Study on the Problems and Countermeasures of University Archives Management in the Information Age

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Abstract. Only when the file management level is adapted to the needs of the modern society, the file management work can keep pace with the times and achieve the desired results. With the continuous development and progress of information technology, it brings new opportunities to the archives management work, and it also faces new difficulties. Therefore, in order to do a good job in file management and realize modern file management, we must speed up the network and digitalization of resource development, and actively respond to the challenges of electronic documents in order to provide quality services for economic construction. Based on the importance of archives management in the information age, this paper analyzes the problems faced by the archives management in the information age and the countermeasures, and hopes to provide reference for the archives management.

Introduction

Using modern information technology, it is possible to develop university archives retrieval from batch search and online search into networked search, and realize the network of archive information transmission. This is conducive to breaking through the limitations of various units and departments, connecting the computers of each system and their terminals to form a wide-ranging computer retrieval network system; using modern photoelectric scanning and optical disc storage technology, each person's photos are passed through the photoelectric scanner. Save it to the disc. The optical disc has the advantages of high recording density, large storage capacity, fast reading and writing speed, high precision, easy use with computers, and easy copying. Using optical disc technology, you can record not only a variety of graphic information, but also audio, TV and various color images and moving pictures. It can be said that almost all forms of recorded information can be stored on the disc. Multimedia technology can also be used for video editing, microfilming and other kinds of audiovisual file editing and research. Multimedia technology has opened up a broad prospect for audiovisual carrier files and opened up new roads for editing and research. In addition, modern information technology can also enable college file management personnel to reduce duplication of work and improve work efficiency. For example, the database of university file management system has been established, and data information can be added and deleted at any time. The borrowing, querying and searching of college files are convenient, reducing the reading, improving the work efficiency and the utilization of files. Because it has the function of automatically generating form information and printing, it does not need to copy, avoiding damage to the files such as copying, and prolonging the service life of college files.

Problems in the management of college archives in the information age

Modern science and technology is a "double-edged sword". It not only brings opportunities to the archives management of colleges and universities, but also faces unprecedented challenges in the management of college archives: 1. The development of information management is not balanced, and the management system software is not Unite. At present, most universities have used computer management files. Individual schools have also used micro-replication storage technology and established their own web pages on the Internet. However, many schools only use computers for directory management of files, and more individual. The school's computer is placed in the archives as a "scorpion ear" to cope with superior inspection. In the management software used, there is no separate standard. Different administrations use different database management systems with different functions and types. In actual work, whenever a higher-level competent department issues a database, the file management personnel must consult the files according to the contents of the database and manually enter the data. Due to the large number of people, the amount of data to be entered is very large. In the process of data entry, the accuracy of the data cannot be guaranteed. After the database is entered, it needs to be checked multiple times, and the work efficiency is very low. After completing the database reporting work, the database can only be idle. If there is no data reporting work in the future, the database will be invalidated. The reason is that the software used by the higher authorities in writing various databases is different. The format of the data in the database is different. Each database can only perform a single job, resulting in no connection between various databases, and the data is not compatible. This is a huge waste for databases that take a lot of time to complete, and it also adds workload to college file managers. The legal effect of the collection, management and use of electronic files is not strong. Electronic files are converted from electronic files. An electronic file is a "computer-processed file stored in a computer", which is the product of office automation. At present, there are electronic archives in colleges and universities in Shandong Province. Most of the college archives departments do not collect electronic files because of the lack of material and technology, that is, there is no material security to save, and

they cannot be technically dumped regularly. For long-term use, technicians and technical means can not keep up. The electronic file has the advantages of small size, large capacity, easy storage, easy copying, easy deletion and information sharing, but it also makes the originality, uniqueness, reliability and evidence of the file work shaken, and there is variability and easyness. Loss, difficulty in confidentiality, etc., and its legal effects are also affected. 3. The filing system is in urgent need of reform. China's college archives have been used for decades in the system of filing. As the development of information technology has been impacted, the methods of changing the "file-level management" to "file-level management" and the non-discretion of documents are also in order to meet the requirements of computer management. The original system of filings has seriously restricted the development of archives work in modern universities. Since there is no unified regulation, in this period of exploration, all colleges and universities have their own functions, which has brought confusion to the custody, statistics and organization of archives. 4. The quality of file management personnel cannot meet the requirements of modernization of file management. The management of college archives adopts modern equipment management, and the improvement of personnel quality is imminent. It includes the theoretical level and practical work ability of college archives staff, the level of foreign languages and the comprehensive application ability of modern equipment represented by computers. At the same time, college file management personnel can not complete the work based on the original knowledge, skills and experience. This is far from adapting to the trend of rapid development of science and technology in the world today, and it cannot adapt to the new situation facing social development. On the other hand, the lack of computer knowledge and Internet knowledge in college file management personnel also hinders the improvement of university file management.

Countermeasures for the problem of file management in the information age

Strengthening the construction of information technology as an indispensable part of the archives management work in the era of information, the purpose of realizing the information management of archives is to share archive resources and give full play to the value of archive resources in enterprises. Therefore, in order to realize the sharing of archive resources, the archives management department must introduce advanced information technology, innovate the file management model, and realize automatic processing, thereby improving the retrieval efficiency of archive information. For example, when archiving and storing archives, the archives management department can use the information management system, CAD/CAM system, resource management system, and ERP system to program the management software, and use the computer and multimedia technology to write the text files and image files. Automatic identification is carried out and stored in the corresponding file information base to achieve compatibility between the software. Then, using the network platform to transmit archives and materials, the information resources can be shared remotely and accessible, which can not only store massive archive resources, but also avoid the problems of aging and damage of traditional archives data management.

It is of great significance for file management to unify the standardization of archives information management standards and establish management rules and regulations related to archives. With the development and advancement of science and technology, the file management tools are gradually updated and the management level is improved. It is necessary to establish and improve the work system related to file management, and uniformly prepare the file management rules, and implement them in place, thereby improving the portability of system software and realizing Standardization of archival information management standards. In addition, it is necessary to clarify the responsibilities of each job, and to centralize the files of each category and carrier for unified management, so that file management and enterprise work can be simultaneously evaluated and developed simultaneously.

China's information resources are rich and diverse. Archives resources, as an important part of information resources, play an important role both in China's political construction and in China's social and economic construction and development. Therefore, in the file management work of the information age, in order to improve the confidentiality and security of file management, it is necessary to establish a sound file information security system and do a good job in management. Specifically, it can be analyzed from the following aspects: the development of information technology has two sides for information. Although it objectively drives information competition, there are still security risks for the security of archival materials. Therefore, in order to improve the security and confidentiality of the use of file management, it is necessary to update the traditional management concept, raise the awareness of cybersecurity, and take effective measures to invade the lawless elements, so as to prevent illegitimates from falsifying and stealing file information. At the same time, the management department needs to strengthen the file information management through user authentication, monitor the computer network system in time, and ensure the confidentiality and security of the file information. For example, in the file management work, there is a risk of calculating the virus intrusion, resulting in the loss and leakage of file information, and the contents of the file cannot be viewed. To ensure the security of file information management, the file management department needs to strengthen file management, prevent criminals from invading the system, strengthen the verification of user login names and keys, and improve the security of system use by means of key management. At the same time, strengthen the monitoring and control of the computer network system, install the latest version of anti-virus software in the computer system, and try to isolate the internal and external networks of the computer. And do a regular backup of the database to ensure the security and confidentiality of the use of file information.

Establishing and perfecting relevant laws and regulations is the guarantee for the safe and rational use of archives information management. Therefore, in the information age, relevant departments should follow the trend of the times, establish and improve relevant laws and regulations, and provide legal basis for archives information management. There are laws to follow and rules to follow to meet the needs of the future development of file management. At the same time, strengthen the construction of resource database, arrange personnel to maintain and manage the database operation regularly, and provide security and integrity guarantee for the use of database file information.

University archives management departments should strengthen the security precautions of computer-aided file management information systems. For example, install security doors and windows in the equipment room, strictly control the key of the equipment room; take encryption measures on the system, add passwords and passwords before entering the system; the system should give a warning or warning to the user's misoperation. At the same time, the air conditioner should be installed in the equipment room, and equipped with an uninterruptible power supply to prevent sudden power failure data loss; it is not suitable to place copiers and carpets in the equipment room to prevent electrostatic effects. Strictly prevent the invasion of computer viruses, install anti-virus cards; write protection labels on system disks and data disks; use special virus-killing software to regularly check computer systems. System files and data files should be backed up. In particular, data files should be copied daily to provide high-quality services for school teaching, research, and management.

Conclusion

File management is the main content of the daily management of the archives management department and plays an important role in the stable development of enterprises. Therefore, in the information age, the archives management department must start with emancipating the mind and innovating management concepts, strengthen information construction, standardize and standardize archives information management standards, and establish and improve relevant laws and regulations. Only in this way can we meet the needs of future development, ultimately save development resources, improve the confidentiality and security of file management, and realize the modernization, scientific and standardization of file management, so as to give full play to the practical role of file management.

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