

Analyses of Physical Archives Management

Huaiming Yu

Jilin Agricultural University archives

174606701@qq.com

Keywords: Colleges and universities; Physical archives; Management

Abstract. The physical archives of colleges and universities are the most intuitive and straightforward way to reflect the development history and historical traces of colleges and universities. They have the irreplaceable status and functions compared with paper archives, but the current physical archives have not yet realized the normalized management in real sense. How to collect, collate, preserve and use the physical archives, and how to formulate corresponding management regulations as soon as possible, has become a new subject for us.

In the process of running a university, it often produces or receives a lot of physical objects, which vividly reflect the teaching or scientific research level at the time, truly reflecting the history of the university, and to a certain extent, witnessing the gradual growth process of the university from scratch, and are the historical records of the development and growth of the university. Physical archives are a useful supplement to the paper archival material, and are an important part of the university archives.

Overview of Physical Archives

"Physical archives" is a new concept proposed by some comrades in the archives in the early 1990s. In 1991, Du baotai and Yang zhihua first introduced the concept of "s" from the theory of "Physical archives". More than two decades have passed, and there has been a debate about whether or not the files are archived. There are three main points of contention: one is that the Physical archives belong to a new category of archives and should be enhanced to collect and manage. Two, the concept, nature and practice of Physical archives are not to be used. Three is a compromise: the idea that Physical archives cannot be simply accepted or denied. Although archives theory of "physical archives" file problems exist all sorts of doubt and controversy, but with the passage of time, the physical archives has been recognized by a significant number of archivists and most unit perception step by step towards the understanding of the Physical archives by shallow gradually deep, the degree of attention to the physical archives also gradually by light gradually.

Characteristics of Physical Archives. Species diversity: there are various kinds of Physical archives, mainly including trophies, awards, plaques, banners, badges, certificates, and various souvenirs and famous paintings; Physical archives has a very wide range of carrier, both paper and cloth art, wrought iron, wood, steel, plastic, glass, also can be stone, porcelain, etc all kinds of vehicle types, physical archives contains almost all file material carrier of the form, the form is many and varied; Physical archives form complex, different from ordinary paper files, physical archives specification, size, shape is not unified standard, it has various forms, but can small, can be Square and round.

Intuitive. The difference between a physical archives and a text file is obvious. Physical archives often through texture, shape, color, etc is very intuitive to express a certain topic content, make the person a see preliminary perception involved in an activity, can get some kind of honor, to a people most likely to accept is the deepest impression, passing information to people. The advantage of this intuitive value is that the simple text information cannot be matched.

Formation of time uncertainty. Physical archives is an item that reflects the performance of a unit or department in a university. It must be based on the performance of its unit. And results obtained are not governed by man's subjective will, also do not have the time or the subject of regularity, and the archives which units are unpredictable in what time can produce physical archives, it is difficult to collect timely and accurate to the required files. [1]

Artistic. Physical archives in addition to the general file material such as words, pictures, audio and video, there are a lot of physical material such as painting and calligraphy, words, graphic design, these Physical archives in the materials and various on molding, representing the era style of artistic attainments, reflects the different periods of creativity and the development of science and technology level, not only can express entities behind of historical archives, also can give a person with art, both memorable, and exquisite art, fully revealed the real art.

The Filing Scope of Physical Archives in Colleges and Universities

Archives management is usually based on the principle of "hidden so that", therefore the collection of Physical archives should also be to use demand as the guidance, this needs to be involved in the relevant provisions of the archive of clear appropriately, the set of real filing scope also should pay attention to in harmony with the existing room hidden files. For those big, there are historical influence, have far-reaching significance, is a typical representative, have special physical character, shall be included in the scope of collection, and then form physical archives collection characteristics.

The physical archive shall include the following aspects: first, honors, including MEDALS, awards, trophies, certificates of honor, etc. attention to in harmony with the existing room hidden files. For those big, there are historical influence, have far-reaching significance, is a typical representative, have special physical character, shall be included in the scope of collection, and then form physical archives collection characteristics., etc. Of the unit, including the superior leader and the famous person who come to inspect and guide the work or participate in important activities; Third, gifts and commemorative items, including friendly units, gifts and gifts from friends and alumni from home and abroad, gifts, etc. The fourth is to abolish the discontinuation of the seal, including the seal of the school and the departments of the departments and departments, which have stopped the use of the seals, and the important leaders exercise some kind of authority and have ceased to use the personal seal. Five is the badge class, the school has used the plaques, flags, school badges and so on. Six are other materials that can reflect the development of the school. These Physical archives are unique and irreducible and have a valuable and irreplaceable collection value. Therefore, in receiving and soliciting Physical archives, we should increase the collection of precious, micro and typical objects to enrich the contents of the Physical archives in colleges and universities and fill in the blanks.

Status of Physical Archives Management

Weak Consciousness in Collection, and Not Enough Attention. The physical archive collection consciousness is weak, the physical archive collection work is insufficient. First of all, the archivists invested a lot of time and energy in the collection and sorting of paper files, keeping and using them, ignoring the collection of Physical archives. Many units for the collection and management of physical archives failed to give enough attention, like paper files are often paper specification file collection, sorting, filing, and ignored the collection of Physical archives, or the physical archives collection, do not add up, chaotic to pile up in archives or archives warehouse; Some Physical archives, especially honor class Physical archives, scatter in private hands, collected more difficult, such as some departments and worker individual, or stored within the department or hang on the wall, they think the prize class object is a reflection of this department is working, by keeping not only to have a sense of pride, honor, and convenient use, is not willing to take the initiative to deposit to the archives. In addition, there are various kinds of Physical archives, different forms, big to plaques, jinqi, small to medal, certificate of honor, which is difficult to collect, making the Physical archives difficult to maintain. In the long term, there is no unattended collection and management of the Physical archives, resulting in the lack of file management.

Imperfect Rules and Regulations. Since the concept of "Physical archives" has been put forward, the rules and regulations concerning the management of Physical archives have not been introduced at the national level. Archivist circle in our country for many physical archives

management, but most still stay in theoretical discussion, there is no unified physical archives management measures, leading to nowhere physical archives management in colleges and the lack of the basis of actual operation. 6th order issued in 1989, the former state education commission of the measures for the administration of archives of common colleges and universities is not the physical archives included in the scope of archive, 1993 establishment of the institutions of higher learning archives entity classification will also not Physical archives included. The archives in colleges and universities often according to their own subjective intention, other practices of other universities, school leadership instructions, such as management object files, and most of these systems become a mere formality, not substance, operational management. And, while some units made more specification, reasonable, strong operability of archives management system, but did not cause enough attention, from the archivists to the department of part-time archivists, did not apply the rules and regulations of the practical work, system implementation is not in place. Therefore, the college physical archive management has a large arbitrariness and a one-sided nature. So far, not form a widely recognized the archivist circle of archives management approach. No guarantee system, physical archives archive without foundation, also directly affected the physical archives management work.

Low Rate of Utilization. There are many kinds of Physical archives, which form different kinds of Physical archives and are difficult to arrange. Small to medal, big to the banner, the trophy, different specifications, different shapes, different textures of the prize size, size, texture, the storage of Physical archives with certain difficulties. Due to the lack of uniform fittings, it has been in a state of "chaos" for a long time. Plus archives warehouse area is limited, the general area is small, so it's hard to do a special warehouse storage physical archives, or put them one by one, is this most put it in a file of warehouse put together, not only not neat, and s for a long time even made up no easy to chaos, it's hard to do quickly and accurately provide use. Therefore, the archival department provides the inquiry, the utilization rate is low, can not really play its due role.

Measures to Strengthen the Management of Physical Archives in Colleges and Universities

To Raise Awareness of the Importance of Physical Archives and do a Good Job in Collecting Work. Physical archives can directly reflect the unit from a flank the growth and development trajectory, not only has higher search use value, but also has good social education function, is an important complement of archives arrangement of this unit, has high conservation values, research value and typical significance, is unsustainable first-hand information. The file personnel should attach great importance to the management of Physical archives, enhance the initiative and responsibility of the work, and effectively manage the Physical archives and documents.

Due to Physical archives scattered in various departments and individuals, need archives personnel to conduct a comprehensive collection and actively cooperate with the various aspects, to ensure the timely and complete filing, unified collection, centralized storage system. To eliminate physical phenomenon of archive material omissions, file to a file with the physical material formed by the administrative departments of various departments to keep close contact and effective communication, Deep into the various departments of colleges and universities, in a timely manner to understand and master the major events of various departments and its physical material, may from the early stage of the follow-up work progress, to late listing, physical urge the archive. We can also use published documents, meeting and training units part-time archivists and other ways to make each department strengthen the consciousness of Physical archives, understand the relevant knowledge, from the source to avoid the problems caused by lack of awareness.

To Accelerate the Construction of Corresponding Norms and Systems. Physical archives determines the characteristics of physical archives could no longer continue to use the sorting specification, preservation techniques, methods of paper files, etc., increased the difficulty of the relevant technical standards, has become the archives workers facing an important problem to be solved. First of all, the archives administration department can according to the characteristics of the physical archives, establish and improve the rules and regulations of the physical archives scope of physical archives archiving, management and open use to make specific provisions, such as the

physical archives management work systematic, handle affairs by the chapter, the physical archives work incorporated into the normal range of file management. Second, universities should fully to the measures for the administration of archives of institutions of higher learning combined with our actual situation, practical physical archives management measures, clear the basic principles of physical archives management, scope of collection and preservation measures, make the file management of physical rules-based. From the general provisions of the physical archival filing system, the collection scope, filing time, custody period, arrangement standard, transfer method and destruction system of each kind of Physical archives should be listed in detail. To establish the corresponding rules and regulations, we will requires physical archives management responsibility to the people, implement the responsibility system for physical archives the registration, custody, to speed up this unit of physical archives management systematization.[2]

To Effectively Carry out the Utilization of Physical Archives in Colleges and Universities.

Collection, keeping physical archives to use, as the file workers should make full use of all kinds of ways and means taking the initiative to provide access service change passive service and the notion of "heavy hidden light to use" give full play to the potential value of the object file.

Carry out physical archive exhibition work. Multi-channel, multi-form and multi-level and multi-dimensional around service center school work this concept to carry out the physical archives exhibition work, give full play to their potential value, use of a lot of advantage to use Physical archives, such as anniversary, campus culture festival and other major activities, timely, or physical photo archives material exhibition with real, vivid historical documents to motivate students, edify students' sentiment. It is also possible to compile information and photo albums from the collection of the historical records, as a gift or promotional material for the exchanges and activities of the university, and improve the publicity and influence of the school. It can also hold the exhibition of physical archive of teachers and students to enhance the creative enthusiasm of teachers and students.

The establishment of a special physical archives showroom. Create a physical archive and use the physical archive resources of this unit to advertise education. Conditional university, can make physical archives showroom for the masses of teachers and students staff patriotic love school education base, let the teachers and students to visit at any time, understanding of the historical development of the school, organization evolution, main achievements, etc., especially when the new students, physical archives as a historical miniature of the school, can make a new understanding of school culture as soon as possible, into the campus life.

Use the network, to carry out the publicity and display of Physical archives. In the campus network, the archives website, in order to strengthen the publicity and display of Physical archives, so that not only carry forward the excellent cultural tradition and outstanding teaching achievements, more promote and to stimulate the enthusiasm of physical archives archiving, rich collection of Physical archives. It is of great significance to improve the popularity of the school and to promote the development of the school.

College physical archives management is still in the exploratory stage, in-depth study of physical archives management, can promote the college physical archives work smoothly, make physical archives to promote indispensable information resources construction and development of colleges and universities.

References

- [1] L.Wang : Electrical and Mechanical Ship Archives, (2009) No.1, p.38.(In Chinese)
- [2] D.M. Hao: Shaanxi Archives, (2015) No.3, p.37. (In Chinese)