

The Application of Computer Network Technology in College Archives Management

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Abstract: In the process of archives management in colleges and universities, because the management system of colleges and universities is relatively complex, there are many data management modes in colleges and universities. Of course, in order to facilitate the development of their own work, some schools will also carry out the overall analysis of archives management, including the collection, collation, cataloguing and classification of archives. Through the combination of computer network technology and artificial intelligence management mode, archives management can be truly safe and effective. In the process of archives management, some automatic technologies and document management software can be used to further enhance the efficiency of archives management through electronic recording of relevant archives. This paper mainly analyzes the application of computer network technology in university archives management.

Keywords: Computer Network Technology; University Archives Management; Application

1. Introduction

Archives management in colleges and universities helps colleges and universities to do a good job in talent statistics and analysis, which also provides information retrieval services for teachers and students in colleges and universities, combining computer network technology with practice. In the Internet era, through the combination of university archives management and information technology, we can promote the transformation of archives management mode and meet the overall requirements of the current university archives management in the information era. It is of great significance for university archives management to analyze all aspects of archives management, make full use of modern management concepts, and realize the digitalization and intelligence of archives management information, so as to improve the efficiency of archives management, and reduce the cost of manual management.

2. Analysis of advantages of computer network technology

In the era of the Internet, various industries are developing towards the Internet, among which the collection of Internet technology in university archives management can effectively improve the management efficiency. At present, the integration of Internet technology into university archives management is also an inevitable trend. Due to the advantages of Internet technology in management, many schools are also constantly strengthening the archives management while using network technology. This paper mainly analyzes the advantages of network technology in university archives management.

2.1 Promoting the sharing of archive resources

Through the Internet technology, university archives management departments can provide archives information database in their own websites, enter relevant archives resource information in the database, and establish a special archives information retrieval portal to facilitate staff to quickly find archives when they query and use them. In the process of data storage, it is mainly convenient for the computer network system to process and analyze the data quickly in the archives management work, reduce the archives transfer procedures, and save the human and material resources consumed by the traditional archives management, to improve the modernization level of the overall management work.

2.2 Efficient filing

The computer network technology combined with the archives management work of colleges and universities has provided great help for the collection of archives information. The archives management personnel can collect important archives information through the network system, enter electronic files, and send them to the archives management room through the campus network, as well as store them in the information database. Archives management staff can also collect and summarize the information of relevant departments on the network, which can improve the security of archives management and the efficiency of management.

Archives management is a very complicated work, which needs to be filed in time, and the latest documents and materials need to be released to all departments in the shortest time. Through network technology, the archives can get the latest information in time to ensure the effectiveness of school archives information management. With the continuous development of the school, there are more and more files in the school, and the file management is facing certain difficulties. The computer network technology has created a good management environment for the school file work.

3. Main contents of university archives information management

While colleges and universities collect computer network technology to carry out file management, it is also necessary to understand the main contents of internal file management informatization in colleges and universities. We should formulate a scientific file management plan, do a good job of analyzing the actual application effect, and pay attention to the technical support of the system for university services to do a good job of the system's scalability and flexibility, leaving enough room for future development.

First of all, the informatization of university archives management is to improve the internal management of the employment archives system and establish a good responsibility system. In the process of training talents, colleges and universities need to prepare for the employment of talents. For colleges and universities, to do a good job in the management of employment students' data and establish a responsibility system, the secretary of the college should take the lead in implementing the responsibility to each specific business department, so as to form an effective employment file management.

To improve the hardware construction of the internal management system, the construction of supporting facilities is the primary basic condition. Only in this way can the speed of archives information management be faster, and the phenomenon of management chaos caused by external conditions in the management process will be greatly reduced. At the same time, colleges and universities need to adopt new technologies to deal with archives management information. In the era of Internet popularization, the management mode should also keep pace with the times.

Adopt computer network technology to reduce management costs and improve management quality. For the development of management work, colleges and universities need to train professional information developers and application personnel to be familiar with the relevant modes of university archives information management. The main daily work of technical personnel is to maintain the development and application of the information system, to be able to timely detect and fill in gaps, find potential risks, and strengthen the modernization of archive management.

4. Application of computer network technology in archives management of colleges and universities

4.1 Intelligent development of archives management

The archives management of colleges and universities combines the computer network technology, carries out the overall archives management through the artificial intelligence method, and develops continuously on the basis of the computer network technology. Computer technology has efficient information processing ability, which can intelligently store information, output and input information, and do well in data analysis and statistics. For colleges and universities, they can keep the files they need, such as text, images, pictures, etc., and carry out modern management of the files.

The traditional management mode is often carried out manually. In this process, there is a lack of automatic resource

management, especially in the secondary development and utilization of archive resources, which is relatively difficult. The form of archives management automation will further promote the development of archives management in colleges and universities. For colleges and universities, a very important point in the process of archive management is the secondary development and utilization of archive data, which will promote the comprehensive development of colleges and universities.

4.2 Establishing the exclusive database of the school

The archives management of colleges and universities is very complex, and the archives management needs to adopt information digitization. By integrating computer network technology and communication technology, a new type of information intelligent management mode is developed to realize the archives digitalization management and establish the internal data base of the university. Schools can realize digital management through computer network technology, and lay a good foundation for the coordination of electronic archives management of information products. In the process of archives management, through the database management mode, it is convenient to query, modify and save data, and it can be quickly transferred to the people who need it through the network, which is relatively more convenient and efficient than the previous services.

The departments of each school can select the required files according to their own permissions and download them for use. In particular, at the end of the year, by establishing a database, the archive data can be transferred to the database according to the format requirements by simply handing over an intra-group list to the archive management department, which reduces the work difficulty between staff. This form plays a key role in the whole process of archives management in colleges and universities, including scientific research management, teaching management, equipment management, student management, and so on. At the same time as the file management is formed, it is processed by the computer. The staff only need to prepare the corresponding file number and sort it out. Archive database storage improves the efficiency of archive utilization, reduces the cost of archive management, and meets the use requirements of school archives.

5. Future development of university archives management

It is believed that in the course of development in the next few years, more college archives management will develop in the direction of intelligence and informatization, which is also an inevitable trend. While carrying out resource management, the school will pay attention to resource sharing, resource service, and secondary development and utilization of resources. In the future, the computer network technology will continue to mature, and various management software and management systems will be developed. For colleges and universities, the efficiency of archive management staff will be improved and resource sharing will be realized by combining intelligent management mode with archive management.

6. Conclusion

In general, under the background of the vigorous development of information technology, colleges and universities should pay attention to the intelligent development of management work for the archives management work of colleges and universities, and realize the intelligent system management in combination with computer network technology-related products. Through the analysis of problems in the management process, grasp the basic solutions, and constantly optimize the internal file management system of the university, so as to improve the professional quality of professionals, realize intelligent management, and promote the implementation of the file management data in colleges and universities. Under the background of the new era, the use of computer network technology, the continuous reform and development on the basis of traditional file management, and the improvement of the efficiency of file management are the major trend of file management in colleges and universities at present.

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