

# Research on the Current Situation and Improvement of Cadet Records Management in Military Schools

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## ABSTRACT

The management of military cadet records is an important basic work in military colleges and universities, which plays an important role in safeguarding the interests of individual cadets and ensuring the orderly advancement of education and teaching in military colleges and universities. Based on the management of student archives in military academies, this paper conducts a questionnaire survey and analysis on the archiving materials, archiving scope, information technology and management system of student archives, finds that there are some problems in student archives management, such as incomplete archiving, lack of unified standards, backward informatization and imperfect management system, puts forward improvement measures: complete collection, clear archiving range, information-based management, improve the relevant mechanism, so as to promote the scientific and standardized development of student archives.

**Keywords:** *File management, Military academies, Student records.*

## 1. INTRODUCTION

Do a good job of military cadet archives, for the military academy to establish moral education, for the war to nurture people play an important role. China's modernization and construction of national defense and military relies fundamentally on the leadership of the Communist Party, and crucially on the innovation drive of the majority of Party members and cadres and outstanding talents. As the predecessor and an important part of the personnel files of officers and soldiers in the army, the military cadet files can reflect the knowledge level and learning ability of the relevant personnel in a more comprehensive manner, and provide direct reference for the organization to select outstanding cadres and talents. Without the military cadet file as the basis and support, the officer and soldier personnel files will not be able to fully reflect the quality of a person's ability, in the selection of people will be greatly compromised. Therefore, it is necessary to understand the importance of the current work of military cadet archives from the height of obeying and serving the strategic layout of "reforming and strengthening the army".

## 2. THE RESEARCH DESIGN

In order to gain a deeper understanding of the current situation of cadet archives in military schools, analyze the problems in cadet archives and explore the development path, the article adopts questionnaire research and interviews to investigate this topic.

The questionnaire survey was conducted on the basis of the Questionnaire Star platform (as shown in Table 1), and 16 objective and subjective questions were set around the work of cadet archives, including 12 objective questions and 4 subjective questions. The questionnaire and individual interviews were used to collect data. A total of 100 cadet archivists and staff of related organizations were surveyed, and 87 valid questionnaires were collected, with a recovery rate of 87%. Interviews were conducted with five experienced cadet archivists. The author comprehensively organized the recovered questionnaires and systematically sorted out the research results in four aspects: archiving materials, archiving scope, information technology and management system of cadet archives.

**Table 1.** Questionnaire design form for cadet records in military colleges and universities

Research indicators	Research focus	Research content
Student file archiving materials	Investigating the completeness and accuracy of student files from the perspective of "archived materials"	1. The degree of completeness of archived materials in the trainees' files; 2. Accuracy of filing of trainee files and materials.
Scope of student records filing	Investigating the continuity and rigor of cadet records from the perspective of "scope of filing"	1. Completeness and accuracy of the development of the scope of filing of trainee files; 2. The degree of unification of standards for the scope of filing of trainees' files; 3. Comparison of the scope of filing of cadet files and cadre files.
Degree of informationization of student records	Investigating the efficiency of storage management and service utilization of cadet records from the perspective of "informatization degree"	1. The degree of informationization of the storage method of student files; 2. The degree of informationization of the way of utilizing the student's file; 3. The construction of the information management platform for trainees' files.
Student Records Management System	Investigating the consistency and coherence of student records from a "management system" perspective	1. Attribution of student records management; 2. Trainee file management system.

### 3. EXISTING PROBLEMS OF STUDENT ARCHIVES MANAGEMENT

The research reflects many problems in the management of military cadet records, which is not conducive to maintaining the professionalism and authority of military school records.

#### 3.1. *Incomplete filing of student files*

The percentage of missing academic and party materials in the student files is 74.7%, which is a prominent situation. Among them, the academic materials are mainly incomplete materials such as school registration card, transcript, Student Registration Form, Graduate Registration Form and registration for further education; the Party and League materials are mainly incomplete materials such as voluntary letter for joining the Party and proof of Party classes.

#### 3.2. *Lack of uniform standards for the scope of filing*

The survey results show that 95.4% of military schools have a clear scope of archiving cadet files, but 86.2% of archivists say the scope of archiving cadet files lacks uniform standards. In the "institutions of higher Learning archives management measures", the provisions of student files mainly include "institutions of higher learning to cultivate the record of education students of high school files, enrollment registration form, physical examination form, school status files, rewards

and punishment records, party organization files, graduates registration form, etc." [1] But in the actual work, we find that the work of student archives in colleges and universities is a set of systems without norms and standards.

After graduation, "files go with people", student files are directly transformed into cadre personnel files or other types of personnel files. 80.5% choose student archives archiving range standard is inconsistent with cadre archives.

#### 3.3. *Student archives storage management is backward*

The research shows that only 11.5% of colleges and universities have scanned all the student records; 34.5% of colleges and universities have computerized the student records catalog; 54% of colleges and universities have not carried out computerization. Most of the student records management in colleges and universities are still in the traditional manual management state, with cumbersome filing process, incomplete and accurate filing materials, and not timely updated. The research shows that 17.2% of military cadet files lack an information management platform, and 67.8% indicate that the existing platform is not well built to meet the needs of cadet file management and utilization. Military schools are in dire need of a practical student records management system to improve the efficiency and accuracy of records management.

### **3.4. Lack of a sound student record management system**

Universities do not have a standard and unified model of student records management, and have been to work according to their own actual situation. The ownership of student records management also varies, 23% of universities are managed by the archives, 25.2% are scattered in each college, and 51.7% are managed by the personnel department on behalf of the students. Student records in higher education involve the Academic Affairs Office, Academic Staff Office, Admissions and Employment Office and other departments and secondary faculties. Each department and faculty manages the corresponding materials in student files separately. There is a lack of synergy between departments, and the completeness and accessibility of the archives are affected. The completeness and utilization rate of the records are affected.

## **4. ENHANCING AND IMPROVING STUDENT RECORD MANAGEMENT**

In response to the problems of incomplete filing of student records, lack of uniform standards, lagging informationization, and inadequate management system, the following four aspects can be improved and perfected.

### **4.1. Strengthen the "whole process management" and "front-end control"**

It is necessary to grasp the key nodes of archiving to ensure the completeness and integrity of archiving materials. First, when new trainees are enrolled, they are required to collect new student rosters and statistical forms from enrollment agencies. Second, after new cadets enter the school, the archives management department shall establish the Registration Form of Cadets' Student Status management in military academies and electronic student status registration data in a timely manner. Third, at the end of the academic year stage, the grade list, laboratory and apprenticeship materials should be filed in a timely manner. Fourth, before graduating from school, we should promptly file the graduation thesis, graduation design, graduation of trainees, the order of awarding degrees, the distribution plan of graduates, and the materials such as instructions, reports, approvals and notifications of rewards and punishments for trainees. At the same time, we need to identify whether the materials are standard, whether the seals are complete and whether the procedures are complete.

Especially during the graduation season, the time is short and the task is heavy, so if there is a slight mistake, the problem of filing materials will appear. The Organization Department of the Central Committee of the Communist Party of China (CPC) listed "wrong

materials" as one of the "single vetoes" for unqualified file audits in the audit of cadre personnel files.[2]The military school archives department should develop a detailed workflow to prevent similar problems from occurring institutionally.

### **4.2. Clarify the scope of filing student records**

A comprehensive and complete collection of materials is the basis and support for a good cadet record. In 2018, the General Office of the Central Committee of the Communist Party of China issued the Regulations on the Work of Cadre Personnel Files, which clearly stipulates 10 categories of cadre personnel file materials, nine of which involve college student file materials.[3] The "Regulations on Teaching Archives of the Chinese People's Liberation Army Colleges and Universities" promulgated in 2009 provides detailed regulations on the archival materials involving personal matters of military cadets during their school years, mainly including three major parts of the teaching implementation process, enrollment, and academic registration management. In 2020, the Central Military Commission issued the new "Army Archives Regulations", which stipulates that "Army units shall strengthen the collection, organization, filing, storage and transfer of personal archival materials of their personnel". The new Regulations focus more on preserving the records of military personnel and safeguarding the rights and interests of military personnel.

In practical work, the number of cadets' files is generally thin and the content is single. Military schools should make reference to and learn from the national "Regulations on Cadre Personnel Records" on the basis of the "Regulations on Army Records" and combine their own characteristics to work out a suitable scope for archiving cadet records in our schools. The materials involved in the scope of archiving should not only reflect the natural situation, learning experience and ideological status of the cadets, but also reflect the new, personalized and dynamic characteristics of the content, such as materials for exchange and study, summer social practice, competitions and qualification certificates. Archival cadres should also adopt a flexible and diverse approach in their practical work to collect a complete collection of content-rich and well-structured cadet archival materials.

### **4.3. Using information technology to build a management system**

The Measures for the Management of Higher School Records states: "The archives of higher education institutions have the responsibility to improve the management of student records and promote the informationization and digitization of student records." [4] In the context of the information age, the traditional paper-based file management model has been difficult to meet the actual development needs. The use of modern

methods to provide students with access to archives is the necessary way to comply with the development of the times and technology, as well as the need for archives management in the new form.

On the basis of proper storage of original paper vouchers, we use modern information technology to convert the original paper files into electronic files in the form of classification management. Use computer technology to gradually realize the information management of student records. Design and development of student records management information system based on the characteristics and needs of student records. Integrate and refine the information details of student records and the physical management of student records.

#### **4.4. Establishing a sound archive management mechanism**

The Regulations on Teaching Archives of the Chinese People's Liberation Army Colleges and Universities, which have been in effect since 2009, regulate the work of teaching archives in military colleges and universities and lay the foundation for the role of teaching archives in the education and construction of colleges and universities.[5] Cadet files, as an important part of teaching files, should also be assigned to the management of military school archives, fundamentally solving the problem of the management system and laying an important foundation for the management of military school cadet files in accordance with the law.

Only by determining the working mode of system management files, can the cadet archives be brought into the track of scientific management fundamentally, so as to enhance the standardization and rigor of management. First, establish internal control mechanism. The archives management departments shall, on the basis of the Army Archives Regulations and the Provisions on the Work of teaching archives in PLA colleges and universities, formulate rules and regulations for the work of cadets' archives and institutionalize the collection, management, utilization and transfer of archives, so as to follow the rules and act according to the rules and regulations. At the same time, it is necessary to clarify the work process, clarify the job responsibilities, and implement the responsibility to the people.

Second, establish an outreach mechanism. The work of military cadet records involves many departments and requires synergy and cooperation. The archives management department needs to formulate archives

rules and regulations at the institution level, and make clear and specific provisions on the scope of archives responsibilities, workflow and requirements of relevant functional departments to ensure the effective operation of business guidance.[6]

## **5. CONCLUSION**

From the research results, the work of cadet archives in military colleges and universities is widely recognized and generally carried out by all units, which is conducive to improving the efficiency of archives utilization and service functions, but problems such as incomplete archived materials, lack of uniform standards, lagging informationization and unsound management systems exist to varying degrees. In the new development period, we should take the initiative to establish long-term and stable cadet archives, complete archival materials, clarify the scope of archiving, realize information management, improve the relevant mechanisms, and effectively improve the quality of cadet archives management and services to better serve the development of education and teaching in military colleges and universities and the construction of military cadre personnel files.

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