

# Discussions on the Significance, Current Situation, and Path of College Archives Informatization Construction

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## ABSTRACT

With the rapid development of information technology, the construction of university archives informatization has become an important way to improve the efficiency of archives management, promote the sharing of educational resources, and enhance the capacity of school governance. However, in the actual promotion process, the construction of university archives informatization faces many challenges and problems, which not only restrict the improvement of archives management level but also affect the effective development and utilization of archives resources. The purpose of this paper is to analyze the main problems existing in the current construction of university archives informatization and put forward effective ways to deal with them, so as to effectively promote the process of university archives informatization construction, to improve the modernization level of university archives management.

*Keywords: Colleges and universities, Archives informatization, Significance, Current situation, Paths.*

## 1. INTRODUCTION

In the 21st century, with the rapid development of information technology, all walks of life are experiencing unprecedented changes. The education field, especially colleges, and universities, is the frontier of knowledge dissemination and innovation, and its management mode is also gradually transforming into informatization and intelligence. As an important part of university management, the informatization process of archives management is not only related to the inheritance and protection of the school's history and culture but also has a direct impact on the efficiency and quality of the core work of teaching and scientific research. In this paper, we will discuss the necessity of informatization construction, challenges, and coping strategies from the current situation of university archives management, in order to provide a useful reference for the road of informatization of university archives management in China.

## 2. THE SIGNIFICANCE OF COLLEGE ARCHIVES INFORMATIZATION

With the rapid development and wide application of information technology, the informatization of university archives management has become an important way to improve the efficiency of archives management, protect archives security, and promote the sharing of archives resources. This paper will analyze the significance of college archive management informatization from multiple dimensions, in order to provide theoretical support and practical guidance for the modernization and transformation of college archive management.

### *2.1 Enhancing the Efficiency of Archive Management and Realizing Refined Management*

The traditional way of college archives management mainly relies on paper archives, there are problems such as limited storage space, low retrieval efficiency, and easy to be damaged and

lost. Archive management informatization through the use of digital technology, paper files into electronic files, stored in the computer system, greatly saving storage space, and improving the speed of archive retrieval. At the same time, the information management system can realize the automated classification, cataloging, indexing, and storage of archives, which makes the management of archives more standardized and fine. By setting different permission levels, it can realize the hierarchical management of archives and ensure the security and confidentiality of archives. In addition, the information management system also has a powerful statistical analysis function that can automatically generate all kinds of reports, for the university decision-making to provide strong support.

## ***2.2 Securing Archives Against Potential Risks***

Archives are important assets of colleges and universities, and their security is directly related to the reputation and interests of colleges and universities. In the traditional way of archive management, paper archives are susceptible to natural disasters, human damage, and other factors, there are greater security risks. And archive management information technology through the use of encryption technology, backup technology, and other means, can ensure the security and integrity of electronic archives. Even in the event of system failure or data loss and other unforeseen circumstances, the data can be quickly recovered to reduce losses. In addition, the informatization management system is also able to monitor and record the access to the files in real-time, preventing illegal access and tampering, and providing a strong guarantee for the long-term preservation and effective use of the files.

## ***2.3 Promoting the Sharing of Archival Resources and Upgrading the Level of Service***

College archives are the witness and inheritance of the history and culture of colleges and universities and have important historical and cultural values. However, in traditional archive management methods, the sharing and utilization of archive resources are greatly restricted due to the limitations of archive storage and retrieval. In contrast, archive management informatization can realize remote access and sharing of archive resources by building a digital archive resource

library and an online service platform. Teachers and students can query the required archives anytime and anywhere through the campus network or the Internet, which greatly improves the utilization rate and service level of archival resources. At the same time, the informatization management system is also able to provide personalized services according to users' needs, such as archive query, online reservation, archive copying, etc., which further improves the service quality of archive management and user satisfaction.

## ***2.4 Promoting Innovation and Modernization of Archives Management***

Archives management informatization is not only the innovation of technical means but also the innovation of management concept and modes. Through the introduction of information technology, college archives management can break the boundaries of the traditional management mode and realize the intelligence, automation, and network of archives management. This can not only improve the efficiency of archive management and service level but also promote scientific and standardized archive management. At the same time, the informatization of archives management can also promote the in-depth integration of archives management with other fields, such as the interconnection with teaching management, scientific research management, student management, and other systems, to achieve data sharing and exchange, and to provide strong support for the overall development of colleges and universities.

## ***2.5 Contributing to the Cultural Heritage and Innovation of Colleges and Universities***

College archives are an important carrier of the cultural heritage of colleges and universities, recording the development history of colleges and universities, teaching and research achievements, teachers and students, and other valuable information. Archives management informatization can save this information in the form of digitization, and through the network platform for dissemination and display so that more people understand and recognize the cultural heritage of colleges and universities and historical heritage. At the same time, the information management system can also provide strong support for the innovation of college culture. By mining and analyzing the valuable

information in the archive resources, it can provide inspiration and materials for the cultural innovation of colleges and universities; by organizing online exhibitions, cultural lectures, and other activities, it can further promote the cultural spirit of colleges and universities and enhance the social influence and reputation of colleges and universities.

## ***2.6 Cultivating Information Literacy of Teachers and Students to Enhance Comprehensive Quality***

The informatization of archives management is not only of great significance to the archives management of colleges and universities but also has a positive effect on the improvement of the information literacy of teachers and students. Through exposure to and use of the information management system, teachers and students can gradually master the application of digital technology and network technology, and improve their ability to acquire, process, analyze and utilize information. This not only helps teachers and students to utilize information resources more efficiently in their study and research but also helps to cultivate their innovative thinking and practical ability. At the same time, archive management informatization can also guide teachers and students to establish a correct view of information and values, and improve their awareness of information security and legal awareness.

To sum up, university archive management informatization is of great significance in enhancing archive management efficiency, guaranteeing archive security, promoting archive resource sharing, promoting archive management innovation, helping cultural inheritance and innovation of universities, and cultivating the information literacy of teachers and students. Therefore, colleges and universities should attach great importance to the work of archive management informatization, increase investment, improve infrastructure construction, strengthen talent training and introduction, and promote the in-depth development of archive management informatization.

## **3. THE CURRENT SITUATION OF ARCHIVES MANAGEMENT IN HIGHER EDUCATION**

College archives as a record of the school's development history, teachers and students, information, scientific research results, and other

valuable information carriers, its management level and utilization efficiency are directly related to the school's cultural heritage, teaching and research, and social service functions. Archives information construction, that is, through modern information technology means, to achieve the digital, networked, intelligent management of archival resources, is to enhance the effectiveness of archives management is an inevitable choice. However, there is often a gap between the ideal and the reality, the road of university archives informatization construction is not a straight road.

### ***3.1 Lack of Attention by Management and Insufficient Infrastructure and Financial Investment***

The foundation of archive informatization construction in colleges and universities is perfect information technology facilities, including high-performance servers, high-capacity storage equipment, a stable network environment, and so on. However, in many colleges and universities, the management gives priority to teaching and scientific research in the allocation of funds, and there is a serious lack of capital investment in archive informatization construction, which leads to the failure to effectively guarantee the updating of equipment, acquisition of software, network construction, etc., thus making the construction of archive informatization stagnant, resulting in the frequent occurrence of problems such as aging of informatization equipment, insufficient storage capacity, network security hazards, and so on.

### ***3.2 Unharmonized Standards and Specifications and Serious Data Silos***

The construction of archive informatization needs to follow unified data standards and management norms to ensure data exchange and sharing between different systems. However, in reality, the technical standards, classification systems, metadata standards, etc. adopted by universities in the process of archive digitization are often different, forming a "data island", which seriously impedes the integration and utilization of archive information.

### ***3.3 Shortage of Professionals and Uneven Skill Levels***

The construction of archive informatization not only needs to master the traditional archive management knowledge of talents but also needs to

have information technology, data analysis, and other interdisciplinary capabilities of composite talents. However, the current university archives department generally exists in a shortage of professionals, and the existing personnel skills level of uneven problems is difficult to meet the needs of information technology construction.

### ***3.4 Weak Security Awareness and High Risk of Information Security***

With the digitization and networking of archive information, the problem of information security has become increasingly prominent. Some colleges and universities pay insufficient attention to information security when promoting the construction of archive informatization and lack a perfect security protection system and emergency response mechanism, resulting in archive data being exposed to risks such as leakage and tampering.

### ***3.5 Lagging Service Model and Poor User Experience***

The ultimate goal of the construction of archive information technology is to improve the efficiency and quality of archive services to meet the diversified and personalized needs of users. However, some colleges and universities are still stuck in the traditional stage of the archive service mode and lack convenient and efficient service platforms, which leads to poor user experience and affects the effective use of archive resources.

## **4. THE WAY OF COLLEGE ARCHIVES INFORMATION CONSTRUCTION**

### ***4.1 Raising the Profile of Management***

In the construction of university archives information technology, improving the management's attention is also a very important strategy, the management's attention can not only promote the rational allocation of resources but also can effectively ensure the smooth progress of information technology construction projects. First of all, education and training are the basis for improving management attention. Colleges and universities should organize a series of lectures, workshops, and seminars to invite information technology construction experts to share their experiences and help management deeply understand the necessity of archive informatization.

The education and training should not only include the basic knowledge and the latest development of archive informatization but also cover the relevant laws, regulations, and policy orientation so that the management can comprehensively recognize the role of informatization in promoting the development of universities. Secondly, each member of the management should be clear about their responsibilities in the construction of information technology, from the university leadership to the heads of departments to develop specific action plans and goals based on their own responsibilities. At the same time, colleges and universities also need to establish a set of accountability mechanisms, for information technology construction of major errors or delays, there should be a clear division of responsibility and the corresponding penalties, in order to ensure the smooth progress of the project. Finally, the creation of information technology construction of long-term mechanism is to ensure the continued healthy development of university archives information technology necessary conditions, which includes the establishment of a special information technology construction leading group and working group, regularly convene meetings on the progress of information technology construction as well as the establishment of the project approval, supervision, feedback mechanism. Colleges and universities should combine their own actual situation to formulate scientific and reasonable archive informatization construction planning, with clear construction goals, tasks, steps, and safeguard measures. At the same time, they should strengthen communication and coordination with the higher authorities and strive for policy support and financial input.

### ***4.2 Strengthening the Infrastructure of File Management Informatization***

To realize the informatization of archives management, first of all, we need to establish a perfect infrastructure. This includes the configuration of high-performance computer hardware equipment, building a stable and reliable network environment, as well as the selection of archives management information systems in line with the actual needs of universities. At the same time, it is also necessary to formulate detailed rules and regulations for information technology archive management, actively participate in or lead the development of national and industry standards for the construction of university archive informatization, clarify the operating procedures

and division of responsibilities for each link of archive information collection, arrangement, storage, utilization, etc., to ensure that the standardization and security of information technology management, and to ensure that each link of archive data collection, processing, storage, transmission, etc., follow the unified norms, laying a foundation for the interconnection and interoperability of archive information. information interconnection and interoperability.

#### ***4.3 Enhancing the Construction of Digitized Archival Resources***

Digitization is the core aspect of archive management informatization. Through scanning and recording, paper archives are transformed into electronic documents, which not only facilitates storage and management but also realizes online utilization and sharing of archival resources. In the process of digitization, establish a sound archive information security management system and strengthen information security risk assessment and prevention and control. Encryption technology, firewalls, intrusion detection, and other means are used to ensure the confidentiality, integrity, and availability of archival information. At the same time, network security education is strengthened to improve the information security awareness of all teachers and students. In addition, it is necessary to establish a long-term preservation mechanism for digitized archival resources and regularly back up data to prevent accidental loss.

#### ***4.4 Enhancing the Informatization Literacy of Archive Managers***

Archivists are the key executors of information archive management. Their informatization literacy is directly related to the promotion effect of informatization of archives management. Therefore, colleges and universities should increase the training of archive management personnel, and enhance their computer operation ability, information management system useability, and information security awareness by holding regular information technology skills training and organizing experience exchange meetings. At the same time, they should also encourage archive management personnel to actively learn new knowledge and technology to adapt to the development needs of the informatization era. At the same time, the active introduction and training of both archives management and information technology proficiency in the composite talent for

the construction of archives information technology provide strong talent support.

#### ***4.5 Increasing Technological Investment and Innovation***

With the continuous development of big data and artificial intelligence technology, archive management in colleges and universities has also ushered in new development opportunities. It actively introduces cloud computing, big data, artificial intelligence, and other advanced technologies to build an efficient, safe, and intelligent archive information management system. Through technological innovation, the processing efficiency and service quality of archive resources can be improved to meet the diversified needs of teachers, students, and the community. Through the use of big data technology, the massive archive information can be deeply mined and analyzed to discover the laws and trends hidden behind the data, providing powerful support for the teaching, scientific research, and management of colleges and universities. Artificial intelligence technology can play a great role in archive information classification, retrieval, appraisal, and other links, significantly improving the intelligent level of archive management.

#### ***4.6 Building Archives Management Information Service System***

The ultimate purpose of the informatization of archives management is to better serve the teachers and students of universities and the public. Therefore, in the process of promoting informatization, it should always adhere to the user demand-oriented, to build a perfect information service system. This includes the provision of online file search, remote file use, personalized file customization, and other services to meet the diversified information needs of users. At the same time, it should also establish a user feedback mechanism, timely collection and processing of user comments and suggestions, and constantly optimize the quality and efficiency of information technology services.

To sum up, the informatization of university archives management is a systematic project involving infrastructure construction, digital resources construction, personnel quality improvement, technological innovation and application and service system construction, and other aspects. Only by comprehensively promoting

these efforts can we realize the modernization and transformation of college archives management and better serve the development and social progress of colleges and universities.

## 5. CONCLUSION

The construction of university archives informatization is a complex and long-term task that requires the joint efforts of the government, universities, society, and other parties. In the face of the current problems, we should be problem-oriented and actively explore solutions to promote the construction of university archives informatization to a higher level. At the same time, we should also realize that the construction of archive informatization is not only an innovation at the technical level but also a profound change in the management concept and service mode, which requires us to summarize our experience and innovate in practice in order to better serve the development of the university and the needs of the society.

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