

The Application of Big Data Information Technology in Archives Management

Jing Wang

Yunnan Provincial Institute of Endemic Disease Control and Prevention, Dali Yunnan, 671000, China

Abstract: The application of big data technology in the unit file management work is the inevitable development trend of the unit management reform in the era of big data, which can simplify the file management procedures, improve the file management efficiency, and thus promote the development and innovation of the unit management mode, which is of great significance to improve the management level of units.

Keywords: Big data information technology; File management; Application strategy

Archives management is a relatively tedious work, which involves very complex content, including the establishment of archives, information filling and storage, information update, information access and information change, both time-consuming and consuming^[1]. In the network era, if enterprises and institutions reasonably use big data information technology in archives management, they can simplify the archives procedures, so that every link of archives management can be optimized, so as to improve the efficiency of archives management and management level. This paper first analyzes the connotation of big data information technology, and then discusses the application advantages and application strategy in file management.

1. Overview of big data information technology

Big data information technology is actually an information technology with data as the essence, which is revolutionary in the new era, including three levels, namely data storage technology, data processing technology and data analysis technology^[2]. Specifically, first, data storage technology. Before the emergence of big data, if the number of unit files increases, the staff will have to buy larger capacity hard drives to store the huge amount of information, which also increases the financial spending in the archives field. After the emergence of big data information technology, this problem was then solved accordingly. Second, data processing technology. This technology is mainly for the archives management personnel to unify the archives format, thus realizing the centralized management of archives. For example, through scanning technology, we process paper files and realize data transformation on this basis. Only in this way can managers better manage the paper files and electronic files transformed into electronic file format. For another example, the audio and image files stored on U disks, CD s and other terminals need to also be converted to a certain format before the management personnel can effectively utilize and manage the file. Third, data analysis technology. This technology is mainly for the efficient integration of resources by archives management, can better achieve centralized management of information resources.

2. Application advantages of big data information technology in file management

2.1 Helps to lower management costs

In file management, there is an important link that is information retrieval. The staff wants to find a certain information, need to read a lot of paper documents, spend more time. And the information in the file is not unchanged, with the development of the unit, a lot of information data are constantly changing, file management personnel also want to constantly update the file information, this situation leads to the number of file materials is increasing, not only need to consume a certain energy, but also invest a greater time cost and material cost. This phenomenon can be well improved in the application of big data information technology in archives management.

2.2 Improve information retrieval accuracy and efficiency

The application of big data information technology in the archives management work of the unit can make the unit establish an archives management system with strong practicality, so as to provide new opportunities for the efficient development of archives management work, especially the management of personnel files. As is known to all, personnel files belong to the category of talent information, the data content is an important basis for personal information, employment and learning, and is also an indispensable part of everyone in the development of. If the big data information technology is used to process it, the management personnel can design a perfect information management system according to the actual situation, so that the personal information can be fully extracted only through the computer, and it can also be updated timely, so that the personnel file information management work is carried out smoothly and efficiently. In addition, the use of big data information technology, the unit can fully, quickly and accurately understand the actual situation of everyone, so as to achieve a substantial improvement in the level of personnel file management, and further improve the accuracy of information retrieval and retrieval efficiency.

3. Application Strategy of Big Data Information Technology in Archives Management

3.1 Values and strengthens the construction of digital archives

The management of paper files needs to consume certain resources, which is not conducive to the cost saving of the unit. Therefore, in the process of file management, the unit should make a differentiated digital input of the paper archives according to the actual situation, and strengthen the construction of digital archives. In the process of specific archives management, management personnel should start from the following two aspects: on the one hand, in addition to some collection value and historical value of archives, archives management personnel should convert other paper files through big data information technology into electronic archives, so that they can be unified management on the computer, to reduce the work burden, and realize the integrated utilization and integrated management of archives. On the other hand, archives managers can connect other information technology means with digital archives when managing archives. For example, managers can develop the WeChat public account, and then connect the file management system with the public account, in order to broaden the service scope of the archives. In this way, people in need can complete the file inquiry service through the WeChat public account, so as to improve the level of file information.

3.2 Realizes the combination of traditional management concept and information management concept

In order to realize the integration of archives management, information and modernization, the unit should start from the management method and management concept, the traditional archives management concept and information management concept, let archives management ideas keep pace with The Times, coordinate, and establish long-term development vision, through various ways to improve archives management efficiency and management quality. the unit should base itself based on the purpose of archives management information, combine the modern information management concept and the traditional management concept with each other, and give full play to the advantages of information file management and traditional file management on this basis.

3.3 Digs deep into various resources for archival information

In order to effectively apply big data information technology in the archives management of the unit and strengthen the development of electronic archives information, the archives management personnel should dig in-depth the relevant resources in the archives information, so as to improve the quality of archives information management and the utilization rate of information, and realize the continuous improvement of the electronic file management system. In the actual management work, the management personnel should save the time to broaden the depth of resource development and information breadth, in addition, archives management personnel can also use big data information technology to enrich archives information management mode, can input text information in the archives, also combine animation information, sound information, image information and other information, to realize the optimization of archives management methods, let the archives information has systematic, integration and integrity.

3.4 Completes the security management of archival information resources

In the use of big data information technology in archives management, we should pay attention to and strengthen the security management of information resources. First, the file management personnel should do a good job in managing the paper files to avoid the loss of the files. Secondly, in the process of using big data information technology for information input, management personnel should strictly input in accordance with the content of paper file to ensure the accuracy of information data, realize real transformation, and improve the authenticity, reliability and accuracy of information. Again, in order to avoid hackers, Trojan, virus and other attacks and damage to the system, archives management personnel also install in the computer security system, reliability of security equipment, these may cause damage to the electronic archives system information processing and resist, in order to improve the reliability and security of archives information, to avoid information leakage.

4. Conclusion

In the current information society, the utilization degree of archives depends on the information level of archives to a certain extent. In order to improve the level of archives information, the unit should keep up with the development trend of The Times, actively use big data information technology to balance the relationship between archives management efficiency and management quality, and create more economic and social benefits for enterprises.

Author introduction:

Jing Wang(1979.4-),female, Educational background: Undergrad, title: Associate Research Librarian, research field: Archives Management,deputy research librarian,in Yunnan Province,has been engaged in personnel file management for 12 years,in the "file","China management information" and other publications, has won the China archives career development BBS article "second prize", "third prize".

References:

-
- [1] Chen Xiaoli. The Research and Application of the Computer Data Mining Technology Based on Big Data in the Archives Management System [J]. Laser Magazine, 2017, 38 (02): 142-145
 - [2] Zhang Xuecheng, Li Yunhua, Chen Li, Deng Xiuwu, Zhao Mingxing. Archives management in the background of big data facing the challenges and countermeasures analysis [J]. Economic Studies, 2017 (29): 183-184 + 199