

## Problems and Countermeasures in the Modernization of Archives Management

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**Abstract:** The development of archival work and high technology inevitably leads to the modernization of archives management. The study of this trend, the design the modern management mode, the updates of the archives management concepts and ways, are the common tasks of archives management department, thus there is an urgent need for the research being carried out both in theory and practice in this field. This study analyses the existing problems in the modernization of archives management and provides solutions on how to improve and refine the modernization of archives management in “integration, digitization and intellectualization”.

**Keywords:** Archives management, countermeasure, modernization, problem

### INTRODUCTION

The modernization of archives management is an important part of China's socialist modernization and an inevitable trend of social development. Modernization of archives management is to apply modern management theory, ideology, technology, methods and archival work in scientific management to improve the efficiency to meet the needs in social, political, economic and cultural development. The rapid development of the archives management requires the majority of archivists to actively explore the reform in this field and gradually create a new situation in the modernization of archives management. It is necessary to apply the scientific management under advanced technology, modern management tools and vigorously develop the archival information resources accurately and effectively to contribute to social modernization. Han and Han (2009) have a research of the problems and countermeasures in the construction of the modernization of the archives management. Meng and Wang (2010) study the existed problems and countermeasures in the modernization of the archives management. Fu (2002) analyze the modernization of archives management in the management of the archives of technology revolution-the dynamic process of review. Zhang (2009) have a research of the structural mathematics and its applications in broad-spectrum analysis. Zhang (2004) give a introduction to broad-spectrum theory of existence. Zhang (1998) have a research of the broad-spectrum philosophy.

In this study, we analyses the existing problems in the modernization of archives management and provides solutions on how to improve and refine the modernization of archives management in “integration, digitization and intellectualization”. The results show

that the development of archival work and high technology inevitably leads to the modernization of archives management.

### PROBLEMS IN THE MODERNIZATION OF CURRENT MANAGEMENT

**Weak consciousness in the modernization of archives management:** For a long time, from the perspective of modernization of archives, there are some errors in the understanding of the management among a considerable part of the staff, including some of the leading cadres of the archives management. They think that this is a soft target, routine work, to copy something, this is not the main work of the unit and this cannot create economic benefits to the unit as long as you keep a good share without loss and leak, able to cope with the redeployment. They invest little in the overall management of the construction for the modernization of the archives. This leads to the result in the modernization of the archives management, poor infrastructure, the imperfect system, mismanagement, the work in a passive state. It is difficult to improve the quality of the archives information management performance. The contempt upon the archival work ideas, the lack of understanding of some of the archives work and the neglecting of archival work has been unable to adapt to the current management needs.

**The lack of overall planning and strong guidance in archives management, the integration of document management system is not rationalized:** From the perspective of current archives management, in general, the administrative organs of the archives cause can only indirectly connect with authority's instruments sector

through the archives organs and the linking way is simple and single, the relation is loose and the authority is unclear. It is likely to cause the gap between archival work and department archives and it is difficult to play the overall advantages of the paperwork and archival work. Archives at all levels, all enterprises and institutions, the system of archives management modernization work are still in the “fragmented nature of the state”, there is no standards, norms, goals are not clear, the steps is not clear and the focus on solving the problem is not prominent. This resulted in the different models of the purchase of equipment, different functions; technical equipment is not complete, this cannot give full play to the role of the work, cannot solve problems encountered in practice, the progress is slow, the effectiveness was not significant. Thus, the application of the integrated management system brought some problems, such as the way of file entities filing, the establishment of a unified standard of the paperwork and archival work, the structure and function of documentation of integrated management system, all call for a paternity solution and improvement in practice.

**The lack of talent in the modernization of archives management:** The modernization of archives management requires the archives management staff to master not only advanced scientific and technological knowledge, daily use of new technologies, new equipment, maintenance and updating, but also the advanced management skills, high cultural quality. But the more frequent job changes of the personnel in many organs, enterprises and institutions engaged in the archives management and there are many novices, combined with the lack of professional training, unfamiliarity with the importance of the archives, they are not familiar with the collection of archival material, sorting, archiving, binding and other services, it is difficult for them to adapt to the archives management. The exploration of the archives is not serious, not compliance with formalities required to work, insufficient coordination departments, each doing their own. When there is need to explore, they do not do that by their own for their own convenience, this resulted in many problems, the archives are not sealed, individual abused and lead to fraud, destruction, alteration in archival material etc., for their own profit, these are serious impacts on the authenticity of the archives.

**The standardization of archives management and the standardized work needs to be improved:** The premise of the modernization of archives management is the standardization of archive-based work. The modernization of archives management is not just the

use of new equipment, but a systematic project, many factors coordinated, mutual constraints posed by the overall goal, we need to attach great importance to all aspects of the strong support and leadership at all levels and more relevant departments and personnel changes in the original concept, we should keep up with the times. At present, the biggest problems in government agencies, business and enterprises archives management are the poor foundation of a lot of archives management department. The quality of a large number of files is not high, the lack of a complete search tool, filing, cataloging and retrieval of the many sectors confused together, not in accordance with standards developed by the archives of operation, test study is not standardized and on a time order, according to the jurisdiction of the functional departments, as well as language test study, reference is not standardized, no catalog number, archives management is not in uniform, scattered in various departments, all departments, it is difficult to play the role of service for the global work; the contents in some units of the file are numerous, with the vast amount of time span, the archives has been in closed-end management.

**The lack of standardized preparations leads to the difficulties in software promotion and archival information network transmission:** At present, although the Interim Provisions on Archives Management Software Features is given, but its provisions are too general, abstract. The computer for automated processing and management to achieve the requirements, the specific features of the developed software all lack overall planning articles. Unified standard for computer archives management, such as computer database design standard, magnetic recording exchange standards, quality and specifications of the microform, computer hardware and software, universal standard of the formulation and revision can not keep up with the practical needs of the development, then the existing standard lacks binding, the promotion of results also lack necessary orientation. Various units carried research and development in software according to their own needs, the software features, compatibility, ease of use, fault tolerance, security, reliability, data structures, rationality, etc., are different after the evaluation, all these caused obstacles in file system point links, point network links and gateway links and network security.

#### **COUNTERMEASURES FOR THE MODERNIZATION OF ARCHIVES MANAGEMENT**

**The “Integration” of the archives management in the modernization of archives management:** The “integration” of archives management refers to the

various parts of the whole to achieve an overall objective, in accordance with the unified plan of action; the management is carried by a number of interdependent parts of mutual restriction as a whole:

- “Integrated” management calls for archives system innovation.

Announced on September 5, 1987, the Archives Law of the People’s Republic of China stipulates: “The archival work is under the unified leadership and decentralized management principles, to safeguard the integrity and security of the files, to facilitate the use of all aspects of society.” This kind of work system contributed a lot to the theory and practice of archival work in China, but it also led to a nationwide archival work to a certain extent in the limitations of the fragmentation at the same time, this system is closed, it does not focus on the environment of the archives department and the deepening degree of other information, the enhanced requirements of the community for the sharing of information resources, the limitations of the bar and closed more prominent. Therefore, the archives system must be innovative. The innovation requires breaking the limitations of their own fragment and must focus on the openness of its system. In order to further broaden the horizons of the archives staff, the exchange of ideas and business to strengthen the integration of archives management, archives management functions to the cause of the archives of a certain region for overall planning, unified layout, organization and coordination and specific operational guidance. While communicating with the upper and lower units, strengthen horizontal exchanges and cooperation is also necessary.

- To achieve the requirements of large-scale comprehensive management model of “integration”.

The core of traditional archives management in China is an entity of the archives custody, which is an important custody with static small-scale management model, largely for the sake of custody. The role of the archive is hard to be the largest the limits. Between different archives there is a unit of their own independent entity. It is difficult to share the resources between the different collections, not to mention to share the information resources within the scope of the whole society. Integration requires a “large-scale comprehensive management model”. Actually this means to do a good job in the “small-scale model”. To manage the nationwide archives information as a whole, it is a dynamic, virtual management. It is the management of archival information, not just

the entity’s management. On the basis of entities custody, more emphasis is put on the rational use of archival information, oriented and social sharing of information resources.

**Modernization of archives management calls for the achievement of the “Digitalization” in archives management:**

“Digitalization represents a lifestyle, an attitude towards life and all the time with the computer”. The application of computer technology, network technology not only changed the traditional way of life and way of thinking, but the archival work objective. The material base has undergone a major change. The rapid development of electronic technology made the object of modern archival work paper files change from simple paper to the coexistence with electronic files “bits”. Bar code technology, network blog, BBS and so on provide an ideal network platform for digital archives. The digital technology in the archives department is mainly reflected in the following aspects:

- The “digitalization” in the management of archives directory information.

The number of archives is great. The archives directory information may range from billions to hundreds of thousands, tens of millions. The archives directory information management is one of the most basic management tasks. The requirements for computerized archives directory information management are not high in computer hardware and software and need little investment, so all kinds of archives at all levels should use high frequency archive directory information or opening archive directory information managed by computers.

- Integration management of archival documents and archives.

The application of computer technology in the organs of the field of document processing made the document processing and archives management in two phases closely linked. On the one hand, the archives management is extended forward and receive electronic archives, it must put forward the corresponding requirements to the document processing department; on the other hand, the document processing department archives management department should be considered in the application of computer management in archiving requirements. This situation resulted in an inevitable trend in the integration of archives and archives management. The documents that

have been developed, archives integrated with computer management system, including almost all business documents processing and archiving, save a lot of manpower and time and improve the work efficiency. Documents, archives, integrated with computer management archives indexing move document processing sector, equal to mobilize the file handling personnel archives indexing, which will speed up the archives directory in the information management process.

- Archives full-text storage and retrieval. Archives full-text digitalization and automatic retrieval are the development trend of the application of computer archives in archive department. Archives full text storage and retrieval in the past is achieved by the combination of computer and micrographics. With the rapid development of computer storage technology, new ways have been opened up to solve the problem. There are already some units that have set up the full text of computer storage and retrieval system, its operation is simple, the convenient storage and fast retrieval and they have internet access and long-range pass. These advantages in the development and utilization of archival information will be given full play. Electronic documents and electronic archives, the archive full-text storage and retrieval will rapidly increase. Computing storage technologies, storage file information is difficult to achieve long-term or permanent preservation. Archives microform depend little in equipment and equipment changes slowly and can be long-term preserved, but not directly to pass long-distance information by internet. Thus microfilming technology and computer storage technology are two complementary methods in archive full-text storage and retrieval.
- The centralized and unified management of the multimedia archives information. Computer multimedia technology refers to the centralized processing of text, graphics, still images, moving images, sound and other information. It is generally based on the improved digital compression technology. Large-capacity hard disk drives are used. Some systems have been developed to support multimedia archives information to the centralized and unified management, the computer archives, not only on the catalog, full text information management, but also can be used in the centralized and unified management of words, graphics, images, moving images and sound files of a variety of forms information.

**The modernization of archives management calls for the “Intellectualization” in archives management:**

The so-called “intellectualization” means, in modern management, to put great emphasis on human factors, the development managers of intelligence and fully mobilize the initiative, enthusiasm and creativity of the people, it requires the ability to cope with dynamic and high efficiency:

- Innovation in system of personnel placement in archives sector. The employment mode in archives sector is old-fashioned. They think that the archives management is to guard the stack of paper. The archives management in a passive, static defense and closed state, this has seriously hampered the development of archives management. After the reform, this state will be broken up and archives management will be professional, with research in this field, a variety of training and a higher education, especially the promulgation and implementation of the Archives Act, archives management embarked on a management track under the law, archivists must have certificates. Across the country the archives management staff drawn from within the unit mode has been broken, the recruitment practices open to the community has been taken, the innovation of the archival work on the employer has been achieved.
- To continuously improve the scientific and technical knowledge level of archivists. Generally speaking, digital archives represent the mode of the overall handling of archival information resources under the network environment. This involves the formulation and implementation of a series of standards, norms and regulations, the construction of hardware and software infrastructure, development of application software, digital resource management, personnel training and other aspects, it closely related to software engineering, network engineering and information organization. In this system, the training of personnel is one of the most fundamental decisive factors. In order to adapt to this requirement, the construction of a complex modern team of professionals is an urgent need for the modernization of archives management. First of all, in-service personnel training in modern knowledge, continued education and modern scientific knowledge are necessary. Computer Fundamentals and Application, the knowledge economy and archive management as well as Electronic Archives Management should be carried out positively. Archives sector at all levels should further the continuing education and job training

efforts by organizing archives computer training and improve the archives staff's awareness of modern management and computer skills. By universities and colleges we should train high-level archives management personnel. Play the organs of civil service professional advantage and to create conditions to introduce a large number of higher computer professional information management professional and the related professional high-level graduates to enrich the archives technical personnel.

### **CONCLUSION**

In this study, we analyses the existing problems in the modernization of archives management and provides solutions on how to improve and refine the modernization of archives management in "integration, digitization and intellectualization". The results show that the development of archival work and high technology inevitably leads to the modernization of archives management.

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