

Research on the Basic Construction Archives Management of University

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Abstract. The basic construction archives of universities is an important part of the archives of universities, which plays an important role in the planning, construction and development of university as the authentic record of the basic construction in university. With the expansion of university and the vigorous development of the basic construction, it become important more and more to establish and use the basic construction archives. The article expounds the content and classification of the basic construction archives and the characteristics of the basic construction archives, analyzes the important role of the basic construction archives in the development and the basic construction management of universities, and points out the construction requirements and the importance of reuse of the basic construction archives.

Instruction

The basic construction archives of universities refer to the written records such as as-built drawings and tendering documents, project statement, audit conclusion and the relevant economic-technology data during the later service period such as the maintenance document and the rebuilding and improving document which have great value of preservation and are accumulated during the process of the activities of the basic construction. The basic construction archives of universities is both the essential condition of project construction, completion acceptance and delivering of project and the important basis data of management of project, the extension to project, reconstruction of project and repairs of project which play an important role in the construction and development of university. With the rapid development of the basic construction of universities and the improving of the basic construction, the college file control department begin to pay more attention to the basic construction archives of universities as an independent file management category. It is very important for the development of university to manage the basic construction archives of universities and increase the value in use of archives.

Classification and Characteristics of Archives Contents of the Basic Construction of Universities

A complete archives of the basic construction of universities covers all the archives of four stages project approval, construction, completion and acceptance. There are large number of archives of the basic construction, and which covers a wide range. The basic construction archives can be divided into six categories basis files, engineering design manual, engineering management document, complete check and accept document, supervision document and final account document according to the characteristics of the basic construction archives.

Basis files include the project proposal, project approval report, feasibility study report, land acquisition document, removal compensation document, approved campus plan, mapping of relief maps, drawing of boundary line of land and various files needed before commencement of works such as planning permission and construction license.

Engineering design manual include the contract of engineering geological investigation, investigation report, construction design, design contract, design evaluation file and design approval file.

Engineering management document include drawing of building line, construction license,

planning permission of construction engineering, bidding documents, tender documents, bid negotiation documents and construction contract.

Complete check and accept document include commencement report, drawings reviewing record, construction management plan, safety precautions, technical measures, record of acceptance of concealed work, building material testing report, examining and receiving record of the major structure, completion acceptance report and a complete set of as-built drawings, quality evaluation of partitioned project, comprehensive assessment of unit work quality, the quality of (architectural) appearance evaluation documents and completion acceptance records table.

Final account document include construction budget, design change order, completion settlement auditing book, the auditing order of quantities, project final accounts and audit report.

Supervision document include supervision contract, supervision planning, monthly supervision report and supervision notice.

In addition to the value and sharing, the basic construction archives also have the personality of engineering skills such as the decentralisation of the raw data sources, the diversity and difference in time and space of processing and the characteristics required in the basic construction archives such as authenticity, speciality and reusability. And it also have some other forming characteristics such as involving an area wide, complete sets and hysteresis. For the last three characteristics, the first characteristic is involving an area wide. The basic construction go through a number of processes such as approval, investigation, design, construction, supervision and installation, the information is large, the technical content is high, the carrier and the form are varied. The second characteristic is complete sets. It is determined by the completeness of the entire construction process that the archives of an engineering project is an organic link as a whole, so the basic construction archives has strong complete sets. The third characteristic is hysteresis. The implementation of engineering project is a construction process with long time and large investment. Of course, the basic construction archives lag behind the capital construction project it reflects. Complete set of completion data just can be arranged after completion acceptance generally.

The Reuse and Reference Value of the Basic Construction Archives of Universities

The basic construction archives of universities contain a large number of preservation of the value of text, graphics and video documents, and which play an important role in the safe, effective use and economic operation of the capital construction project.

The basic construction archives of universities is transformed from all kinds of documents, certificates, letters, drawings, engineering budget, completion settlement, each contract, agreed minutes and other technical materials formed during the construction of the college which objectively records the historical situation at that time and reflects the complete process of capital construction of college. It is the biggest characteristic of the archives of engineering design that the archives can be used again determined by the strong generality of the basic construction archives of universities. For example, the previous building drawing can be used again or used as a reference in the construction of student apartment, classroom, laboratory, substation and campus roads after with small change. Reusing the archives and data or using the archives as a reference can increase the rate, improve design quality and reduce the design costs which through the test of construction and the test of practice.

The basic construction archives of universities have the value of use as reference, so the using of archives is the most dynamic link in archives work. The basic construction archives can be used in the investment estimate and application of special fund of repairs and purchases of colleges and universities, drawing design for the projects need repairs, list of construction amount filling of maintenance work and completion settlement, and the utility value of the basic construction archives of universities is fully reflected in the above processes. The detailed information can be provided for the infrastructure maintenance and management of college according to completion settlement archive, as-built drawings of design archive, XHY NEW of completion settlement archive, the infrastructure construction projects archives of the reconstruction and maintenance of underground network.

The Strategy of the Construction and Reuse of the Basic Construction Archives of Universities

The basic construction archives of universities have historical voucher function, reuse function and advisory function for ordinary maintenance. Based on the importance of the basic construction archives, the collecting, management and arrangement of the basic construction archives should be on the important schedule, and actions should be taken as follows.

Strengthen Publicity and Strengthen Archives Consciousness. The archivists should strengthen the archives consciousness, and the state should be changed that the archivist will not collect archives if no one send the archives to him, and the archivist will not find out the archives if no one inquire the archives information. Archivists should not be the storekeeper of archives but the manager of archives who should possess some knowledge of archives management, strong filling consciousness, management and usage consciousness. The quality training of archivist should be strengthened, and who should possess the strong dedication to work and the sense of responsibility. Archivists need have both the management ability of the capital construction project and the management ability of archives at the same time because of the particularity of the archives of capital construction project. The professional skill of archivists should be improved constantly to apply the development of colleges and universities.

Improve the Management Mechanism, Strengthen the Job Responsibility. More attention should be paid to the links of the capital construction project such as the progress of project, the quality of project and the cost of project, and an effective mechanism should be established and perfected. The job responsibility must be established due to more contents, miscellaneous categories and long collection time of the basic construction archives of universities. The management of archives of capital construction projects in colleges and universities is harder management work whose implementation needs the cooperation of multi-parties.

Construction units should collect and provide the original documents include the commencement report, the completion report, the construction organization design, the record of acceptance, the drawings viewing record, design change notice, the layout survey record, the certificate of qualification of materials, the appraisal of quality of materials, the construction record of concrete work, the record of acceptance of major structure, the inspection reports of steel bar, concrete, mortar and other materials, the report of acceptance of completion and the report of evaluation of engineering quality.

The supervision unit should collect the documents with value formed in construction supervision activity such as start work order, stop work order, resume work order, complete work order, construction events, inspection record of construction quality, inspection report, engineering quality grade assessment documents include the quality grade assessment of the subdivisional work, the partitioned project and the unit work, construction record of foundation work, site supervision meeting record, monthly supervision report, supervision order, settlement observation record and all kinds of acceptance documents.

The infrastructure department should collect the relevant documents and letters such as design document, tendering document and the official document or remarks of the relevant government department produced in the process of cooperation with the relevant department as an infrastructure functional department.

The audit department should collect the confirmation materials for the authenticity, integrity and reliability of audit materials provided by construction unit, the confirmation materials of the price of market materials, XHY NEW, the preliminary examination opinion, the opinion after examination and the final opinion in the settlement process, complete closing audit report and working paper of audit.

The archives work should be incorporated into the proper range of responsibility of each department of infrastructure management by the administration section of construction work of university. Archivists should not just rely on the construction unit on the collecting of economic-technology documents in construction progress, and the habit of collecting, keeping and taking care of archives consciously should be formed for every archivist.[4]

Increase the Hardware Investment, Establish the Electronic Archives Management.

Increasing the hardware investment and introducing the modernization management skills provide the basis for the managing modernization of archives. With the widespread application of computer, the submission, arrangement and retrieval work of archives become easy more and more. A major problem facing the basic construction archives management work is the electronic engineering drawing with the development of the electronic archives. The electronic as-built drawing provided by design unit can reflect the design changes on drawing. The electronic archives are transformed from drawing archives by scanning a large number of engineering drawing archives with preserved value, and part of the electronic archives were obtained by vectoring the documents further and selectively for the ease of use. The electronic filling should be made for the final account of project documents.

Standardize Filling Procedures and Improve Filling Quality. Good preparation work should be done by archivists before the construction work starts. Archivists should know the overall arrangement in time and know the data collected well in the earlier stage of engineering construction. For strengthening the guidance and supervision to the basic construction archives management work, the periodical checking and clearing up the defaults of archives should be implemented regularly. A list should be made for the partial archives not filed, and which should be asked for in time. Archivists should supervise and urge the borrower of archives to return archives in time in case of the loss and damage of archives caused by improper storage.

Clarifying Scientifically and Filling Systematically. Filling work is an important link of archival work of construction project. The number of archives formed in construction are different due to the different scale and the different complexity of projects, and so the establishments of archives are different. Engineering characteristics and internal relation should be considered for the clarifying of archives, the archives should be organized according to the relevant regulations and clarified reasonably, and the archives should be arranged in order for the ease of management and reference according to the importance and working procedures.

Pay More Attention to the Filling of Repairs and Rebuild Documents and Continuously Perfect the Basic Construction Archives. After the project is put into use, the rebuild and decoration of building such as the remove of doors and windows, the remove or building of partition, the increasing of light-current system and the transformation of heavy-current part happens from time to time due to various reasons. There are drawings for some of these maintenance works, and there are written descriptions for some of these maintenance works. The relevant documents of these maintenance works should be arranged by adding drawing needed, taking pictures needed and writing memos needed, and all the materials of maintenance work such as the drawings, the written memos and the settlement documents of repairs and rebuild works should be brought into the change archives management to enrich and improve the basic construction archives of universities for the ease of future reference and reuse.

Conclusion

The basic construction archives of universities is precious wealth of colleges which reflects the overall level of the basic infrastructure and fixed assets of university as the historic records of the basic construction of university. With the expansion of the university scale, the optimization of the talent-raising environment and the improvement of the running conditions, The basic construction archives of universities will be formed in a large amount, and the increasing of maintenance works followed, the value to development of the archives are appearing constantly. The basic construction archives management of universities is the foundation of the capital construction of university which play a import role in the capital construction of university, and the basic construction archives of university can play a better role just by strengthening its construction and realizing its importance.

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