

On the Construction of Quality Assurance System of Archives Management in Colleges and Universities

Shumin Cui^{1,a}

¹ Management of Teaching and Research Base, Jilin Agricultural University,
Changchun, 130118, China

^acuishuminc126.com

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Abstract: Archives management in colleges and universities is an important part of cultural undertakings which is related to personnel training, scientific research and other important sections in university. It is an important index to measure the level of education in colleges and universities. But at present, there still exists many problems and insufficiencies in the university archives management work. This paper focuses on the present situation of archives management and discusses the construction of the quality assurance system of archives management in colleges and universities to meet the needs of the new situation of national cultural undertakings.

1. Introduction

Archives are historical records directly formed from the enrollment, teaching, research, management and other activities of colleges and universities. Because of the particularity of the work of colleges and universities, many archives possess very high academic research value, including some academic papers, patents, writings and other theoretical or materialized research results, which is of great value to the development of school and even our country. Archives quality management is to give full play to the role of scientific management and professional technology by means of science conducted by file staff under the leadership of their supervisors and establish a set of quality assurance system through the whole process of the formation of archives to ensure high quality files. Schools need to combine their own actual situation and strengthen the construction and improvement of file management quality assurance system. Only in this way can we really promote the work of university archives management to a new level, and facilitate the healthy development of higher education in the new era.

2. The present situation of the construction of the quality assurance system of archives management in colleges and universities

The quality of archives management in colleges and universities is not high and the organization of some colleges and universities archives management work is chaotic and lacks of content and characteristics. Today's colleges and universities pay little attention to the management of archives which leads to low quality of archives management. Many college leaders lack of file consciousness and undervalue the management of university archives. Views on archives belongings haven't been unified. On the other hand, some university archives managers often have multiple roles. Due to the relevant departments' indifference, a large number of archives reflected teaching reform and scientific research results are unable to be timely archiving. Post-management is a total chaos and disorder and lacks corresponding content, not to mention the formation of their unique management system characteristics^[1].

The management level of working staff is limited and many colleges and universities do not set up a professional file management staff. At present, most of our archives management position is taken by the school's teaching secretary or administrative secretary who undertake not only the daily administrative and teaching work but also the file management work at the same time. This results in the inefficiency in their archives management work and the time limitation in learning

more professional management knowledge.

College students know barely about the file management system. China's college students' knowledge about archives management is generally scarce. Their file management awareness is relatively weak and they do not realize the important role of archives in employment. In recent years, China's colleges and universities began to expand enrollment which imposes more employment pressure on graduates. Some college graduates prefer improper means like rewriting their own transcripts during the university and falsifying certificates to beat their opponents and stand out in the fierce competition^[2]. The phenomenon of fraud exists in all walks of life, and the fraud of college archives will result in the distortion of the original information of the graduates' archives, which seriously affects the fairness of the employment competition of college graduates.

3. The Construction of Quality Assurance System of Archives Management in Colleges and Universities

3.1 Complete building system legislation based on the law

Law should be the foundation of file management. In today's rapid development of electronic technology, in particular with the wide application of network technology in all walks of life, the traditional file management technology has been unable to keep up with the pace of times. Archives management must be reformed and keep up with the times in order to better adapt to the current situation and then advance to a new step. The ever-changing situation puts forward further demands on the archivist staff, both with solid business knowledge and related scientific knowledge, but also with certain management and operational capability. The development of the archives business must be based on the rule of law as the premise. Only to achieve the institutionalization of archives management, can archives work play its role and realize its own value. In order to gradually improve the archives management work and make it better serve the socialist modernization, Archives Law of the People's Republic of China came into being, which lays a good foundation for the healthy development of China's archives management work. Under the new situation, the requirements for archives management work is getting higher and higher, which requires all localities to make full use of local legislative authority and establish a set of file laws and regulations with local characteristics. Meanwhile, all departments should establish a sound and complete file management rules and regulations for archives management work to follow and obey. Only in this way can the archives management work embark on a scientific, standardized and legal path^[3].

3.2 Establish archives management system and realize network management for school's archives work

The archives work committee, led by the supervisors of the school, consists of directors of s of the main functional departments and leaders of the faculty. Set up a comprehensive archives institution and allocate corresponding staff to be responsible for the management of various types of archives of the whole school. Found departmental leadership responsibility system and identify part-time archivists. All departments of the school should have part-time archives staff to be responsible for the collection, sorting, filing, volume, transfer and other work of documents in this department so as to form a file management network and effectively implement the archives work^[4].

3.3 Strengthen the Construction of Archives Information in Colleges and Universities

In recent years, the information modernization of university archives management is also deepening and the implementation of information management is imminent. Colleges and universities should proceed from the actual situation of the school, select the appropriate file management work database, and strive to achieve the file information management. On this basis,

the school should also establish the file information query function, sorting function and summary function, etc. The advantages of the Internet should be fully made full use of and achieve public access of archival information in a certain range. The new situation requires archives to keep up with the times. Archives staff should innovate and develop archival information into dynamic, open and modern information resources so as to better serve the construction and talent development of colleges and universities.

3.4 Strengthen the construction of archivists and improve the quality of business

The archives of the university are composed of full-time archivists and part-time archivists of the functional departments. Therefore, colleges and universities should attach importance to and strengthen the construction of archivists and constantly improve their professional quality. Colleges and universities should carry out the education training on archives staff, popularize modern knowledge education in the archives team, strengthen the study of new technologies such as information technology, computer, science and technology software, and in particular, cultivate their innovative ability. Colleges and universities should establish perfect constraint and incentive mechanism of archives personnel training to promote archivists' sense of urgency and crisis and active participation in continuing education in school. Thus they can constantly update the knowledge, better the original knowledge structure, and improve business ability. In addition, colleges and universities should provide opportunities for archivists to go out to study and participate in archives management seminars and training courses^[5].

3.5 Establish the performance mechanism and refine the examination and supervision

One of the important functions of the archives management department is the effective control of the performance of archives management. The scope of performance evaluation of colleges and universities should include archives management. Colleges and universities should establish corresponding performance evaluation team and provide objective and impartial evaluation on the functional departments of the relevant work in the quality of service and service effects. Set up the corresponding leadership system of file management organization and check and assess archives work of various departments. Only in this way can we fully mobilize the enthusiasm and creativity of archivists, enhance the power of archives management, and improve the level of archives management.

3.6 Strengthen the use of archives and actively carry out archives research.

The basic purpose of file collection of archives is to satisfy the using requirements of the majority of teachers and students on archives information resources. In order to strengthen the use of archives, we should start from establishing archives application rules and establishing file reading room for the school's teaching services. Tighten the development of archives and compile school memorabilia, yearbook and system compilation and so on according to the existing archives to better serve the school. Strengthen the archives information editing services and reinforce the archives information editing by using the university's research results and papers and other archival information to better serve college teachers, students, and social users.

4. Conclusion

In short, for colleges and universities, the university archives management has gradually become one of the important signs to measure the development and management level of a university education. With the development of science and technology and the continuous development of higher education, the archives of colleges and universities play a vital role in the development of schools, and will definitely gain more and more attention. A healthy and good university archives management system has become an important guarantee and requirement for

colleges and universities. Therefore, according to the current needs of actual development, colleges and universities should develop the relevant management and security system based on their own actual situation and enrich connotation and improve constantly. Combine macro management and micro-construction and make the file management develop healthily, stably, orderly and in a sustainable way in order to make outstanding contributions to the development of China's university archives management quality system.

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