

Problems and Countermeasures of Archives Management in the New Period

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Abstract: *In recent years, with the continuous development of science and technology, archives management is becoming more and more important in the process of social development, but also brings opportunities and challenges for the development of archives management. In the new era, archives work must keep pace with The Times, to recognize the situation of social development, in order to fully reflect the value of archives management. In this paper, the current situation of archives management in the new period is analyzed, and the existing problems are identified, and the improvement measures are proposed tentatively to realize the modernization of archives management and improve the quality of archives management.*

Keywords: New era; Archives management; A problem; countermeasure.

1. INTRODUCTION

In the new era, the archives management work must keep pace with The Times, timely change the concept of archives management, grasp the direction of social development and progress, introduce advanced technology into the archives management work, fully embody the value of archives management, and play the important role of archives management to the society. Generally speaking, the degree of social information is getting higher and higher, the archives management task is becoming more and more heavy. Driven by this new situation, we must deepen the reform of archival work, carry out innovative development of archival management on the basis of traditional archival management, and find a new path for the development of archival management in the new era.

Archives for a country or institutions, enterprises and institutions, is extremely valuable intangible resources. At present, Chinese cities, township governments, social organizations, enterprises and institutions have formed internal special archives, and arranged special managers engaged in related management work. As a result, abundant archives and historical materials have been stored in various regions and organizations, which constitute an important basis for the management to make scientific decisions, as well as an important empirical basis for various works, with a relatively wide range of influence. With the development of society, all kinds of undertakings have begun to adopt new ideas and models, so does the construction of archives. At present, many management departments have introduced the mode of centralized and unified management, forming a relatively perfect management system, and realizing the modernization and upgrading of management. In the information age, archives are more electronic and intelligent, and electronic archives gradually replace paper documents, which provides extremely convenient conditions for efficient collection of information, long-term storage and real-time update of archives [1].

2. PROBLEMS EXISTING IN ARCHIVES MANAGEMENT IN THE NEW ERA

2.1 Lack of professional records management staff

As archives management has been neglected for a long time, talents majoring in archives science are scarce in the talent market. Many graduates majoring in archives science are often not engaged in the professional work. At the same time, few enterprises and institutions will recruit talents majoring in archives science for their own archives management work. Therefore, most of the staff who are really engaged in archives management have not been specially trained in related work, and lack of understanding of the importance of archives management. At the same time, many units do not set up special archives management jobs, usually the work is a unit of the general office or human resources management department staff part-time. This part of the part-time staff usually put the main energy in their daily work in their full-time work, rarely put a lot of energy into the unit's archives management work to carry out in-depth research, at the same time in the process of filling in records, due to the limitations of work ability and energy, in the archives management part-time work, often appear to fill in the wrong information, provide information or data inaccurate. It's not good for the long-term development of the organization.

2.2 Low emphasis on archives management

In the new era, more and more people realize the importance of archives, so they pay more and more attention to the preservation of personal archives. However, there are still some file management staff do not realize the importance of their work, one-sided think their work is only a subsidiary position in the unit, just responsible for the classification, sorting, filing and search of file data, for the normal operation and development of the unit will not constitute a big impact, so the importance of file management work is not high, The sense of responsibility is not strong, and this traditional idea obviously cannot adapt to the requirements of current archives management [2].

2.3 Relatively backward in ideology

The archives management work in our country has been influenced and influenced by traditional ideas in the practice, so that it is kept in a closed environment. As the time goes by, some archives management staff will not understand the development and changes of the current social situation, and therefore lack an objective understanding of the new period, and lag behind the ideological concept. In addition, due to the outdated ideas, some staff will only archive preservation as the focus of management work, and ignore the requirements of the application of archives, as long as the archives are effectively received and kept, and open to the internal staff can be, but no further analysis of the archives resources, also do not understand its internal and external value, resulting in the comprehensive use of archives resources, in the long run, The development of records management will be retarded.

2.4 The archives management system is not perfect

At present, many units often only attach importance to the daily management of archives and its related management work, thus ignoring the routine work of archives management, which makes the archives management work in the form, perfunctory and other phenomena. Plus due to the importance of the understanding of the archives management work is not in place, did not really put the archives management work on the important agenda, resulting in the archives management work seriously behind. In addition, because many units are not equipped with full-time archives management personnel, the relevant system and mechanism is not perfect, supervision and inspection and supervision and guidance is obviously not enough, archives management work and evaluation are separated from each other, inevitably make archives management work is not leaders attention, the corresponding management system and mechanism is obviously not perfect.

2.5 Outdated archives management methods

In the archives management work, some archives management departments have not carried out professional induction training for the management personnel, the archives management means is blindly using traditional management means, old and backward mechanical management means make the management personnel on the archives management work boring sense, is not conducive to the quality of archives management improvement; On the other hand, the archives management equipment is backward, can not meet the requirements of modern archives management in the new era, and does not give full play to the beneficial role of information technology in archives management work, naturally cannot stimulate the passion of archives management personnel.

3. COUNTERMEASURES TO IMPROVE ARCHIVES MANAGEMENT IN THE NEW ERA

3.1 Strengthen the importance of archives management

The quality of archives management work is closely related to the level of each member's attention to it. But some staff on the archives management work there is a certain misunderstanding, no in-depth understanding of the work focus and work objectives, therefore, to strengthen the archives management work first of all to strengthen the staff to its attention, especially to strengthen the leadership of the archives management consciousness. In order to strengthen the leadership work, improve the work organization, can set up the relevant archives management work of the leading group, the formation of a group, so as to lay the foundation for the archives management work and provide a strong guarantee. At the same time, it is also necessary to incorporate the archives management into the work objective management mechanism, clarify its responsibilities and rights, and to go to other work general deployment, inspection and assessment, so that the archives management work implementation. In addition, leaders should not only attach importance to management from the ideological perspective, but also implement it into action to maintain the practicality of human and material resources. And ordinary staff should not only strictly follow the allocation of leaders at work, but also form a sense of responsibility for archives management, effectively improve the importance of management work, to provide security for future work.

3.2 Perfect and perfect the archives management system

If we want to realize the standardized operation of archives management, we should perfect and perfect the archives management system. In daily work, can not be careless, archives collection and sorting, storage and processing need to have a special record, which has an important role in the future verification and analysis. At the same time, in the archives management work of the enterprise, it is necessary to systematically classify and sort the personnel's files, the records of the use of equipment in the enterprise and other relevant data when saving and sorting. The centralized ones should be centralized and the differentiated ones should be treated differently [3].

3.3 Strengthen the informationization of archives management

The information management of archives is to transform the management mode from the traditional entity storage to the form of digital storage, and realize the sharing, transmission, storage, acceptance, processing and supply of all kinds of information in archives. In the future development, we need to constantly explore new methods of archives management in this field,

constantly promote the development of electronic information, make full use of computer functions and network technology, promote the construction of archives information system, and carry out innovation according to the needs of The Times. Make full use of modern management equipment, gradually establish electronic image archives database, fully realize the maintenance and management of electronic archives, can effectively improve the work efficiency, maximize the extension of the life of archives management, in order to meet the needs of future archives management and the development of The Times.

3.4 Innovate the means of archives management

In the archives management work, the transfer of archives and the management of secret files are the most important, so it is of great practical significance to innovate the means of archives management. Archives management has the characteristics of continuity, mainly reflected in the handover and transfer of archives. The past archives management work appeared a lot of not timely transfer, not meticulous transfer and other problems. Therefore, in the archives management work, we should first improve the storage conditions, distinguish different types of archives, and effectively protect the security of archives. Secondly, in the management work, rules and regulations should be strictly followed, leaders' approval mechanism should be formulated, grades and signatures should be done well, and the management personnel should also check and file the files in real time [4].

3.5 Update archive management facilities in a timely manner

With the increase of archival materials year by year, the archival management staff should formulate the description and plan of updating the supporting facilities of archival management, and clearly show the purpose of updating the supporting facilities of archival management and the equipment to be purchased to the supervisor. At the same time, the archives management staff must strictly follow the unit's archives management work system, the use of cabinets and other supporting equipment, the archives data year by year for detailed classification and archival, at the same time, the archives management staff should not regularly collate the long-term existence of the archives, once the existence of damage to the archives, must be remedied in time, In order to timely meet the needs of the unit for archival materials, information.

3.6 Improve the comprehensive quality of archives management personnel

The management personnel is the main body that directly implements the management system, management method and technology, and their comprehensive quality has a direct impact on the level of archives management. So we should strengthen the training of managers and improve their comprehensive quality. First of all, strengthen ideological education, so that the archives management staff to establish a good sense of professional ethics and professionalism, to carry out the archives management work in a serious and responsible attitude. Secondly, we should attach importance to the continuing education of archivists, enrich their theoretical knowledge and improve their professional skills. At the same time, we should strengthen the information awareness of archivists and enhance their ability to collect, classify, analyze and discriminate archival information, so as to provide accurate archival information for archival services. Skills training should also be strengthened to enable archival personnel to master the knowledge and skills necessary for information management, and to use modern management knowledge and advanced technology and equipment to carry out archival management.

4. CONCLUSION

To sum up, the management of archives plays an important role in the development of the whole organization, enterprises, institutions and even the society. Therefore, to promote the management of archives more standardized science, can effectively improve the archives management

The efficiency and quality of the work, in addition, the relevant staff should constantly improve their own comprehensive quality, better service for the enterprise and the society. In the archives management work, problems should be found and solved in time, so as to improve the efficiency of archives management work, so as to promote the development of enterprises, and ultimately improve the economic and social benefits of enterprises.

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