and universities should provide them with the opportunity to cultivate and study, use professional training lectures, network courses and other models to train them professionally, and effectively improve their knowledge and skills of file management. Especially for the information-based archives management knowledge technology, through continuing education, effectively improve its professional quality and management skills, for the construction of archives management mechanism in colleges and universities, lay a good talent foundation. In addition, colleges and universities can also recruit more outstanding professional archives management personnel to join the archives management team through the way of external recruitment, and play an active role in the modernization and information construction of archives management in colleges and universities.

5. Strengthen the Work of Archives Compilation and Research In Colleges and Universities

In the course of the construction of archives management mechanism in colleges and universities, we must pay more attention to the compilation and research of archives. The so-called archives compilation and research refers to the effective arrangement, selection and evaluation of archives information according to relevant requirements, such as topics, forms and so on, through in-depth investigation and research on archives. Through a series of processing measures, the scattered

archival information becomes scientific and systematic, and forms an optimized integration, effectively improves the practical value of archival information, and provides more abundant, true, scientific and effective archival information for the majority of users. Through the work of archives compilation and research, the archives service can be transformed from the traditional and scattered archives information service to the modern and systematic archives information service, which improves the service quality and efficiency, and enables users to find the required archives information more quickly and conveniently. To sum up, strengthening the work of archives compilation and research in colleges and universities can effectively improve the quality of archives management in colleges and universities, at the same time, it can also play a positive role in promoting the improvement and optimization of archives management mechanism in colleges and universities, which is an indispensable and important step in the construction of archives management mechanism in colleges and universities. (Figure 2)



Figure 2 Archival managers are discussing archival development

6. Promoting Information Development of Archives Management in Colleges and Universities

With the continuous development and improvement of information technology, it has been widely used in various fields. The development of informatization is the trend of the whole society and the necessary stage of social and economic development. Therefore, in the process of the construction of archives management mechanism in colleges and universities, we must pay more attention to the information construction of archives management, and actively apply the advanced information file management technology to build a perfect information file management model, and promote the information, digitization and networking development of archives management in colleges and universities. Through information construction, the use of archives management system in the information mode can effectively simplify the file management process, through the system of automatic file information classification, storage, search and other functions, on the one hand, it can effectively improve the quality and efficiency of archives management in colleges and universities, reduce the workload of managers, on the other hand, it can also facilitate users to use archival information, so that users can quickly find the required information. Also can use the mobile network and the terminal, realizes the remote operation, effectively breaks the space and the time limit. In addition, the use of information systems, but also to achieve file information sharing, the value of archives to the maximum extent, which has a deep and too much impact on China's social and economic development. (Figure 3)



Figure 3 Archival management using file management information system

7. Concluding Remarks

To sum up, the construction of archives management mechanism in colleges and universities is a complex and systematic work. It is necessary to consider problems from the overall point of view through comprehensive analysis in order to effectively improve the construction of archives management mechanism in colleges and universities, improve the management level, and provide high-quality archives information services for the construction of university education and social and economic development.

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