

Research on New Ideas of Digital Management of University Archives Information

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Abstract: With the development of social economy, science and technology, the development of various undertakings of colleges and universities is facing huge challenges and opportunities. In order to improve the comprehensive strength of colleges and universities and improve their work efficiency, it is necessary to improve the ability of file information management. Strengthening the construction of the information digital management system and opening up new routes for management and development have become historical missions that universities need to complete. This paper studies the digital management of archives information in colleges and universities, hoping to find new ideas for work.

1. Introduction

Whether it is an enterprise or a school, economic cost is the fundamental factor restricting its development ability. In order to reduce the waste of human, material, financial and other resources and improve the efficiency of the work system, colleges and universities will inevitably increase the management of archives. In particular, the substantial increase in the amount of file information and the continuous increase in the workload and difficulty of office staff will cause various office costs to rise rapidly. If there is no effective management method and no better working methods, it will not only make the archives lose the authenticity and accuracy, but also waste the space resources of the university, and even bring a lot of inconvenience to the development of university teaching and research. Based on this, colleges and universities must explore new ideas for digital management of archive information, so as to gradually improve the accuracy and transferability of archive information, as well as the efficiency of retrieval and collection of information, to ensure the orderly operation of college offices.

2. The Importance of Digital Management of Archives Information in Colleges and Universities

2.1 Conducive to Improving the Office Efficiency of Colleges and Universities

Generally speaking, college archives serve their internal work. In the traditional file management model, with the continuous increase of business volume, the difficulty of the employees' work is gradually increasing. There are often situations in which work goals are set and work tasks are difficult to complete as scheduled. This makes colleges and universities need to increase their investment in human, material, and financial resources in order to increase the utilization of archive resources and greatly increase the burden on college economic development. With the rise of network information technology, digitization of archive information has become a development trend. It not only provides convenient conditions for the development of universities, but also enhances the efficiency of file management. The establishment of a digital system of archives information in colleges and universities, and the development of new management methods, have effectively improved the regulation of archive content and the management of archives quality in universities. Since the required archive information can be found in the first time, and the errors in the archive content can be corrected in a timely and effective manner, it has laid a solid foundation for universities to carry out special research activities from multiple levels, and greatly improved

the office efficiency of universities.

2.2 Conducive to the Realization of Information Resource Sharing

The integration of information resources is not only the indispensable path for colleges and universities to manage archives, but also the key to improving the momentum of development for colleges and universities. Adhering to the route of sharing information resources can make the internal work of colleges and universities clear and specific, and can strive for more external development conditions for colleges and universities. It can be seen from this that to realize the sharing of archive information resources and improve internal work efficiency, colleges and universities will rely on the digital system of archives information, and this system will also become the basis for connecting enterprises and universities, universities and universities, universities and students. From the perspective of university development, digital archives management restores the internal activities of universities in an all-round way. Especially after optimizing file information resources and perfecting the digital management system, the work efficiency of universities and the quality of life of teachers and students have been greatly improved, which greatly promotes the effective connection of university services and society. In addition, the new model of digital management of archives information has played the role of network information sharing from multiple levels, increased the service capacity of "Internet + education", fundamentally changed the disadvantages of traditional archives management, and helped staff overcome various work difficulties, and accelerate the research of social life, student learning and other fields.

2.3 Conducive to Reducing the Cost of Information Management

With the application of digital technology of archive information, universities have opened up a new management model for archives. After combining advanced information management concepts, colleges and universities can innovate management systems and implement vertical supervision of archives work, thereby maximizing the reliability and utilization of archive resources. By digitizing paper-based information, it not only reduces the space resource occupancy rate, but also improves the efficiency of viewing archive resources. In this process, employees can ensure the authenticity and accuracy of the documents they use as long as they use information technology to do a good job in screening and correction. Using high-efficiency information management technology, archive management in colleges and universities no longer requires more manpower. By rationally mobilizing employees and changing working methods, the development momentum of universities can be fully improved, so as to reduce the costs of managing files and promote the economic and cultural development of universities.

3. Current Status of Digital Management of Archive Information in Colleges and Universities

3.1 Lack of Awareness of Information Digital Management

The use of information data management methods for work is about responsibility and standardization. In the actual digital management model, most employees will make frequent mistakes in their work due to lack of work awareness, relevant work experience, and not mastering strong information technology. In particular, if these errors are not corrected in time, the file information will be inaccurate and some terms will not be standardized, which will seriously affect the normal operation of universities. In addition, some university leaders did not pay enough attention to archives work, did not strengthen the publicity of information digitization work, did not establish a special digitization work organization, and related management personnel lacked implementation capabilities, resulting in the entry and transmission of archives and other processes that were not effective. The supervision and management of the archives has resulted in a situation where the file work has become a child's play. Over time, the work supporting archives management has not been effectively implemented, severely restricting the economic and cultural development of universities. From the perspective of technology application, colleges and universities have not perfected the infrastructure, leading to the slow development of the

information digital system, and even some functions cannot be effective. This not only did not help the archives work of colleges and universities, but increased the financial burden of colleges and universities. From the perspective of responsibility, because colleges and universities still adopt traditional and lagging management methods and do not pay attention to motivating employees to work, employees lose their sense of ownership of the job, which leads to a lack of ideological foundation for digital information management.

3.2 The Professional Ability of the Staff Needs to Be Improved

From a certain level, the professional ability of staff is the key to determining the development ability of universities. In order to improve the level of archives management in colleges and universities, leaders need to pay attention to improving the working abilities of staff so that every employee can work hard to improve their abilities and qualities, and better fulfill their job mission. However, in actual work, some university leaders did not regard the introduction and cultivation of talents as a key issue for the development of the archives department. As a result, there are very few employees who can meet the requirements in the archives work of universities, which brings many difficulties to the development of universities. With the rapid development of information technology, mastering relevant technical capabilities has become a basic requirement for employees. If employees cannot adapt to the development trend of diversified information technology and cannot transform their professional skills into the competitiveness of universities, they will inevitably bury hidden dangers for the development of universities. Therefore, colleges and universities need to build a team with strong professional capabilities and high overall quality, fundamentally deal with the file information problems of colleges and universities, and achieve the development goals of colleges and universities.

3.3 Lack of Higher-Level Technical Support

The development of information digitization has an objective requirement, namely, network security. In order to build a good digital system for archive information, it is necessary to build a high-quality network management system. Through the construction of a database, the classified management of various catalog resources is realized to ensure the orderliness of information resources, and to maximize the work horizon of universities. Only through higher-level technical support, optimizing the archive information environment and realizing shared processing can the sustainable development of the economy and culture of universities be ensured. However, some colleges and universities did not pay attention to this point and did not strengthen the management of the network environment, which gave some criminals a chance. They used hacker technology to spread network viruses, which seriously threatened the development of digitalization of archive information in colleges and universities. Based on this, colleges and universities need to recognize the nature of the “double-edged sword” of the network, increase research and development of higher-level technologies, strengthen the digital management of archive information, and create various ideals for the development of college archives from multiple angles. Convenient conditions.

4. Working Methods of Digital Management of Archives Information in Colleges and Universities

4.1 Increase Investment in Facilities and Increase Staff Awareness

With the development of social economy and the improvement of the level of science and technology, the method of file entry and storage carrier methods have undergone tremendous changes. Traditional working methods have gradually been eliminated, and new digital technologies have been more widely used. In order to realize the digitization of archive information, colleges and universities need to increase the construction of network information technology facilities within the scope of their maximum capacity. Relying on sufficient and sufficient operating funds, establish a sound and systematic information digitization system, gradually improve archive information management software, and enrich the content of archive information, so as to lay a solid foundation

for the development of various undertakings in universities. In order to enable employees to adapt to the work style under the new situation and give full play to their role in their posts, school leaders need to increase the propaganda of information digitization. Through the use of training and learning strategies, the employees' work awareness is continuously improved, and conditions are created for modern archival work from multiple levels. First of all, school leaders need to create a good working environment and lead by example in a true sense. By improving their own leadership and information technology capabilities, they continue to set an example for the staff, so that they have a correct attitude towards learning technology and strive to become the talents needed for the development of universities. Second, school leaders should strengthen cooperation with society and other universities. By increasing the investment of funds, we will further strengthen the software and hardware equipment for digital management of archive information, and give full play to the performance of the overall system. By adhering to the “high-tech, high-level, and high-quality” route, we will build a complete and sound archives information system for colleges and universities, and gradually improve the sense of responsibility and self-motivatedness of employees, so as to maximize the benefits of digital archive information management.

4.2 Build an Information Resource Database and Improve the Management System

Building an information resource database is the only way for colleges and universities to develop their archives. In order to enhance the development momentum of universities, school leaders need to stand on a higher level and improve the file management system. By persisting in taking the innovative route, we will continue to open up new development paths for archives work. First of all, school leaders need to mobilize employees' work awareness. Use various incentives to optimize the working environment of the post. By adopting the training model of “survival of the fittest”, the employees' sense of competition is cultivated, so that employees can work hard to learn technology and earnestly implement leadership requirements, so as to ensure the orderly operation of the information digitization business. Second, school leaders need to improve the reward and punishment system for promotion. By placing employees on the same starting line, let them give full play to their abilities. By rewarding employees with strong learning ability and high professional level, and providing more space for job development, so that they can develop a sense of self-improvement and strive to contribute to the economic and cultural development of universities. Third, school leaders need to strictly regulate the working methods of employees. Through the establishment of a special supervision department, the quality and effectiveness of the file information work is guaranteed. Relying on higher-standard strategies and methods, reduce the mistakes of various tasks, and minimize the waste of manpower, material resources and financial resources. Finally, school leaders need to simplify work procedures to ensure the orderly development of college archives. By combining the actual situation and exploring the management rules, each employee can play his own value in a harmonious working environment.

4.3 Introduce Technical Personnel and Train Outstanding Employees

Talent is the foundation of competition. In order to improve the digital management capabilities of archives information, universities need to increase the introduction of technical personnel and train more outstanding employees to ensure the stable development of digital information in universities. In terms of introducing technical personnel, universities need to adhere to the principle of “appropriate and moderate”. Since the introduction of talents will inevitably increase the financial burden of colleges and universities, colleges and universities need to select the best from the best when introducing talents, and select talents with good overall quality and strong professional skills. By opening up the recruitment information of colleges and universities, improving the work benefits of professional talents, so that more talents in the society can apply for positions in colleges and universities. By creating a competitive situation for job recruitment and continuously selecting high-quality talents to work in the school, the foundation will be laid for the digital management of archive information. In terms of cultivating outstanding employees, colleges and universities need to increase funding. Through the improvement of relevant basic equipment, a good training and learning environment is created, and employees are encouraged to study hard and

become the talents needed by universities. By hiring experts to conduct technical teaching in colleges and universities, we will cultivate information talents in batches, maximize the business ability and quality of employees, and promote the construction of archives talent teams.

4.4 Increase Management Attention and Strengthen Network Security Supervision

The issue of network security is the primary issue that colleges and universities face in improving their ability to manage digital information. In order to improve the level of network security, colleges and universities need to do a good job of security supervision. First of all, universities should increase the intensity of the introduction of security technology. Through the use of advanced information management technology, the security of data is ensured, and the network environment is optimized to avoid viruses, hackers, etc., and affect the operation of various tasks. Second, colleges and universities should increase the propaganda of cybersecurity knowledge. By letting more employees understand the network and actively supporting the archives work of colleges and universities, while optimizing the network working environment, the network security capabilities of colleges and universities are improved. Third, school leaders should organize employees to do a good job of network supervision. Through timely detection and investigation of hidden problems, gradually improve network management capabilities, and create a good space for the development of digital file information. Finally, the state should introduce some confidentiality policies to severely crack down on behaviors that endanger the information of universities, so as to use laws to deter some illegal activities and provide guarantee for the digital management of information in universities.

5. Conclusion

In short, in the context of the development of the new era, if colleges and universities want to enhance their comprehensive strength, they must explore a new method of file management. Only by realizing the digital management of archives information can the work efficiency of colleges and universities be improved, the colleges and universities will develop in the direction of modernization, and the social value of colleges and universities can be fully realized.

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