Innovation of Document and Archives Management under the Background of Informatization

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Abstract: *In the development of information technology, the document and archives management personnel must go through the means of information technology in the management work, and constantly use scientific and technological innovation to improve the effectiveness of the document and archives management. The document management under the information background has the characteristics of high efficiency and scientificity, and also has its unique practical significance. For example, in the context of informatization, the quality of document and file management staff has been improved, the confidentiality of document and file has been guaranteed, and the document and file management system has been improved. All these should be carried out in the context of informatization. Therefore, in order to strengthen management, we must innovate under the background of informatization.*

Keywords: *Information Technology, Management of Documents and Archives, Innovation*

1. Introduction

From the source of document management under the information background, in order to promote the innovation and development of document management under the information background, we must strengthen the management ability and quality of document management staff under the information background. Second, we should improve the document management system. Through joint efforts with social pluralism, its work can be realized under the background of informatization [1].

2. The management of documents and archives plays an important role in the context of informatization

2.1. Helping management staff improve their information technology literacy under the information background

The literacy of the document and archives managers under the information background is reflected in the following aspects: first, the document and archives managers have the information technology literacy under the information background, have a positive supervisor initiative in the management mode and management technology operation, and ensure the confidentiality of the document and archives or a good operation order of the document and archives management. It is necessary to provide in place information technology support, and at the same time, it is also necessary to ensure the correct understanding of the management theory of the paperwork. The overall efficiency of the document archives management under the information background can be further improved. Secondly, change the traditional management mode of previous managers, such as the traditional manual offline document file management mode. Therefore, through the influence of the informatization background, managers actively improve their own information technology quality through online teaching, training organized by offline departments and related research activities, so that the document and file management work can maintain an orderly work order under the informatization background, and help the management staff improve their information technology literacy under the informatization background.

2.2. Improving the document and file management system with informatization as the background

In the information age, although the information technology supporting the document archives management is relatively perfect, the document archives management needs to further improve the system under the information background. However, some aspects need to be further studied. First, there should be clear terms and regulations for the archives management, such as the code of conduct for the

management personnel, so as to bring certain benefits to the management of the archives management personnel and avoid the leakage of important information such as documents and archives due to technical problems. Second, it clearly stipulates the document and file management system and the leadership shift system, which greatly improves its work efficiency and ensures its normal management order in the information environment. The adoption of specific measures to manage the document archives ensures the scientificity and effectiveness of the document archives management.

2.3. Promoting the development of information technology in the management of documents and archives

In order to carry out the management of documents and archives under the background of informatization, there must be strong informatization support. The progress of an era and the development of a thing require efforts at its source. Therefore, to promote the development of information technology in the management of document archives, we must grasp the key element of information technology. Only by solving the source problem of document archives, can we continuously promote its development. Only by solving the problem of the source of the paperwork, can we make the work of document storage, sharing and so on be completed excellently. For example, the sharing of document and file information has been further supported in the context of informatization, and the inquiry of document and file information can also save more manpower and material resources. Therefore, in the management of documents and archives, colleges and universities still need to actively carry out information technology work, and also need the strong support of relevant social departments.

3. The innovative way of document archives management under the information background

3.1. Improving the quality of document and archives management personnel against the background of informatization

Taking people as the main body in the management of documents and archives makes the management of documents and archives play a higher role in the context of informatization. The first is to cultivate the theoretical and applied information technology quality of document and archives management personnel under the information background. The second is to improve the awareness of document and archives management personnel on information technology under the information background, so as to promote the improvement of document and archives management efficiency.

The first is to adopt self-study or other learning methods to conduct quality training for management personnel engaged in information technology work, so as to achieve the goal of document and file management. As document management personnel, under the background of informatization, they should always pay attention to the continuous development of information technology, meet the management needs of document management, and use the Internet or books to improve their own management skills in time [2]. Only in this way can they play a more active role in the context of informatization. Second, the management office should also conduct regular training for administrators to ensure the effective implementation of document and file management in the information environment, and enhance the information technology quality of document and file management personnel. Thirdly, the document archives management personnel should not only ensure that they have advanced management experience, but also ensure that the basic information quality of the management personnel has been improved, so as to ensure that employees have the courage to expand and innovate in the management of documents and archives, and the universal application of informatization, breaking the traditional concept of document and archives management.

3.2. Improving the document and file management system based on Informatization

In order to ensure the smooth progress of all work, corresponding systems should be established for any work. Relevant systems should be established for the management of documents and archives. The construction of the system ensures the orderly management of documents and archives and the continuous improvement of work efficiency[3].

First of all, there should be clear provisions on the management of documents and archives under the background of informatization. For specific work requirements, casual personnel shall not operate at will. The working hours are specific. Beyond the working hours, they shall not move or view confidential information, such as specific documents and files, so as to ensure that documents and files and other

information will not be missed due to management system problems.

Second, a set of standard management system must be formed to enable all managers to arrange their work under the information background. In this system, the specific responsibilities of each manager shall be clearly arranged to ensure the scientificity of each manager's work in the context of informatization. The management personnel at all levels shall conscientiously perform the duties of document and file management, and perform their duties in the document and file management, while shall not perform their duties beyond their superiors, and shall not be derelict of duty. Using this point, we can realize the positive role of information technology in the management of documents and archives, so the personnel of document and archives management should form a certain system under the information background.

3.3. The informatization of document and file management needs to be strengthened

The times are constantly advancing, and the times will also increasingly require the development of information technology. Today, information technology strongly supports the management of documents and archives, and some technologies need to be further developed to adapt to the trend of the times. Therefore, the majority of scientific and technological research and development departments and colleges and universities should actively undertake the important task of technological development, and increase the support of informatization to document and file management.

First of all, relevant R & D departments of the government should actively pay attention to the requirements of document archives management, actively communicate with document archives management departments, and strive to develop a new technology that can promote document archives management. In this process, many R & D departments should actively perform their duties, actively carry out technological innovation, and make the file sharing work more scientific, convenient and safe in the information background. It provides a special link for document management.

Second, in this process, colleges and universities should also actively give support in technology. As the backbone force in the process of technological development, professional teachers and students in colleges and universities should take the initiative to shoulder their responsibilities. Moreover, in this process, it can not only make the document archives management carry out information technology, but also transport a large number of excellent talents to promote the document archives management.

3.4. Establish a dynamic circulation, information-based document and file management system

Document file management system is mainly to service document file induction, sorting, transfer, transfer work, which to some extent shows the actual value of the existence, is the service related archives flow and tracing, under the background of the era of information technology development and information technology, by using all kinds of information technology platform to establish a dynamic circulation, highly information document file management system, can greatly assist the corresponding document file management workers, also can leave in the Internet browsing background and browsing records, contribute to the follow-up work smoothly. To some extent, the development of the information age has brought new changes to the document and file management system, It is this characteristic of data transformation that, To some extent, compared with the actual paper files of text types, the data-based document files are more convenient for information retrieval, transfer and transfer of information, However, the data file system based on Internet technology must have corresponding disadvantages, If the information system is easy to invade and lead to information leakage and so on, It can only be said that by relying on the information age, Establish a dynamic circulation and information painting document and file management system, Although it has facilitated the development of party work to several degrees, But there will also be some negative effects, Therefore, we need to pay attention to this point when adjusting and optimizing the party's work.

Information age background, the innovation of document management work is in line with age development, give document file management work more means of time connotation, but want to ensure good under the background of big data era documents work privacy and the security of data, only to the archives management system optimization is not enough, also need to establish the corresponding protection mechanism, to maintain the development of the archives work smoothly and the security of related information data. Therefore, from this point of view, under the background of information, the innovation direction of document archives management is two aspects, on the one hand is the optimization of archives management itself, on the other hand is the further optimization of the protection mechanism of archives management, these two aspects of the content is indispensable[4]. In today's

document file management information process, the vast majority of the practitioners for the content of the second part, which is the archives management protection mechanism optimization presents a state of neglect, which improves the document file management under the information age development work security and data security, thus see, between the two is to promote each other, complement each other, can not exist from any party.

3.5. Establish a work tracking mechanism to improve work efficiency and reduce the incidence of errors

In addition to the above several archives management workers and answer management thinking of information development, with the rapid development of information technology and exchange of big data era background, based on Internet technology to build up the tracing mechanism, can realize the efficiency of document archives management, reduce the staff in the archives work of actual errors. Research surveys show that, In the vast majority of the document and file management work, Because there are many personal intervention factors in archivists' management work, Together with the differences between how workers and how workers work, Various factors can easily lead to a variety of problems in the actual document and file management work, Such as: the order of data sorting problems, the summary of data typesetting problems, and so on, These problems are the negative factors affecting the smooth development and implementation of documents and file management, By building up a work-tracing mechanism, Not only can realize the communication and understanding of the working methods between the document and file management workers and other workers, Also able to further assist document archivists, Looking for errors in file management, Timely to correct the related problems to reduce the incidence of errors, So as for the establishment of the work tracing mechanism, This is crucial for document and file management in the context of information.

To some extent, the tracing mechanism of document file management work has also been established in the traditional document and file management work in the past, but due to the lack of more critical mechanism media. Therefore, there will be various obstacles in the actual investigation of documents and files, It makes it difficult for the error tracing mechanism to find the root cause of the error, Relying on the Internet technology, the actual operation behavior and related work phenomenon of the document and file management workers can be stored in a form of data, This form of stored data has a strong access and retrieval, So, under the background of the information age today, One of the research directions of document management is also the construction of tracing mechanism of document management, thus it can be seen, To realize the optimization and exploration of the tracing mechanism of document and archives management work, It is established on the premise of document management staff and relevant leaders to attach the importance of document work and grasp the development of information technology.

4. Conclusion

As an important part of the whole work system, the management department must take the document and file management seriously. The maturity of document archives management technology is achieved under the comprehensive progress and development of management personnel, management system, information technology and other aspects. Therefore, under the background of informatization, the management of documents and archives lays a good foundation for the smooth progress of other work.

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