

Research on the Difficulties and Outlet of Enterprise Archives Work

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Abstract: With the rapid development of society and economy, the market competition situation faced by enterprises is becoming increasingly severe. Under the fierce market competition situation, enterprises must adopt effective measures to promote the improvement of their own management levels, and can fundamentally improve their overall competitiveness. The management of archives is an important part of corporate management. With the continuous advancement of archives management, the issues concerning the reform of the archives management model have also received more and more attention. This paper will focus on the related issues of the file management model.

1. Introduction

With the establishment and development of China's socialist market economy, the transformation of government functions, the transition of economic systems, the establishment of modern enterprise systems, and the popularization of information and communication technologies, we have entered an era of profound changes in economy, technology, and politics. This change will be a relatively long-term process. Its influence will affect all areas of social life. The corporate archives work will inevitably suffer from its own pain. At the same time, we must also see that change is not merely a pain. As long as we face the reality and actively explore it, we must dare to find a way. After that, we must acquire new vitality [1].

2. The Dilemma of Enterprise Archives Work

The "Enterprise Law" stipulates that in a socialist market economy, an enterprise is an enterprise legal entity that operates autonomously, assumes sole responsibility for profit and loss, self-discipline, and self-development. In other words, an enterprise owns legal property ownership, while a corporate file belongs to a corporate asset. This means that the issues related to corporate archives work can be almost completely determined by the company itself. The enterprise is an economic entity with the ultimate goal of profitability. The modern enterprise system also requires the enterprise to maximize cost savings and increase efficiency. Therefore, anything that cannot bring benefits will eventually be abandoned by the company. The enterprise archives work is a job that requires the input of manpower, material resources, and financial resources. Enterprises must demand their archives work to meet the needs of production and operations, and must comply with the principle of efficiency. When corporate archives work cannot bring benefits that are equal to or greater than their costs, their shrinking will become an unavoidable reality. The current corporate archives work is in such a trend. Apart from the external factors, only from the perspective of the corporate archives work, there are three reasons for the archives work of enterprises: The micromanagement of modern enterprise archives work is rooted in the planned economic system, and high costs and low benefits under the planned economic system have always affected The archival work of the current enterprise and friction with the principles of efficiency of the modern enterprise system are the most fundamental reasons for the corporate archival work being at a disadvantage. The company's archival work itself still to a large extent follows the original thinking and methods of work, and has failed to keep up with the pace of enterprise changes and actively serve the enterprise. This is the most direct cause of the status of corporate archives work. The hidden nature of the benefits generated by the company's archives makes it difficult to quantify.

This is the indirect cause of corporate management's neglect of archival work. Therefore, deepening the reform of corporate archives has become an urgent need for the development of corporate archives.

The reform of the macro management system of archives work by archives administration departments lags behind the transformation of government functions. The administrative departments of archives are accustomed to managing enterprise archives in the way of upgrading in the planned economy and carrying out target management. They are accustomed to using administrative means and administrative orders to grasp corporate archives, ignoring that enterprises are the main body of the market, and against the enterprise's "purpose of benefit". "With the deepening of enterprise reforms, many companies have increasingly separated themselves from the management of existing professional competent authorities and become the subject of "self-operating and self-financing". The principle of measuring corporate affairs is how much this thing can bring to the enterprise. From this point of view, how much authority the archives administration has over the archives work in the enterprise is worthy of exploring. Furthermore, the management concept of the archives administration department and the company's archives work also raises new issues. How to transform from a management type to a service type and how to serve the company's archives can better adapt to the increasingly complex and rapidly changing enterprises status quo. In response to the above problems, some provincial and municipal archives administrative departments have made many useful attempts and accumulated some experience, but they also exposed many problems [2]. The main performance is that the administrative department of archives is struggling to supervise and supervise business operations and some specific business work. It is unable to concentrate on the formulation of relevant business standards, norms, laws and regulations. Third, some companies may resent the administrative authorities of archives. The intervention of its archival business is therefore not actively supported.

The concept lacks sufficient attention. There are many uncertain risk factors in the process of enterprises participating in the market competition. In order to enhance their ability to cope with risks, enterprises need to start from the management mode, but few managers pay attention to file management work, because most enterprise managers believe that More manpower and material resources should be devoted to the construction of a company's assets. As an intangible asset, archive resources cannot bring about an increase in profits for the enterprise, and no visible benefit can be seen. Under the influence of this ideological consciousness, the managers of enterprises have placed more investment on the production and management of enterprises, and even reduced the number of file management agencies and personnel to reduce the cost of file management. At the same time, this backward management ideology also has a greater impact on the enthusiasm of the employees of the company. In particular, the personnel of the archives management department can't get the attention of their managers, but they are constantly constrained, which makes the file management work. It became very confusing and it could not form a systematic file management model, which caused great obstacles to the improvement of the file management level.

At present, enterprise file management models usually have centralized and decentralized modes. The centralized type emphasizes the division of responsibilities among managers at different levels, and the job responsibilities at each level must be clarified; the decentralized file management model focuses on the management of archive resources and information completes the development and utilization of archive resources through cooperation between different forms of management. From the perspective of the operation of the file management model, the current file management model obviously lacks flexibility. Although it can give file management personnel sufficient autonomy, this autonomy evolves loosely and randomly under the decentralized file management model. The management model cannot play the role of file management. The existing centralized file management model is mainly completed by the administrative department and the competent department. Although this can reflect the macro-guidance role of the archives management, it lacks practical and feasible management measures and can not promote the reform of the archives management model [3]. .

3. The Strategy of Getting Out of Difficulties in Enterprise Archives Work

The times have changed, the environment has changed, and corporate archives have not made corresponding changes. Therefore, the fundamental way out for corporate archives work lies in adapting to changes in the times and requirements for environmental change through change. In other words, “When the times change, we must seek to survive through change”; otherwise, “If the archival career is still immersed in yesterday’s world, then the profession of the company’s archivist will disappear”.

In order to adapt to the changes in the external environment and to overcome the predicaments currently faced, the traditional enterprise archives work has only to do minor repairs and tinkering. This has only made fundamental changes and innovations. Fundamental changes and innovations require advanced management concepts and management models. This kind of management concept and management model that guides the innovation of corporate archives must comply with the socio-economic background and the development trend of the times. In the era of knowledge economy, this kind of management philosophy and management model that can follow the socio-economic background and the development trend of the times and can guide the innovation of enterprise archives work is knowledge management. Because knowledge management is a management paradigm in the era of knowledge economy, it can provide new thinking for enterprise archival work innovation at all levels.

At present, the world’s most fundamental socio-economic background and the development trend of the times are the rise of the knowledge economy. Knowledge economy is directly dependent on information and knowledge production, distribution and use of the economy. Its essential features are: In the entire social production system, the production of knowledge products dominates the production of material products and dominates, and mental labor rises to the main form of human labor. In the era of knowledge economy, knowledge has become the dominant or even the only source of key economic resources and comparative advantages. “Because the knowledge society is an organization’s society, its central organ is management. Only management can make all of today’s knowledge effective.” Knowledge management emphasizes the use of knowledge, knowledge innovation, and full use of knowledge in economic life. The role of maximizing the value of knowledge and complying with the requirement of “knowing the value of knowledge unprecedentedly” in the knowledge economy has become a management paradigm in the era of knowledge economy and has become an inevitable trend of management in the 21st century.

Knowledge management refers to the use of modern information technology to accumulate, organize, evaluate, transfer, apply and innovate knowledge to realize the value of knowledge and enhance the company’s core competitiveness. The starting point of knowledge management is that knowledge is the strategic resource of an enterprise. The fundamental purpose of knowledge management is to realize the value of knowledge and enhance the core competitiveness of enterprises. The basic activities of knowledge management are the accumulation, organization, evaluation, transmission, application and innovation of knowledge. As a management paradigm in the era of knowledge economy, knowledge management will inevitably provide innovative ideas and perspectives for corporate management activities including archives [4].

The starting point of knowledge management can prompt people to re-understand the value of corporate archives: As an important carrier of knowledge, corporate archives should be an important strategic resource of an enterprise, not just a simple “history record”, “material” or “tool”. ; It should be a window for the company to look to the future, not just to look back at the past.

The fundamental purpose of knowledge management can prompt people to focus on defining the fundamental purpose of enterprise file management: File management can not only pay attention to the collection, sorting and storage of files, but should pay more attention to the development and utilization of files; File management can not only save history and reproduce history. In order to accumulate knowledge and use knowledge, file management can not stop at passive, single, lagged services, but must integrate into the company’s core activities, create value for the company, maximize profits, and improve core competitiveness of the company.

The basic activities of knowledge management can prompt people to rethink the basic activities of enterprise file management: File management should shift from focusing on the management of archive entities to the management of the information stored in archives and the knowledge contained therein. In the process of archives collection, not only should the official documents be archived, but also the recording and collection of tacit knowledge should be strengthened, and the collection of informal documents and external information should be strengthened so as to expand the archive collection activities into knowledge accumulation activities. In the file sorting process, based on the classification of the archive entities, the multi-dimensional and in-depth file content classification (knowledge classification) should be carried out according to the user's search preferences and usage habits, so that the archive sorting activity will evolve into a knowledge organization activity. In the process of file identification, not only the document's credible value, long-term value, and preservation value should be paid attention to, but also the archive's informative value, practical value, and utilization value, so that the file identification activity can be innovated as a knowledge evaluation activity. In the archives service process, we should implement a user-centric philosophy, and adopt informatization, networking, and intelligent means to develop proactive services, personalized services, full-process services, and advanced services. We strive to provide users with specific knowledge and problems [5]. The solution (rather than just the archive entity itself) will promote archival service activities to knowledge service activities. The technical support of knowledge management can prompt people to re-examine the technical methods of enterprise file management: Enterprise file management must abandon the traditional manual operation method and adopt advanced information technology.

4. Conclusion

In short, reviewing enterprise archives work from knowledge management can prompt enterprise archives work well to adapt to changes in the external environment, tap the knowledge value of enterprise archives, create activity for corporate value creation activities, and improve the core competitiveness of enterprises in order to adapt The requirements for the establishment of modern enterprise systems and the increasingly fierce competition in the market; through the application of modern information technology, to cope with the impact of the emergence of electronic documents; thus eventually out of the current difficulties.

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