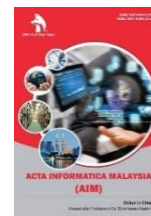




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REVIEW ARTICLE

THINKING ON THE INFORMATION CONSTRUCTION AND STANDARDIZED MANAGEMENT OF UNIVERSITY CONSTRUCTION ENGINEERING ARCHIVESFeiyan Zhang^a^aInfrastructure Department, Qingdao University, Shandong, Qingdao, 266071, China*Corresponding Author Email: qdhgysfwz@163.com

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ABSTRACT

Nowadays, with the rapid development of science and technology, information technology affects all walks of life, and the informatization of archives management is also an inevitable requirement to adapt to the new development situation. Archives management is an important part of the education management of higher learning. Archives informatization is to comprehensively apply modern information technology in archives management activities, dispose, manage and provide utilization services for archives information resources. The information construction of different archives has become an urgent matter for the archives work of various colleges and universities. As an important basic business, the construction engineering archives management in colleges and universities is in urgent need of information construction. Starting from the necessity of the information management of university construction engineering archives, this paper analyzes the information path of university construction engineering archives from several aspects, aiming to promote the information management of university archives and adapt to the development requirements of the new era.

KEYWORDS

Universities; Construction Engineering Archives; Information Construction; Standard Management

1. INTRODUCTION

The construction engineering archives of universities record the detailed construction of universities, which is an important basis for studying the past and guiding the present and future development (Wang, 2021). The information construction of archives management can effectively improve the work efficiency and improve the security of archives. Therefore, this paper analyzes and studies the management of construction engineering archives in universities, discusses the necessity of information management of construction engineering archives in universities, and analyzes the information path of engineering archives from two aspects of information construction and standard management, aiming to provide reference for the information construction of construction engineering archives in the new era.

2. THE NECESSITY OF INFORMATION MANAGEMENT OF UNIVERSITY CONSTRUCTION ENGINEERING ARCHIVES

2.1 Adapt to The Development Environment of The New Era

Nowadays, with the continuous development of science and technology, the Internet has been widely used in various industries, the age of the Internet information update faster, spread more convenient, file management should be integrated into the Internet, using the information technology to archive, modern file management is beneficial to play the role of information boost economic and social development. Information file management is stored in the computer by electronic documents, which can save the file information and avoid the loss and damage of the file information (Yi, 2019). Therefore, promoting the construction of archives information can adapt to the development of the new era of

information.

2.2 To Meet the Requirements of University Informatization Development

Under the guidance of the guiding opinions on higher education informatization at the national level in the past decade, university informatization has made great progress. Focusing on the fundamental goal of "talent training" and adhering to the basic policy of application drive and mechanism innovation, it has built a digital campus with the integrated development of physical space and cyberspace. Information infrastructure basic compaction, new mode based on the Internet education service is forming, data era education governance model gradually present, based on the new education teaching mode of information technology, information technology support results in scientific research innovation, improve network security ability, new technology application, informatization has become an important "strategic fulcrum" of higher education modernization. It is an inevitable choice to carry out the requirements of the relevant development strategy of national education informatization and to improve the high-level development of colleges and universities.

2.3 In Line with the Innovative Way of Archives Management

After entering the 21st century, the modernization construction of archives management in China has been greatly developed. The infrastructure and conditions of archival work have been greatly improved, the basic business of archives and the construction of archival information resources have been strengthened; the archives department has further adapted to the social demand for archival information, the social service function is been expanded, the social archives consciousness and legal consciousness gradually enhanced (You, 2022).

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Archives management work gradually developed from hand management to computer management, in the face of a large number of new situations, archives management work must constantly improve progress and develop and innovate. The information construction management of college construction engineering archives is in line with the innovative way of archives management, which can bring efficiency to the management work to meet the needs of the development of efficient management work.

3. INFORMATION CONSTRUCTION AND STANDARD MANAGEMENT PATH ANALYSIS

3.1 Configure the Corresponding Equipment and Technology

To promote the information construction of construction engineering archives in universities needs to invest a certain amount of funds, equip professional basic equipment and introduce relevant technical means. Therefore, colleges and universities should make efforts in the purchase of hardware equipment and technology introduction, to ensure that they have the resources needed for archives information, and to adopt both the use of equipment and technology. On the one hand, it is necessary to invest basic equipment, and update equipment in time. According to the needs of university file processing, multi-functional data processing platform should be timely invested and built. Other auxiliary equipment, such as scanners, integrated computers, mobile processing terminals, etc., to meet the diversified needs of teachers and students (Yin, 2021). In addition, the school should develop its own archives information system according to their own actual situation, and actively adopt the relevant advanced information technology means, so as to promote the construction of university construction engineering archives information.

3.2 Build a File Information System

Colleges and universities should establish the archives information system according to the existing construction engineering archives, which can develop the archives information system through the teachers and students of the computer major in the university, or establish the system by employing a professional archival information system design company. For the content of the information system, some confidential documents should be kept confidential, and some conventional documents can be uploaded through the official website of universities and enterprise wechat platforms. In the file information system should set the access and download authority, on the one hand, to ensure the security of the file, on the other hand, it is convenient for the university managers to consult and download. For example, special archivists and leaders in colleges and universities can authorize the login by scanning the QR code on the system, and enter the construction engineering archives to establish the archives information system for related business operations. In addition, the background maintenance personnel should also be able to enter the file information system, carry out the daily inspection and maintenance of the system, and conduct the identity management of the personnel entering the file information system.

3.3 Build a Unified Management Standards

First of all, colleges and universities will go through multiple links in the process of collecting, archiving and managing archives, which will involve many professional departments, such as bidding, supervision, procurement, design, construction and so on. In the process of building the file management information system, it mainly faces the risk of data leakage and destruction, especially in the background of the continuous integration of information technology and engineering construction archives management, the risk of information security increases accordingly (Wang, 2021). In order to avoid the above security risks in the construction process of college construction engineering archives information system, the relevant departments must establish unified management standards, set security measures according to the situation of the file information system, so as to avoid the file data leakage, damage and other security problems caused by network vulnerabilities and other factors.

In addition, according to the traditional paper archives to establish a digital file information system, the construction of information technology in technology and management are not mature. This requires a continuous summary of the experience in the practice process, the establishment of information management standards, to achieve standardized and fine management (Liang, 2023). For example, pay attention to the information construction of technical archives, choose professional counterpart, learning ability, good professional ethics of archives management personnel to be responsible for, and ensure that there are special personnel to promote this work. Improve the file

information system, set the archiving time for the key information links, and ensure the timely matching, collection and construction of the technical management personnel and the participating units. At the same time, the audit threshold and locking mechanism of project data are set to ensure that the participating units connect the project data in time, ensure the originality of the project records in the files, and fully communicate with the digital service company. Improve feedback and application evaluation mechanisms, adjust input standards and backend management modules in a timely manner, and specifically point out the need for regular spot checks to avoid and compensate for issues such as audit deficiencies, chain errors, and unclear encryption.

3.4 Set Up an Archives Information Management Department

After establishing the construction engineering archives information system, colleges and universities should set up a professional department to manage the archives information system (Chu, 2019). This is because different from the traditional archives management work, the archives information system is no longer a simple manual storage of files, sorting files, but has the characteristics of information, which requires professional knowledge of personnel to carry out daily management and operation and maintenance. Therefore, colleges and universities need to set up archives information management departments, so as to provide services and technical support for the operation of the system, including the access of archives, into the system of personnel identity management, the system update and maintenance, system security protection, etc. Through the establishment of archives information management department, professional people can do professional things, so as to effectively improve the overall quality and efficiency of archives information management (Fu, 2021).

3.5 Strengthen the Training of Archives Management Personnel

Whether the traditional paper file management work, or today's digital file information system management work, are inseparable from the operation of the staff (Wu & Dong, 2020). Therefore, after the establishment of the archives information management department is completed, the management personnel in the department should be trained regularly to strengthen their business ability. As the management personnel of archives information system, in order to improve the information construction and standard management of construction engineering archives in colleges and universities, it is not only necessary to continuously improve their basic knowledge of archives management, but also necessary to strengthen the emergency ability and means of various emergencies. Only by strengthening their own ability, can we better carry out the management of the digital file information system.

3.6 Strengthen the Collection of Archival Data

Data is the foundation of the whole construction engineering archives information system in colleges and universities. Even the most advanced digital archive information system cannot be separated from the most original archival data, and its starting point and destination are the data itself. Therefore, strengthening the collection of archival data is of great significance for the information construction and standardized management of archival work (Sun et al., 2022). For the construction project file data, the whole life cycle information should be collected, including the preliminary planning, design, procurement, construction, operation and maintenance of the construction project. Taking the preliminary planning stage as an example, the data that should be included in the archives include the project proposal, feasibility study report, site selection plan, land use approval procedures, geological survey report, the contractor's bidding documents and so on. Only by fully collecting the original data of the construction project, can we ensure the completeness of the construction project archives information system and further play its role.

4. CONCLUSION

With the acceleration of information development, many management of modern society has been established on the basis of informatization. In this context, great changes have taken place in the construction engineering archives management in colleges and universities. The traditional manual registration management mode has been slowly replaced by the information archives management system. In order to adapt to the new era development environment, meet the requirements of the university informatization development and conform to the innovation of archives management, universities can through configuration corresponding equipment and technology, build archives information system and build a unified management standard for university construction engineering archives information construction

and standardization management, so as to better record the university development, service construction of colleges and universities.

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