

# Explore the Education Strategy of University Archives Management under the Concept of “Three Complete Education”

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**Abstract:** The concept of “three full education” is an important guiding ideology for colleges and universities to implement the fundamental task of moral cultivation and cultivating people. College archives are the real records of various work carried out in colleges and universities, and also an important basis for carrying out “three full education”. Through the archives management, we can fully excavate the educational resources contained in the archives of colleges and universities, constantly enrich the connotation of education, deepen the reform of education methods, so as to enhance the effectiveness of education in colleges and universities. Starting from the concept of “three complete education” and the overview of the education work of archives management in colleges and universities, this paper probes into the education strategy of archives management in colleges and universities under the concept of “three complete education”, aiming at providing reference for relevant people.

**Keywords:** Sanquan education; College education; Archives management

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## Fund Project:

1: 2019 Anhui University of Finance and Economics university-level scientific research project “Study on the effect of archives compilation and research on the development of universities” ( Item number ACKYC19085)

2: 2020 Humanities and Social Science Research Project of higher Education Institutions in Anhui Province, major project “Research on Cooperation and Linkage of regional universities under the background of integrated Development Strategy of Yangtze River Delta” ( Item number SK2020A0038)

3: 2022 Undergraduate Teaching Quality and Teaching Reform Project of Anhui University of Finance and Economics, Key project of teaching research “Research on Blended foreign language teaching Model based on ADDIE model” ( Item number: acjydz2022035 )

## 1. Introduction:

“Regulations on Archives Work in Institutions of Higher Learning” stipulates: “The main task of archives work in schools is to carry out the national educational policy, follow the laws of archives work, and provide services and guarantees for the development of various undertakings in schools.” Under the concept of “three-in-one education”, archives management in colleges and universities should give full play to the function and value of education, provide good services for students, and ensure that students get comprehensive, three-dimensional, adequate education and guidance during school. This paper takes the education of archives management in colleges and universities as the research object, explores the strategy of archives management education in colleges and universities under the concept of “three-whole education”, aiming at further improving the quality and level of archives management education in colleges and universities.

## 2. The concept of “Three Complete Education” and the overview of archives management education in colleges and universities

## **2.1 All personnel education**

“Education of all personnel” means to put the responsibility of “education” into the head of each student and take “education” as the focus of education work. In the application of the concept of full education, we can work out the corresponding education goals according to the characteristics and actual situation of each student. Ideological and political education for different students can improve their sense of identity and responsibility for ideological and political education work, so that they can participate in the ideological and political education work more actively in the process of learning. In the application process of the concept of whole-person education, it is also necessary to do a good job of top-level design to ensure the development of whole-person education. For example, schools can add the content of education in the formulation of talent training programs, and formulate different talent training programs according to the characteristics of each major and the actual situation of the curriculum, so as to improve the quality of talent training.

## **2.2 Full education**

The education of archives management in colleges and universities is carried out in an all-round and whole process from the beginning of students’ admission to the end of students’ graduation. In the archives management and education work in colleges and universities, students’ learning, life, thoughts and other aspects are recorded, and at the same time, these records are sorted out and analyzed in the later stage, so as to provide reference and basis for ideological and political education in the next stage. In the education work of archives management in colleges and universities, in addition to the students’ study and life during the school period, but also to record their work and life after graduation, so as to better understand the changes in their thoughts; At the same time, we also need to sort out and analyze these records, so as to provide some reference and basis for our next ideological and political education work. Comprehensively carrying out the concept of “educating people in the whole process” and realizing “educating people in the whole process” provides reference and basis for carrying out ideological and political work in colleges and universities.

## **2.3 All-round education**

Under the guidance of “three complete education”, the university archives should attach importance to the ideological dynamics of students and students, and organically combine the archives work with the ideological and political education of students, so as to better promote the ideological and political education of students and students. Archival management education in colleges and universities is not only the collection and sorting of archival materials, but also the mining and analysis of archival information of teachers and students. Through the integration of these information, a comprehensive education goal and plan can be formulated. For example, in the daily management work, through the collection of students’ school records information, can understand students’ learning, living conditions and other information; In practice, the investigation and analysis of students’ academic performance, moral education and other aspects can better grasp students’ ideological dynamics and psychological changes. Therefore, under the guidance of “three whole education”, it is necessary to strengthen the educational work of university archives to improve the educational quality of archives and promote the construction of archives.

## **3. Practical problems of archives management and education in colleges and universities under the concept of “three Complete education”**

The archives management in colleges and universities needs to improve the relevant system constantly and give full play to its educational function. At present, some colleges and universities do not pay enough attention to archives management, and there are still problems in the actual work in the following aspects:

### **3.1 The concept of education is relatively backward, and the archives management system is not perfect**

At present, there are still some problems when some colleges and universities carry out archives management education. In the practical work, archives managers have a weak educational concept, and do not have enough understanding of the role of archives in education, and often ignore its important significance in the practical work. University archives management education system is not perfect, there is no clear rules and objectives. Due to the lack of effective systems and norms, archives management education in some universities is still in a relatively random and disorderly state, lacking of science and rationality<sup>[2]</sup>.

### **3.2 Education method is relatively simple, education effect is not ideal**

Archives management in colleges and universities involves a wide range of content, involving more subjects, but many subjects in the actual teaching can not be well combined. Secondly, some colleges and universities do not pay enough attention to archives management education. Due to the lack of special funds and professional support and the support of advanced information technology and equipment, there are more difficulties and problems in archives management education. In the process of carrying out specific

work, colleges and universities still lack sufficient attention to the ideological and political education of students and effective guidance. On the whole, although colleges and universities have gradually improved the construction of relevant systems, there are still some problems in the actual development process, such as unscientific, unreasonable and not in place. In the process of carrying out specific work in some colleges and universities, less development and utilization of archives resources is also an important factor leading to the unsatisfactory effect of education.

## **4. The university archives management education strategy under the concept of “three complete education”**

### **4.1 Improve the archives management system and establish a college archives management education system**

Perfect archives management system is the basis of university archives work, only through scientific management, to ensure the safety, integrity and long-term preservation of archival materials. The establishment of university archives management education system is the second step of archives management work, which needs to start from the perspective of top-level design, strengthen the guidance of archives management work, with the overall goal of school work as guidance, according to their own characteristics to establish in line with their own development of actual archives management education system.

### **4.2 Innovating the ideas and methods of archives management in colleges and universities to provide important guarantee for “three-whole education”**

The innovation idea of university archives management should be student-centered and pay attention to the cultivation of students' consciousness and ability of archives management. In the process of archives management, we should fully consider the needs of students, help them to establish good archives management habits, improve the skills of archives management. The innovation of college archives management mode should involve students in the whole process of archives management, including the collection, arrangement, preservation and retrieval of documents. By participating in archives management activities, students can improve their awareness and ability of archives management, as well as deepen their understanding and application of their major. It is an effective way to improve the efficiency and quality of archives in colleges and universities by using modern technical means. The use of electronic document management system, can make the document digitization, automatic processing, so as to improve the accuracy and rapidity of document management; In addition, multimedia archives can be used to display students' works and ideas in a more vivid, intuitive and vivid way, thus improving students' comprehensive quality and creativity<sup>[3]</sup>.

### **4.3 Strengthening the development and utilization of archival information resources in colleges and universities**

The development and utilization of archival information resources in colleges and universities is an important link in the archival work of colleges and universities, which can constantly enrich the connotation of education and improve the quality and level of education. It is necessary to fully excavate the educational resources contained in the university archives, combine them with the university education work, and provide strong support for the university education work.

## **5. Conclusion**

To sum up, there are still some problems and deficiencies in the management of student archives in colleges and universities under the concept of “three-complete education”. College archives should focus on the goal of “people-oriented”, give full play to its educational role, and effectively develop and utilize college student archives. In order to realize the goal of “three-complete education”, We will cultivate a number of high-quality talents who meet the needs of social development.

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