

Research on the Lean Management of University Archives under the Background of Big Data

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Abstract: File management is an important part of university management, which plays an important role in the construction and development of university culture and in strengthening the effect of talent training. Therefore, in the process of actively strengthening talent training in the new era, colleges and universities should conform to the characteristics of the big data era, increase the application of advanced information technology, improve the effect of file management, and strive to achieve the goal of lean management. In view of this, this paper first gives a brief overview of lean management, and discusses in detail the characteristics of University Archives Management under the background of big data, and finally summarizes the background of big data era for reference, this paper discusses the management strategies of university archives.

1. Introduction

In recent years, with the rapid development of information technology, cloud computing, Internet of things and cloud storage technology have been promoted and widely used. Human civilization has entered the era of big data, and its powerful data collection and processing function has attracted great attention. In this context, in order to deal with the huge data scale and improve the value density of data and information more efficiently, it is necessary to strengthen the application of big data technology, build a new college file management mode, and lay a foundation for the full play of the functions of college file management.

2. On the Lean Management of University Archives

The concept of lean management originated from the American automobile manufacturing industry, which has a good management effect for the large-scale production mode[1]. In practical application, we can avoid investing too much unnecessary production factors, and produce products on the basis of market demand, so that all business activities of enterprises will present higher efficiency and value. Therefore, the core of lean management is to reduce the investment of funds, materials, time and space and create more value[2]. The fundamental goal of implementing lean management in the archives management of colleges and universities is to reduce the input cost, improve the management efficiency and quality through the optimization of management process, simplify the relevant management links, and lay the foundation for more efficient utilization of archives

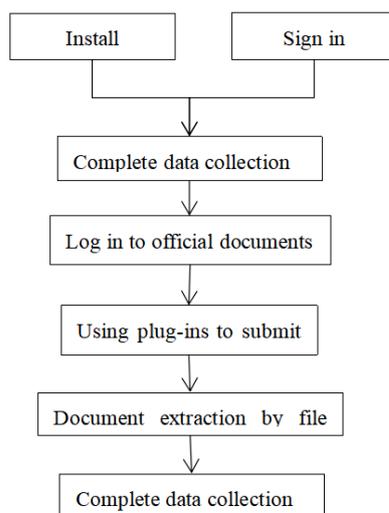


Figure 1 The way to submit archives management in Colleges and Universities

3. The Application Value of Big Data in Archives Management of Colleges and Universities

3.1. Help Improve Data Utilization

Under the background of big data era, massive data and information will be generated every day in the operation of various fields[3]. When the cloud storage technology and cloud computing technology are applied to the archives management of colleges and universities, we can start from the enrollment stage to collect a more comprehensive mass of electronic data, such as scientific research, teaching, Party building, etc[4]. which greatly saves paper archives resources. At the same time, we can use computers to input and retrieve various archives, and use big data technology to divide the mass of information data Class management can also improve data utilization. This is in line with the characteristics of large amount of information collection and long collection time.

3.2. Help to Ensure the Authenticity of Data and Information

In recent years, in order to strengthen the training of talents, colleges and universities in China have been actively engaged in the recruitment of teachers and academic exchanges. Therefore, more new data will be involved in the file management, and higher requirements will be put forward for the integrity and authenticity of data information[5]. In the process of making full use of big data technology to carry out archives management in Colleges and universities, its powerful data mining and computing functions can accurately expand data classification and collection, and even establish the connection between different types of data, and reflect the good relevance in the data information, so as to fully and comprehensively present the things themselves.

3.3. Help to Process Data Information Efficiently

The main characteristics of big data technology are high processing speed and strong computing ability. The full application of big data technology in university archives management can build diversified databases such as business exchange, scientific research, academic research and graduation thesis. Each database can achieve the effect of interconnection under the support of Internet of things technology, which can not only carry out data information more efficiently At the same time, it can improve the individualization and pertinence of university archives management.

4. Lean Management Strategy of University Archives in Big Data Era

The realization of the high sharing of University Archives resources can improve the utilization rate of resources and maximize the value of University Archives resources[6]. Therefore, it is one

of the fundamental ways of lean management of university archives. This requires colleges and universities in the actual process of file management, from a macro point of view, to build a targeted file management center, which can fully carry out the overall planning of file management. In this process, we can fully integrate all kinds of resources in the operation of colleges and universities, such as file management resources, file digital resources and file basic resources. First, the integration of basic resources of archives. In order to achieve the goal of lean management, we must take effective measures to avoid repeated construction and strengthen the management of idle assets; secondly, the integration of archives digital resources[7]. During the operation of the archives management information center in Colleges and universities, it is necessary to strengthen the application of big data technology and cloud storage technology, comprehensively and deeply analyze and process the archives data of the whole university, and integrate the thematic data and scattered archives information in an orderly manner, so as to ensure that the resources of the archives data center can share and release databases, original databases, thematic databases and archives metadata The library is composed of. In addition, in the integration of archives, we should transform the relevant pictures and image files into digital information, and highlight the perfection of file query and data decision-making; thirdly, we should integrate the file management system, standards and institutions. In the process of effective integration of archives management, first of all, the core should be set as archives, and the importance of management departments and other business disciplines should be clarified, so as to ensure that the new archives management mode can present a wide coverage, give full play to the functions of personnel archives, science and technology archives and document archives, improve the operation efficiency of each department, and strengthen the precision Finally, integrate the file management system and standards[8]. In the operation of colleges and universities, the standard system of archives management should be established in accordance with their own reality and operation characteristics, which mainly includes the safety, collection and application of archives data and information, so as to lay a foundation for strengthening the effect of archives digital management, improving the utilization rate of archives resources and achieving the goal of lean management

5. Realizing the Automatic Collection Service of Archives Information in Colleges and Universities

Under the background of big data era, the application of digital technology in the management of university archives has been strengthened, which plays an important role in improving the information collection and push service of university archives management[9]. Automation has become the main feature of the collection of University Archives resources. In this process, the digital resources of University archives can be improved from the perspectives of quality and service Using value is of great significance to realize the goal of lean management of university archives.

5.1. Automatic Information Capture

In recent years, in the process of university operation in our country, the construction of digitalization, electronization and automation has been strengthened in various fields such as teaching management and administration, forming the university network digital resources with many information sources and large amount of information, followed by the serious problem of information redundancy. Only by continuously strengthening the function of information capture and collection, can the collection benefit be more rapid Use valuable information. In the process of effective integration of university archives management and big data technology, it can increase the utilization rate of network dynamic information monitoring and network dynamic data capture technology, and achieve the goal of automatic filing, saving and capturing network information resources, which is of great significance to improve the lean level of university archives management.

5.2. Real Time Push Service

Under the background of big data era, in the process of carrying out the archives management in Colleges and universities, we should pay attention to the real-time control of the dynamic utilization of archives, increase the application rate of data statistics and data analysis technology, pay attention to the timely push of information service for users with high concern, and timely release information to relevant network platforms, so as to improve the quality of archives management and services in Colleges and universities Sex and precision lay the foundation.

6. Strengthen Cooperation with Relevant Departments

In the background of big data era, in the process of actual file management in Colleges and universities, in order to achieve the goal of lean management, it is necessary to continuously increase the application of advanced technology, expand its own service function, and deal with massive file data information more efficiently. And the cooperation with relevant departments is the basis to achieve this goal. First, we should establish a cooperative relationship with data service providers. Give full play to the advantages of its talents, technology and data service ability, and improve the perfection of the digital resource database of university archives; secondly, establish a cooperative relationship with the archivists. Under the influence of the era of big data, colleges and universities should pay attention to the perfection and authenticity of information resources in the process of actual file management. In order to improve the efficiency of information collection, it is very important to establish close contact with file formers. In order to achieve this goal, it is imperative to strengthen the publicity of the importance of archives management, to popularize the knowledge of archives, and to strengthen the archive consciousness of teachers and students. Finally, it is necessary to actively cooperate with the users of archives. Under the background of big data era, in the daily work of university archives management personnel, we should actively change the traditional "passive service concept, increase the application of statistical technology and data analysis technology, predict the ways of using various archives resources from the perspective of the needs of archives users, do a good job of service mode in advance, and lay a foundation for strengthening the utilization rate of university archives Foundation.

7. Conclusion

To sum up, under the background of big data era, colleges and universities should not only have a deep understanding of the importance of archives management, but also actively establish the goal of lean management, increase the application of big data technology, and strengthen the efficiency of archives management in Colleges and universities by realizing the high sharing of archives resources and the automatic collection of archives information in Colleges and universities Therefore, it is necessary to improve the utilization rate of resources and the function of personnel training in Colleges and universities.

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