

# Innovation on Archives Management in Colleges and Universities under the Background of "Internet +"

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**ABSTRACT.** *The new mode on archives management in colleges and universities under the background of "Internet +" technology can meet the new needs of file users in big data era, and offer high quality and fast file services for colleges and universities, teachers and students, and society. The archives information management in colleges and universities must conform to the development requirements of "Internet +", and make full use of Internet information technology for resource integration and data innovation management. Based on the author's learning and work experience, this work first analyzed the characteristics of archives management in colleges and universities in the "Internet +" era, then discussed the opportunities result from "Internet +" to school archives work, and finally put forward the innovation path of archives management in colleges and universities under the background of "Internet +".*

**KEYWORDS:** *"Internet +"; Colleges and Universities; Archives Management; Opportunity; Innovation*

## 1. Introduction

With the advent of "Internet +" era, network technology and information technology have been popularized and developed. Digitization, informatization and networking have gradually become the trend leading this era. In the new situation of mass entrepreneurship and innovation, archives management in colleges and universities should change the conventional management mode. New technologies are constantly explored and utilized to add new assistance for building a smart society and smart life service [1]. Archivists thus should learn to assess the situation, conform to the Internet era, take the initiative to adapt to the general trend and

constantly explore innovation. While continuously promoting the electronic and digital work of archives, new methods on archives management in the Internet era should be actively explored, thus meeting the new requirements of archives management in colleges and universities in the new period [2-3].

## **2. Characteristics on Archives Management in Colleges and Universities Under the Background of "Internet +"**

### ***2.1. Efficiency Improvement***

In the aspect of information input, the input of every information element in the file needs manual handwriting in the traditional manual mode. This process is time-consuming and laborious, and it is easy to produce manual registration error under the mass working mode. It can cause file information distortion at the "source", while modern information technology can process the homogeneous information in batches. In the aspect of information processing and integration, the traditional manual mode can only achieve single dimension, and can not form matrix management. In the information mode, the information of students exists as an information element point. In order to access the information, managers only need to set target element points to quickly access the files with unified attributes, and the work efficiency is greatly improved.

### ***2.2. Service Scope Expansion***

In the "Internet +" era, the shared economy has been developing rapidly. Advanced scientific and technological means and developed network platform make it possible to share information in a wider range. The purpose of archives management in colleges and universities is not only to save data, but also to offer support for necessary data access. In the traditional manual mode, it takes a lot of manpower and material resources to search the information needed in the vast archives. In the "Internet +" mode, the archives management department can develop archival retrieval platform through professionals after realizing archival information digitalization [4]. College administrators and teachers and students are given appropriate access, access and copy permissions, so that file users can access file information at home, on the PC side, or even on mobile app. This kind of retrieval is convenient and fast, improves the service efficiency and level, and also expands the scope of the file management service in colleges and universities. Colleges and universities can also build platforms, share resources on some information, and break the administrative barriers to information transmission. The advantage of "Internet +" information freedom and real-time circulation have been truly played out.

### **3. The Opportunities Result from "Internet +" to School Archives Work**

#### ***3.1. "Internet +" era Makes School Archives Collection More Intelligent and Accurate***

In the new era, the school archives are rich in data resources, including paper archives, audio, electronic documents, video, etc. In addition, it also includes other information or services that users can download directly. In the past, the way of collecting archives put forward high requirements for equipment, staff and warehouse. In addition to consuming a lot of human and material costs, it is also constrained by storage space. In the "Internet +" era, the biggest advantage of archival data collection is that the network nodes radiate all over the world, and the virtual storage space supports all-round expansion.

#### ***3.2. "Internet +" Era Makes School Archives Management More Scientific and Standardized***

Using the information perception technology based on Internet of things technology in "Internet +", school archives work can establish intelligent archives management system. The life cycle of the file can be accurately and effectively controlled. With the help of the established intelligent management platform, archives, data, network, users, etc., can be integrated into the whole network, fully mining massive data [5].

#### ***3.3. "Internet +" Era Makes School Archives Service More Efficient and Convenient***

Based on all-round integration of school archives, we can accurately collect information from all parties. In the network environment, the school archives information will be really shared. The introduction of "Internet +" technology into school archives simplifies the work flow and saves a lot of manpower and financial resources for the unit. For digitization, document retrieval, paper files, file service consultation, etc., it can be obtained at the first time in the network environment. Using different ways and means, users can retrieve and consult the information they want, so that the school file information is no longer constrained by time.

### **4. Innovation Path on Archives Management in Colleges and Universities under the Background of "Internet +"**

#### ***4.1. Forming Sharing Concept and Improving Archives Awareness***

The development of technology in the Internet era has opened the door for historical archives resources and created opportunities and space for people to use

archives resources. Therefore, the archives work in colleges and universities should be in line with the Internet thinking, establish scientific and effective archives management concept, and open and shared archives publicity concept to better serve the teachers and students in colleges and universities. At the same time, file users should fully understand the file resources that schools have, and effectively use files to solve problems. In addition to preserving the necessary traditional work methods, archives work in colleges and universities should actively use Internet technology in the "Internet +" era. For example, archival information and work is dynamically released through Microblog, WeChat official accounts, live broadcast, micro video and other network channels. The influence of archives and archives work is expanded through online and offline interaction to enhance "user stickiness", and make the relevant knowledge of archives resources more popular [6]. They can also actively carry out network lectures, live lectures, electronic reading manuals, etc. Using Internet technology to strengthen the functional orientation of archival work and constantly optimizing the quality of archival work, teachers and students are provided with better information resources services.

#### ***4.2. Realizing the Transformation of Traditional Role and Enhancing the Efficiency of Archives Utilization***

In the "Internet +" era, archivists should not be confined to the traditional role of gatekeeper, but should open their eyes and mind to gradually realize the active communicator from passive service to active communication. They should mobilize the enthusiasm of the whole school's archives staff through their own role transformation, learn from the experience of brother colleges and universities, and use Internet technology to improve the efficiency of archives utilization. For example, with the continuous expansion of the scale in colleges and universities, the number of students in colleges and universities is increasing, and the service objects and workload of archives are greatly increased. Therefore, colleges and universities are required to offer services in archives services, such as archives borrowing, copying, document data extraction, retrieval, image photography, certificate issuance, student status check, academic degree certification, etc. Through the school file network service system, the authorized authorization, login and access to electronic documents can be realized.

#### ***4.3. Improving the Level of Archival Resources Informatization***

In the process of rapid development associated with computer technology, computer office system and cloud space technology have also been deeply developed and promoted, which brings more development opportunities for college archives resource management. Thus far, the file management in colleges and universities has gradually changed from paper files to electronic files. In order to realize paperless office work as soon as possible, it is also necessary to make full use of the network information technology means. The upload and download of the file information resources are completed, so as to better query and use the file

information, and improve the information level of the file management in colleges and universities. Colleges and universities should pay more attention to the modern management of archives resources and offer more support for this work. In order to promote the reform of the archives management in colleges and universities, the principles of the informatization construction on archives management should be determined to speed up the informatization construction on archives in colleges and universities.

#### ***4.4. Strengthening the Construction of Specialized Archives Management Team***

Higher requirements for archives management in colleges and universities are put forward under the background of "Internet +", and more high-quality and strong archival management personnel are required [7]. This has more stringent requirements for archival management personnel (i.e., they should not only understand the professional knowledge of archives, but also have stronger ability of software development and network maintenance). In the construction process of the file management personnel team, colleges and universities should first strengthen the training of the existing file management personnel, and promote them to form the Internet thinking as soon as possible. The network technology can be effectively applied to the archives management, and the methods to solve the new problems should be mastered to ensure the improvement of the archives management level [8]. At the same time, colleges and universities should pay more attention to the introduction of more excellent archives management talents to meet the new requirements of archives management in colleges and universities under the background of "Internet +". They should not only have solid and rich knowledge of file management, but also be proficient in operating various modern equipment.

#### **5. Conclusion**

"Internet +" is the trend of the times, and embracing information technology has become the direction in all walks of life. The archives management in colleges and universities should also actively realize the development of information technology, the improvement of work efficiency and the expansion of service scope, thus facilitating the inquiry, review and further use of archives. Colleges and universities administrator should promote the construction of archives management information. Relevant personnel should continue to learn, improve their work level and ability, so that the file management information system can keep pace with the times. Overall, the archives management in colleges and universities is an important part of development and construction. Also, information construction must be strengthened to make due contributions to the work of colleges and universities and the development of higher education in China.

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