

Research and Exploration on File Standardization of Archival Information System

Huidong Duan¹

¹ *Qingdao University, Qingdao, Shandong 266071, China*

Abstract: The arrival of the information age has brought new opportunities to archives management. But with the maturity of file information management system, the information processing capacity is increasing. If we want to raise the file management of enterprises to another level, we must innovate the management and service mode, and also need to improve the corresponding management system. Archives knowledge management is a brand-new management mode under the guidance of this new idea and concept, which makes comprehensive decisions on all intellectual capital including information and implements comprehensive management. Its greatest feature is to combine information technology with humanistic thinking, and pay more attention to the latter. In addition to establishing a complete management system to manage enterprise files, file management also needs to use current advanced scientific and technological means as support conditions to further improve enterprise file management. These complete archival information materials are then serviced through a comprehensive and innovative approach.

Keywords Management Standardization, Enterprise Archives, Information System

INTRODUCTION

With the continuous advancement of China's enterprise safety standardization, enterprises across the country have successively started the creation of safety standardization and achieved certain results. Enterprise standardization is an important part of enterprise geographic information industry, and it is to promote the transformation and development of enterprise information industry [Dong, *et. al.*, 2014]. The important technical support for improving the ability of enterprise geographic information security services has greatly promoted the advancement of enterprise geographic information technology, industrial upgrading and career development. The work requirements put forward to improve the standardization, institutionalization and scientific management of enterprise archives work, and in the form of "Measures for Evaluation of Central Enterprise Archives Work" (hereinafter referred to as "Evaluation Measures") [Balamurugan, *et. al.*, 2014]. Make clear requirements for the assessment content, set up relevant assessment indicators and evaluation points, and clarify the construction of archives work, evaluation and assessment content. Export enterprises promote the promotion of innovative technology by joining national or international standards, using the authority of standard bodies, and cooperate with innovative operators. Initial "roadshow" technology innovation potential, through the situation of multi-operator competition to open up the international market [Hola, 2015]. Therefore, if the enterprise's archives management is innovated and the service mode of the enterprise is improved, we should focus on improving the basic public services, expanding the

service field of the enterprise and developing the information resources of the enterprise's archives.

Enterprise's archives management is one of the key contents of enterprise's internal work. If an enterprise wants to achieve long-term and steady development, it must pay attention to its own archives management. However, in the process of operation, there are still many problems that perplex the healthy development of enterprises [Chen, *et. al.*, 2014]. Through the training of all employees, the overall safety quality of employees in enterprises can be improved. According to the development of enterprise geographic information technology and the change of social demand, combined with the construction of major enterprise geographic information project and the development of geographic information industry [Galloway, *et. al.*, 2014]. Based on the existing enterprise standard system and geographic information standard system, it is an attempt and innovation of archives management to gradually form a standardized archives management system of enterprise geographic information with clear hierarchy, reasonable structure, comprehensive coverage and accurate positioning [Zhou, *et. al.*, 2014]. The establishment and application of the central enterprise archives work evaluation information system, the protection of important information resources of enterprises, and the role of archives in production and management and various management [Xia, 2014]. It is of positive significance to improve the level of corporate archives, enhance the awareness of all employees, and better play the role of vouchers and information in the process of internal control and external rights protection. As an important part of enterprise management, enterprise archive management should gradually implement

standardization in order to meet the needs of enterprise development. In particular, large and medium-sized enterprises have many types of files, frequent use, and more information exchange, and more need to be standardized [Yan, 2014].

MATERIALS AND METHODS

In the process of creating and running safety standardization, enterprises will generate a large amount of production information and internal documents, and the reporting enterprises also need to establish stable links with the review experts. Large-scale, holding and shareholding companies and their affiliates have a large number of employees. At the same time, the compilation and research of archives and materials have a great connection with the main work of the enterprise, the need for the normal operation of the enterprise, and the data formed during the actual operation of the enterprise. Therefore, we need to conduct archives research and research to focus on the original data and data, and we need to further process the required information according to the needs of the work in the actual work. In order to study the relationship between

technological innovation and standardization, appropriate variables must be defined in each case. In order to measure the degree of standardization, we can use the number of product execution standards to measure. At present, the group headquarters mainly manages and controls its enterprises through traditional ways such as documents, meetings and training. The evaluation and assessment of archives in each unit is basically in the state of self-management. According to the requirements of enterprise security standardization declaration process, the system sets the home page login to enter for operation.

The management process of capital construction archives includes the early management of the formation process of Engineering archives, the transfer management of archives data and electronic documents, the transfer management of completed archives, the digital management of completed archives, the dynamic management of equipment archives and the utilization management of capital construction equipment archives. The following figure is a flowchart of the overall management of infrastructure file management, as shown in Figure 1.

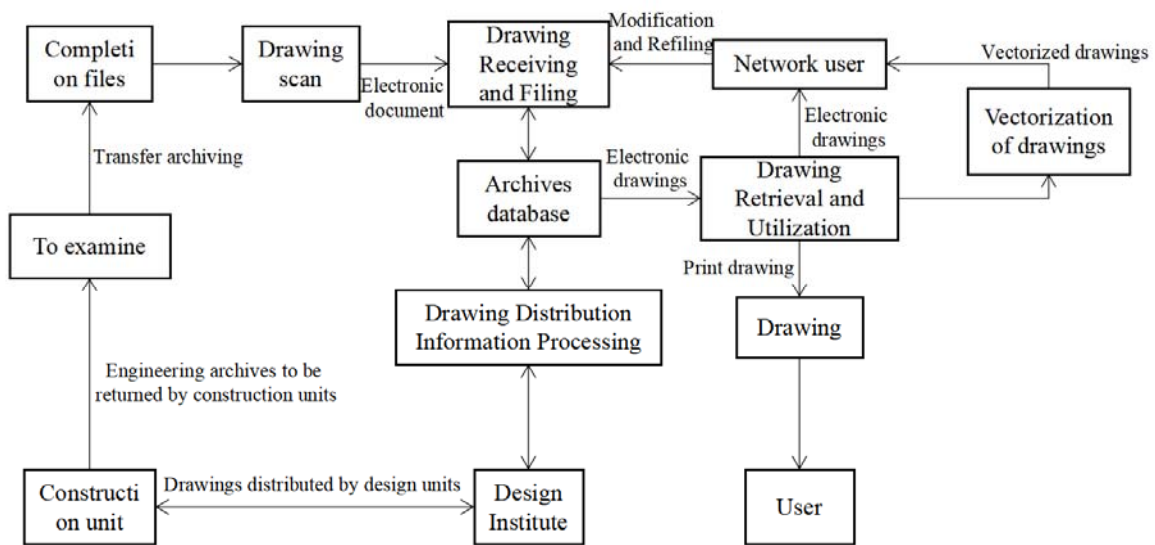


Fig.1. Overall management flow chart of infrastructure file management

In today's information age, science and technology are developing rapidly, and information plays a huge role in the development of enterprises. It can be said that information resources have become the primary resource for enterprise survival, and information construction is one of the important basic management methods for enterprises. It is also necessary to ensure that the processed information data is authentic, and it is necessary to compile and summarize the effective information of the existence value. These steps are important processes for archiving and researching, and are also the basic practice to ensure the interests of enterprises. Through these practices, enterprises can develop in a

stable and good situation. In order to achieve the purpose of information transmission, notification management module has three basic functions: viewing notification, issuing notification and managing notification. Users can receive notifications from superiors and subordinates by viewing functions, publish relevant notifications by using publishing functions, and delete notifications issued by users themselves by using management functions. The traditional point-to-point archives management model can not meet the needs of the development of archives work. The application of the evaluation system of archives work is the inevitable choice of enterprise archives management. To realize the

information management of archives, it is necessary to establish an effective information management system.

RESULT ANALYSIS AND DISCUSSION

Through the implementation and application of the information system of archives work evaluation, the present situation of uneven archives work level in various units of central enterprises has been changed. The standardization of archival information can be enhanced by institutionalizing the management of archival information. This is also a necessary means of enterprise archives management, because the current enterprise archives system is not perfect, management is relatively decentralized, archives content is incomplete, and lack of supervision and guidance. Through the function keys set on the system interface, the task of document data management within each enterprise in the mine safety standardization evaluation process can be basically completed. It also satisfies the need for standardized appraisers to master and manage all the reporting enterprises. With the development of informatization, traditional backward management methods can no longer meet the needs of enterprise development. This development trend poses new challenges for archive management. Adapting to external environmental changes is an inevitable trend of sustainable development. To perfect this system, it is necessary to carry out the initial stage of file management, so that the corresponding file information and materials will be taken over by the special file management personnel. When the file changes or is transmitted, it is necessary to make a corresponding record and improve the process and system of file change and delivery.

The archives personnel of each unit can log in to the system, fill in the contents according to the file work evaluation and assessment project, and form a score assessment table and self-assessment report for the archives work evaluation. After logging in, only ordinary users can view related pages of the user group where the user is located, and can only browse and query the information published by members in the user group, but can only modify and delete related information entered by the user. By using electronic files to manage enterprise files, the process of enterprise file management is optimized and streamlined, thereby improving the efficiency of enterprise file management. Special archives management platform is built by using computer and network system to effectively realize the dynamic management of archives work. Improve the efficiency of archives management, save a lot of manpower and material resources, ensure the synchronous development of archives information construction and enterprise information, and improve the overall level of enterprise archives work. In addition to innovating the management of archives, we also need to innovate the service mode of archives.

The purpose of innovation is to explore the functions of archives information materials, so that enterprise archives can be better applied to the business activities of enterprises. Headquarters unified arrangements for mutual evaluation work, archives work evaluation information system according to the requirements of open permissions, to achieve online mutual evaluation, mutual evaluation units form a mutual evaluation report headquarters.

CONCLUSION

The current era is a highly developed era of information technology. As the information resources of enterprises, enterprise archives play an important role in the development of enterprises. In order to realize the standardization and modernization of enterprise archives management, it is necessary to carry out innovative management to meet the needs of enterprise development. It enables enterprises to realize the functions of information management of safety standardization data, hierarchical browsing of different user groups, information release, etc. It also facilitates the communication between standardization appraisers and enterprises. The choice of standardization must be closely guided by technological innovation. Promote the transformation of independent scientific and technological achievements into technical standards. Establish a new standard system that is in line with international standards; form a strategic alliance to graft external research and development resources. Strengthen the government's promotion role. Its greatest feature is to combine information technology with humanistic thinking, and pay more attention to the latter. In addition to establishing a complete management system to manage enterprise files, file management also needs to use current advanced scientific and technological means as support conditions to further improve enterprise file management. These complete archival information materials are then serviced through a comprehensive and innovative approach. Under the guidance of knowledge management thoughts, reforming the traditional enterprise file management mode and constructing a new enterprise file management mode suitable for the development of knowledge economy—archive knowledge management mode is not only a wise move for archival work to conform to the development trend of the times.

REFERENCES

- Balamurugan G, Arulalan V, Lokesh V. Customer - Management Relationship Service using Android[J]. *International Journal of Computer Applications*, 2014, 105(10):12-15.
- Chen G Y, Chen C Y. Research on Management Information System of University Archives Based on B/S Mode[J]. *Applied Mechanics and Materials*, 2014, 651-653:5.

- Dong W, Ji Q D, He L N. An Enterprise-Wide Digital Archive Management System Infrastructure[J]. *Applied Mechanics and Materials*, 2014, 513-517:2420-2423.
- Galloway P. From Archival Management to Archival Enterprise to the Information Domain: David Gracy and the Development of Archival Education at the University of Texas[J]. *Information & Culture A Journal of History*, 2014, 49(1):3-33.
- Hola, B. Identification and evaluation of processes in a construction enterprise[J]. *Archives of Civil and Mechanical Engineering*, 2015, 15(2):419-426.
- Luo Y, Gui B. The Digitalization of Archives Management in Colleges[J]. *Advanced Materials Research*, 2014, 962-965:2752-2755.
- Xia Z H, Zhan G H, Zhang D L, et al. Research on Innovation of Archives Management under Cloud Service Model[J]. *Applied Mechanics and Materials*, 2014, 598:695-698.
- Yan F, Mountrouidou X, Riska A, et al. PREFiguRE: An Analytic Framework for HDD Management[J]. *Acm Transactions on Modeling & Performance Evaluation of Computing Systems*, 2016, 1(3):1-27.
- Zhou H Q, Huang L. The Archives Management in the Environment of Office Automation[J]. *Advanced Materials Research*, 2014, 989-994:4219-4222.
- Zhu, Jun X. Archives Management System Design Based on Oracle[J]. *Applied Mechanics and Materials*, 2014, 543-547:3181-3184.