



Systematic Analysis of Digital Archival Management for Cadets in Military Academies

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Abstract. Digital management of archives is an important part of the archival work in military academies and serves as a significant indicator of the teaching and management level of these institutions. Doing a good job in the management of student archives in military academies not only benefits the personal interests of the students but also helps to enhance the quality of management in the academies. Based on a questionnaire survey and analysis of the data management of student archives in military academies, this article examines four aspects: information service, management, security, and talent team building. It is found that there are problems such as incomplete information services and management, security risks of archive data, and a lack of professional talents in the management of student archive data. The article proposes to improve the digital management facilities and equipment for student archives, establish an archive data management platform, improve the security system for archive data, and strengthen the construction of professional talent teams to better serve the development of military academies.

Keywords: Archival management, Digitalization, Student file

1 Introduction

The application and development of information technology have brought about new requirements for the transformation and development of archival management, and the archival management itself is also constantly evolving. With the wide application of data technology, military academies should also keep pace with the times to improve the strategies and methods of student file management.^[1]

2 Research Design

To gain a thorough understanding of the current status of military academy cadets' archival work, analyze the existing problems in cadets' archival work, and explore the development path, this article conducts research on this topic through questionnaire surveys and interviews.

The questionnaire survey mainly targeted the personnel in charge of student archives in military academies. It was conducted through the Wenjuanxing platform. As shown in Table 1, a total of 16 questions, including 12 objective questions and 4 subjective ones, were set up, all revolving around the student archives work.

Table 1. Questionnaire Design Form for Military Academy Cadets' Archives Work Investigation.

Research indicators	Key points of the research survey	Research content
The degree of informatization of student records	Investigate the storage management methods and service utilization efficiency of trainee files from the perspective of "degree of informatization".	①The degree of informatization of student file storage methods; ②The degree of informatization of the utilization methods of student files; ③The construction situation of the information management platform for student files.
Student file information service	Investigate the utilization efficiency and effectiveness of trainees from the perspective of "service level"	①The digitalization and convenience of student file inquiries; ②The efficiency and convenience of student file utilization;
Informatized Management of Student Records	Investigate the management level of the collection, storage and service utilization of trainee files from the perspective of "management level".	①The degree of informatization in the collection and organization of student files; ②The degree of informatization of student file services and utilization.
Informatized Security Management of Student Records	Investigate the security of the storage and utilization of trainees' files from the perspective of "archive security".	Safe storage and management of student file data
Student file management personnel team	Investigate the professionalism and stability of the trainee file team from the perspective of "management team".	①The talent structure for student file management; ②Student file management talent reserve.

Data was collected through questionnaires and individual interviews. A total of 50 military academy archive managers and relevant agency staff were surveyed, with 43 valid questionnaires returned, representing a recovery rate of 86%. Six experienced student file managers were interviewed. The author comprehensively sorted out the returned questionnaires and systematically summarized the research results from four aspects: the archived materials of student files, the scope of archiving, information technology, and management systems. Among the participants in the questionnaire survey, 56% were student file managers, 26% were cadre file managers, and 18% were relevant agency staff. When selecting the survey subjects, the author paid attention to both breadth and rationality, ensuring that the collected results were reference-worthy. [2]

3 Problems Faced in the Digital Management of Military Academy Cadets' Archives

3.1 The Informatization Level of Archive Management Remains Inadequate

Survey statistics indicate that the digitalization rate of military academy cadets' archives is still less than 30%. The management of most cadets' archives remains confined to traditional practices such as the sorting, binding, filing, and preservation of paper-based archives. The informatization equipment for archives lacks systematicity and completeness; the archive establishment process is cumbersome, and the archive materials are neither comprehensive nor accurate, failing to be updated in a timely manner.

3.2 Inadequacies in Informatization Services

The capacity for archive retrieval is insufficient, with the required archives failing to be accessed promptly as needed. Over 80% of military academy cadets' archives remain paper-dominated. This storage mode hinders efficient archive retrieval—rapid searching is highly challenging, and the risk of information loss is elevated. Research statistics indicate that 75% of cadets' archives have not established a robust archive information management system based on big data technology. Consequently, they cannot leverage the positive functions of informatized archive management technologies in the big data era.

3.3 The Development of Informatized Archive Management Systems Remains Inadequate

Research statistics indicate that 75% of cadets' archives have not established an informatized management system and mechanism. From the perspective of the full life cycle management of archival data, the overall archival information system of colleges and universities lacks top-level design. According to the investigation and understanding, about 60% of military academies are managed by non-archives departments such as the Academic Affairs Office and the Political Work Office, 20% are managed by each department independently, and another 18% adopt a dual management model of

departments and functional departments. Each department manages the data of the system independently.

3.4 Elevates the Security Risks Associated with Archive Management

While the implementation of digital management for cadets' archives offers multiple advantages, it also entails inherent risks. The most significant challenge in the management process is the security of archival data. Both technical glitches and human factors pose non-negligible threats to the security of archival materials. Concurrently, this places higher demands on management personnel. Thus, enhancing security protection measures has emerged as the foremost urgent issue to be addressed in archival data management and information analysis.^[3]

3.5 The Competency Level of the Informatization-Focused Workforce Remains Inadequate

Survey findings indicate that only 26% of archival management personnel possess proficient informatization operation capabilities. The structure of archival professional talent is irrational: statistics show that among archival management staff, the proportion holding a master's degree or higher is merely 16%, while the proportion with an archival science major is less than 5%.

4 Enhancing the Digital Management Level of Military Academy Cadet Archives

4.1 Establishing an Informatized Management Platform for Personnel Archives in Institutions of Higher Education

Some military academies prioritize the preservation of cadet archives while downplaying their utilization. From the perspective of realizing the intrinsic value of archives, only by emphasizing archival utilization can archives be 'activated' (i.e., translated from static repositories into dynamic, value-generating resources). Establishing a big data-driven archival management platform enables comprehensive collection and organization of cadet archive-related data, systematic integration and scientific governance of information across relevant departments, and streamlining of the end-to-end business processes of archival management.^[4]

4.2 Refined Management of Cadet Archives

Leveraging information technology, the phased implementation of digital management for cadet archives should be pursued. Grounded in the characteristics and functional requirements of personnel archives, a cadet archive management information system should be designed and developed to integrate and refine both the detailed information of cadet archives and the physical management of archival entities.^[5]

4.3 The Construction of a Robust Digital Management System for Cadet Archives

In response to the current state of cadet archive management, archival administration departments should develop a digital archival management mechanism tailored to the practical needs of personnel departments and aligned with the institution's service philosophy—thereby guiding cadet archive management onto a track of high-efficiency operation.^[6] First, drawing on the institution's practical operational requirements, a unified, scientific, and comprehensive digital archival management system should be formulated to clarify all procedural details of archival management.

4.4 The Enhancement of a Robust Archival Security System

First, during the query and utilization of archival data, strict identity authentication, identity verification, and granular permission assignment must be implemented to reinforce archival security protection. Second, critical archival data should be subject to separate encryption and differentiated management; multi-layered procedural safeguards should be deployed to ensure information security.^[7] Throughout the entire lifecycle of archival data management and information analysis, full-process, multi-dimensional encryption protocols should be applied to safeguard the integrity and confidentiality of information resources.

4.5 The Development of a Specialized Talent Pool

High-efficiency cadet archive management necessitates the cultivation of a high-caliber archival talent cohort. First, targeted digital competency training should be delivered to incumbent archival personnel to enhance their digital management proficiency—encompassing training in big data analytics, cloud storage infrastructure, and intelligent technologies—to equip them to adeptly address specialized digital archival management tasks. Second, professional archival data management specialists should be gradually recruited to optimize the talent composition of archival management institutions.^[8]

5 Conclusion

Drawing on a questionnaire survey and analytical study of cadet archival data management in military academies—focused on four dimensions: archival informatization services, management frameworks, data security protocols, and professional talent cohort development—this paper identifies key challenges: gaps in archival informatization services and management frameworks, archival data security vulnerabilities, and a shortage of specialized archival talent. Corresponding recommendations are proposed: elevating the level of archival informatization, establishing a unified archival data management platform, refining the archival data security system, and strengthening the

cultivation of specialized talent cohorts to better support the sustainable development of military academies.

Acknowledgments

PLA Archive Field Research Project: Research on Information Service Issues of Military Personnel Archives in the Context of Big Data

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