New Requirements for Archives Management in University Offices in the Era of Big Data

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Abstract: In the era of big data, there are more and more fields that utilize big data for data analysis and operation, and many universities attach great importance to the construction of digitization and information platforms. For archive management personnel in university offices, it is necessary to continuously promote the process of archive informatization, innovate and change traditional archive management work models, and put forward new requirements for their own archive work. Only in this way can the efficiency of archive management work in university offices be significantly improved. Based on this, this article mainly introduces the relationship between big data and archival work, and analyzes the new requirements for university office archival management in the era of big data, hoping to provide reference opinions for colleagues.

Keywords: The era of big data; Universities; Office; Archives management work; New requirements

Since the 1950s, under the background of rapid development of communication technology, computer technology and Internet technology, human society has gradually stepped into the information society rather than the industrial society. Especially after the 1990s, when the internet emerged, the amount of information rapidly increased. There is an inevitable connection between big data and archival work, and the era of big data will inevitably lead to new challenges for archival work, with increasingly high requirements for management.

1. The relationship between big data and archival work

1.1 Big data is a collection of data with distinct archival characteristics

Archives mainly refer to various forms of historical records, such as audio, visual, and written records, that were formed by religious, political, and military activities of former and current state institutions and individuals, and have important preservation value for society and the country. In terms of the definition of archives, only electronic archives have a relationship with big data, and other archives have no relationship. There are many characteristics of archives, including originality, sociality, and so on.

1.2 Electronic archives are the main form of big data

In terms of the preservation value of data, some datasets have no permanent preservation value for society and the country, and do not require permanent preservation. In fact, only electronic archives are closely related to big data, and there is a close relationship between electronic archives and big data. Electronic archives belong to the concept of species, while big data belongs to the concept of genus, and the two are inseparable.

2. New Requirements for Archives Management in University Offices in the Era of Big Data

Nowadays, in the era of big data, all walks of life in society have undergone tremendous changes, and the management of office archives in universities is also the same. In the management of office archives, it is necessary to actively integrate big data technology, formulate effective measures reasonably, and continuously improve the requirements of archive management. Otherwise, it will be difficult to implement archive management work well, let alone improve its management efficiency. Therefore, in the current era of big data, the issue that university office archive management personnel need to seriously consider is how to face the new requirements of archive management work, which is crucial.

2.1 Seriously tap into resources and fully leverage their potential

College office file managers should make rational use of advanced Internet information technology and seriously explore effective ways to find files in the context of the Internet plus era. In order to improve service quality, it is necessary to deeply explore the value of archive resources. The archives management department of university offices should utilize the network to continuously strengthen cross domain and cross platform cooperation and exchange. Firstly, integrate archival work with the information service industry. Continuously increasing investment efforts, making archive service products truly good, and taking meeting the actual needs of archive users as the fundamental goal. And use internet technology to secondary process archive information resources, establish a specialized archive information resource library, build a comprehensive information knowledge service platform, and collect many real archive materials in a timely manner. Secondly, by combining archives with social media, the level of consulting and utilization services for archives management has been significantly improved. Firstly, utilizing new media such as WeChat and QQ to provide the public with archive search and value-added services. Secondly, it is possible to utilize the alumni platform to meet the requirements of archival services, and to build a WeChat public platform account together with the archival management system, inserting many modules into it, such as introducing relevant news and business query services on campus. Alumni can use real name authentication to have corresponding permissions, which allows them to make appointments and search for archives online, eliminating many unnecessary steps and saving a lot of practice to better implement archive service work. Thirdly, optimize and integrate the National Archives with other social service industries. As archives management personnel in university offices, they should combine the situation of the school itself and the needs of the general public to reasonably develop a comprehensive and distinctive resource service system, in order to achieve significant service results.

2.2 Increase the total amount of archive digital resources

Continuously improving the existing archive management procedures and building a digital archive resource library, this requires digital professional scanning of existing paper archives. At present, many university office archives management personnel have digitized paper archives and established a fairly complete archive directory and content information database. From other perspectives, utilizing big data technology to scientifically integrate archive management systems and all intelligent management systems in schools, including digital campuses and student personnel archive systems, has also greatly achieved electronic archiving, reducing a lot of manpower and material resources. And it is conducive to improving archive discipline. The use of electronic archive networks for archiving can significantly improve the efficiency of archive collection, reduce the intensity of digital scanning work, and provide important reference for future exploration of archive resources, achieving the substitution of "digitization" for "digitization" of archive materials. Careful exploration and research of higher education archive resources can also enhance the effectiveness of higher education archive protection and management, and further ensure the safety of university archives. And it can improve the current office file management system in universities, making the office files of Chinese universities have strong big data conversion functions, which is very beneficial for promoting the development of smart campuses and information resources in China.

2.3 Develop a comprehensive system for managing office archives and materials

Reasonably equip specialized archive information security officers, monitor the entire archive information network platform 24/7, quickly identify security vulnerabilities, and develop effective measures in a reasonable manner. At the same time, it is necessary to set appropriate access permissions for users to ensure that university archive data resources are more secure. Firstly, it is necessary to combine various archive information and different levels of confidentiality to clarify the corresponding level of confidentiality, in order to achieve the goal of ensuring all necessary guarantees. Secondly, as archive management personnel, it is necessary to conscientiously implement the data security and confidentiality management system, and use both secure and comprehensive archive data management and monitoring systems to avoid leakage or hacker attacks.

2.4 Pay attention to funding and personnel investment, and conscientiously ensure basic security

In the era of big data, archive information technology is rapidly updating, and universities should continuously increase investment to ensure the reform and innovation of office archive management work, making archive management more scientific and integrated. Whether archive work can proceed smoothly depends directly on whether professional archive management personnel have a high level of comprehensive quality. This suggests that in recruiting positions, excellent professional and technical personnel with computer and archive management backgrounds should be reasonably equipped to continuously strengthen the archive team and enhance its professionalism. And as archive management personnel in university offices, it is necessary to strengthen learning, grasp the latest trends in the archive industry, and make significant changes in archive work in the new era.

Conclusion

In summary, in the era of big data, society is constantly developing and technology is advancing. Many university office archive management personnel are gradually realizing that traditional archive management work models and methods are gradually lagging behind in their daily work, and cannot meet the needs of modern university office archive management work. Therefore, in order to better improve the efficiency of archive management work, in the era of big data, it is necessary to put forward more new requirements for archive management work in university offices, which is particularly important. Otherwise, it will not be conducive to ensuring the normal development of archive management work and even more detrimental to achieving sustainable and stable development of universities.

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