

Research on the Method of Improving the Scientific Level of Archives Management from the Perspective of Internal Control

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Abstract: Scientific management of archives can improve the management level, promote the sustainable development of archives management, and better adapt to the development requirements of the information age. This requires efforts to solve the existing problems of archives management, do a good job of scientific analysis, and comprehensively improve the scientific level of archives management. As the key link of socialist modernization construction, the scientific development of archives management has become the focus of attention in many fields. However, as far as the actual situation of archives management in China is concerned, there are still many problems in the scientific construction. At present, China's traditional file management is no longer suitable for the needs of contemporary society. How to improve the scientific level of file management requires us to conduct comprehensive analysis and thinking on the problem. This paper analyzes the problems existing in China's archives management at this stage, and explores how to effectively improve the scientific level of archive management and update the scientific approach of archive management. It has played an important role in ensuring the scientific norms and standards of file management.

Keywords Internal Control; Archives Management; Scientific Level

INTRODUCTION

With the advent of the economic era, information resources have become an indispensable key resource in people's production and life, while the development of modern science and technology makes archival information resource management become the key to affect the production and operation and smooth operation of various fields [Massoudi, *et. al.*, 2003]. Archives management combines various independent archives elements together and organizes them according to the established overall objectives. In the face of the new situation, archives management must carry out scientific reform and progress, but in China's current situation of archives management, there are still some problems in the scientific promotion and construction. With the rapid development of The Times, the status and role of archives management have become more obvious, and it has gradually penetrated into many industries and various aspects of modern social life, becoming an indispensable and important part of enterprise work and public life and production [Zhang, *et. al.*, 2014]. For the archives management, many people have a certain misunderstanding about it. They think that the archives management is the archives preservation, and the understanding that the archives managers are like archives keepers is unscientific. Only the archives managers strengthen their understanding of the archives management work, our country's archives management work is striving to achieve scientific, archives management work will also break the traditional management mode, and strive to adapt to the development of the times

[Defise, 2013]. The state of archives management directly determines the state of the existence of archives. Scientific archives management can form a rigorous and reasonable orderly system of archives, and can smoothly and efficiently operate and transmit a large amount of information [Patterson, 2017].

At this stage, all units will incorporate the informationization of archives into the overall planning of informatization construction, through comprehensive planning and design, configuration of infrastructure equipment, comprehensive construction of digital management mode, improvement of file information management level, and strengthening of professional management files [Krumholz, 2006]. File management is a necessary condition for maintaining the normal and orderly archive information. The level of file management determines the role of archive information resources. In order to realize the effective and maximum development of archive information, better serve the unit and the whole society, continuously reform the file management mode, and continuously improve the scientific level of file management has become the top priority of archives work [Schug, 2016]. The strengthening of the scientific level of archive management is an important way to improve the development of China's cultural soft power and to meet the development trend of informatization construction is to promote the healthy and high-quality development of archives management [Haslam, *et. al.*, 2011]. The development of national information construction makes it urgent to change the original archive management method, adopt scientific archive management mode and innovate

archive management mode. As an important part of archives and national work, scientific management of archives is not only an important content of implementing the scientific concept of development, but also an important requirement of innovating archives work. The following part analyzes the existing problems of archives management in China at the present stage, analyzes the necessity of developing scientific archives management, and puts forward some Suggestions on how to improve the scientific level of archives management.

MATERIALS AND METHODS

In order to build socialist modernization, as an important part of it, the state attaches great importance to archives management. Therefore, relevant rules and regulations have been formulated for archives management, but there is no clear plan and means for archives management, resulting in confusion in archives management. The level and quality of archives managers are not only related to the progress of archives management, but also to the soft power of the country and the process of socialist modernization. Good infrastructure construction is not only the condition to support the scientific development of archives management, but also the key to the development of information technology in China. However, as far as the current situation is concerned, in order to improve the scientific level of archives management, there are still many shortcomings in the software system and hardware facilities in our country. For the time being, the overall level of professional file management work is still low. Some file management personnel are accustomed to the traditional file management methods and means, while some file management is directly replaced by other leaders or managers to complete file management. Work, these people's professional basic knowledge and skills are far from enough. Due to the influence of the entire social environment, the turnover rate of talents is very large, and it is also a major trend. Although the proper flow of talent can bring fresh blood, the flow of talent in the archive management team will affect the daily maintenance of archival work.

Economic globalization makes the demand for information services in all walks of life constantly increasing, and people's demand for archival information is no exception. This requires us to change the traditional methods of archival management, change our ideas, and establish a new modern mode of archival management to meet the needs of the development of the times. At present, the scope of archives management coverage is broadly related to a larger audience, showing a strong nationwide and service. In order to obtain abundant information resources and safeguard legitimate rights and interests, more citizens come to the library to actively apply the network system to query the desired information and documents. At the same time,

in the information age, the timeliness of information is required to improve the scientific level of high-grade management, which can improve the speed of transmission of high-grade information and maximize the role of archival information resources. Secondly, it is an inevitable trend for the development of archives work to improve the level of archives management. Must abandon the formalism only to achieve the actual effect; It is necessary to choose a flexible way of archives management according to the actual development needs of the unit or institution. Introduce the informationized file management mode, get rid of the management mode which is not suitable. Through strengthening the fund investment of archives management, introducing advanced software and hardware management equipment, giving full play to the role of computer technology, network technology and database management technology, further improving the modern archives management, in order to ensure the efficiency and quality of archives management. We must according to the related laws and regulations as well as the archives management construction actual demand and the macroscopic grasp carries on the system construction to the archives management, the attention archives management scientific level enhancement, gives full play to the scientific function.

Results

The archives are rich in content, involving the country's humanities construction foundation and personal experience information, and even involve important secrets, which determine the status and importance of file management, and are the root cause of continuously improving the scientific level of management. If we can effectively improve the scientific level of file management, it will play a positive role in improving the efficiency of personnel and promoting the development of the unit. The traditional file management mode is generally only to achieve manual directory search, and full-text search is impossible. With the development of information technology, the application of computers in various work has promoted the promotion of e-government in the whole society. This trend has brought new challenges to archival work, and the file management model has undergone new changes. Everywhere can not do without the norms of the system, a sound and reasonable management system, to a certain extent, can drive the relevant work efficiency. Archives management is a very private work, many of which involve information within the country or enterprise, which requires relevant personnel to have a high professional ethics and literacy, can put the interests of the state and units in the first place, will not disclose any information in the work.

With the continuous progress of economy and society, the demand and understanding of internal control are also deepening, and the connotation of internal control is gradually enriched and improved. The progress of internal control is accompanied by the development of management. The evolution of

management is accompanied by the evolution of organizations and enterprises, and the development of organizations and enterprises is ultimately the result of adapting to the economic and social development at that time. The internal control of archives management is a branch of the internal control of administrative units. The administrative units formulate a series of internal control systems

according to the characteristics of archives management. From the perspective of internal control, the scientific level of file management is improved. The results are shown in Figure 1. From the changes of five elements of internal control before and after implementation (Table 1), the implementation of internal control system has undergone great changes in file management, as shown in Figure 2.

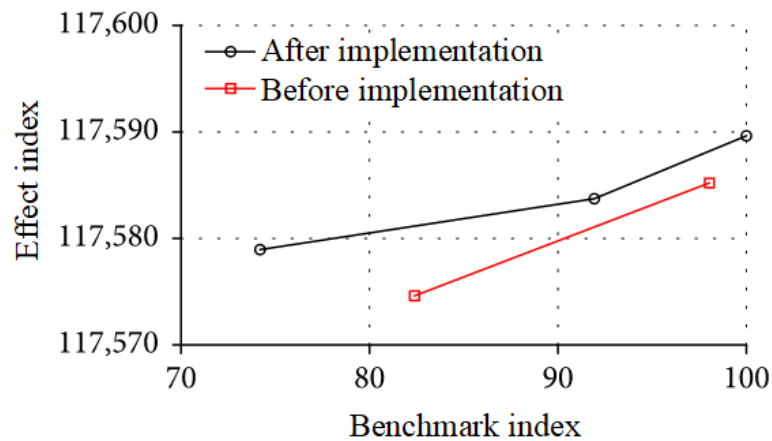


Fig.1. Comparison of the implementation of internal control system

Table 1 Importance of five elements of internal control in improving the scientific level of archives management

Factor	Importance
Control environment	1.2
Risk assessment	0.6
Control activities	0.5
Information and Communication	2.3
Internal supervision	1.3

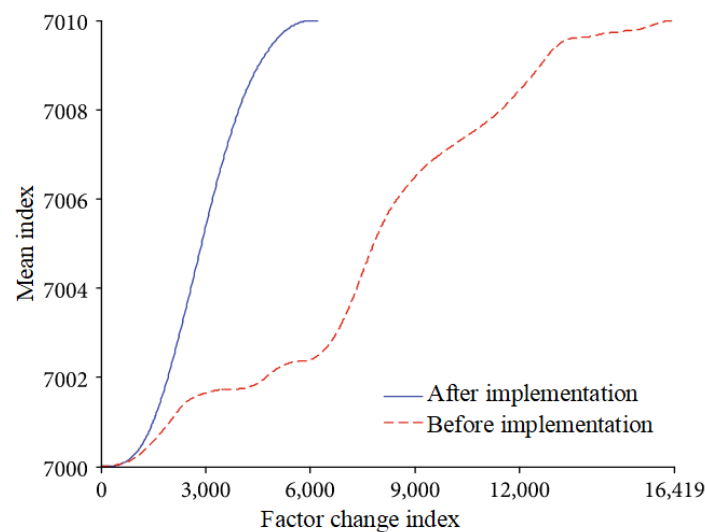


Fig.2. Changes of five elements of internal control under the improvement of archives management method

The development of information technology has brought earth-shaking changes to the archival work. Traditional methods of archives management have been unable to meet the needs of modern social development. Computer retrieval of archives has gradually replaced manual retrieval. The construction

of archives resource management should not only accumulate reasonably in quantity, but also improve qualitatively. In addition, it is necessary to strengthen the standardized management of archival material collection, strictly control the collection, define the time and scope of archival data collection, establish

rules, adopt the method of classified collection, strengthen the supervision and management of the whole process of archival material collection, and clarify the specific requirements of archival material collection and handover. This is to strengthen the development and utilization of archives, and constantly expand the display of archives information, so that the archives management work continues to innovate. Strengthen the evaluation mechanism of the file management work, so that the file management work of each link can be effectively managed and evaluated, and the work efficiency and quality of the file management work can be improved. To realize the scientific management of archives, we must first actively change the mind from the thoughts of file management staff, fully realize the importance of file management and establish a more advanced management concept. At the same time, we should continue to train relevant file management personnel to improve their professional knowledge and skills, which is also a key step to improve the scientific level of file management.

Conclusion

To sum up, the scientific management of archives is an inevitable requirement for the development of the times and social progress. Archives management can also better serve the development of society and make better use of archives information resources. Archives management plays an active role in the development of units, and it is also an important index to measure the quality of management in modern units. The scientific construction of archives management is not only conducive to the gradual institutionalization and standardization of archives management, but also conducive to the modernization of our society. By changing the mode of archives management, enhancing the sense of service, strengthening the construction of scientific archives management infrastructure, further improving the scientific archives management system, and comprehensively promoting the scientific level of archives management. In order to promote the scientific level of archives management comprehensively, it is necessary to accelerate the

information construction of archives management, improve the management system and implement standardized management, so as to promote the scientific development of archives management. In short, in order to promote the scientific level of archives management, it should be clear that archives management is the internal need of modern social development, cultural undertakings construction and the creation of comprehensive benefits.

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