

# The Archives Management of the Scientific Research at Colleges and Universities in the Field of Information Promotion

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## **Abstract**

*With the development of science and technology, the scientific research achievements and scientific research strength become more and more important which has become a key index inspecting the comprehensive strength of the university. However, the traditional manual management of scientific research archives cannot adapt to the increasing of achievements in scientific research management. Therefore, colleges and universities need to change concept, establish a sound management system and carry out the university scientific research information management.*

**Key words:** colleges and universities; scientific research archives; archives information

## **1. Introduction**

Scientific research archive management refers to the preservation of valuable text, graphics, data, video and other various historical records by processing formation which mainly consists of five categories: the first is the teachers' research achievements engaged in scientific research activities such as the project notice, funds notice, the project declaration and the research documents; the second is scientific research management

including documents, regulations etc.; the third is scientific research project including project longitudinally, laterally; the fourth is projects files and scientific research including research papers, award-winning and patent and the last is about archives including archives of scientific research funds of scientific research platform. The scientific research archives management in colleges and universities is mainly to the above types of files collection, collation, and standardization of information technology. With the implementation of the strategy of the science invigorating in our country, the development of economic and the increase of scientific research activities in colleges and universities, the field of the scientific research archives involved in is increasingly extensive and the contents are being richer and richer. Therefore, it is necessary for the scientific research archives management in colleges and universities to conduct the modernization information strategy in order to meet the modernization building requirements, which is the inevitable trend of its development.

## **2. The necessarily and importance of the promotion of information technology about the scientific research archives work**

### **2.1 The part and parcel of scientific research archives management**

The management of scientific research is the management of the social activities in the process of knowledge production, which includes the project management, funds management, achievements management, the documents management and so on .In 1994, the file, whose name is “the normalization of the science and technology research archives in higher university” was promulgated, saying that the scientific research archives is an important part of scientific research management. The colleges and universities are supposed to pay high attention to the management work to the archives. The scientific research archives of the colleges and universities mainly refer to all the levels of academic achievements obtained by the teachers and students in Colleges and universities in the process of scientific research activities, which mostly refer to the academic papers, academic monographs, academic awards and transverse project contract (agreement) books and other valuable texts, charts, data, video and other forms of historical records. It embodies the academic level of colleges and universities, the real reflections on the scientific research development, the most objective record, and the reflection and certification of the academic level for a school in different periods. With the innovation development of science and technology, the colleges and universities are changeable in all various aspects, such as the research scale, the research level, and the research contents. Therefore, it is urgent for them to continuously upgrade the level of scientific research management. Meanwhile, the information promotion construction of the scientific research management also puts forward higher requirements to the colleges and universities. The further development of the scientific research management needs to take the sufficient data as the basis. So as the important part of scientific research management, the scientific research files can provide accurate, complete text and detailed data to the research development of the colleges and universities for ages.

### **2.2 An inevitable development trend for the construction of information promotion and modern management of archives in colleges and universities**

With the increase of scientific research activities in colleges and universities, the management work of the

scientific research archives have also been gradually increased. The scientific research activities have such great flexibility and uncertainty that the traditional manual management of the scientific research archives cannot catch up with modern developing speed, because of its slow transmission speed and high failure rate. At present, it is necessary and important for the colleges and universities to form a dynamic centre of scientific data and scientific research management information platform through the modern network technology, supplying the comprehensive, fast, accurate, effective, and the relevant scientific service information to the colleges and universities, servicing for the research staff, helping effectively the leaders to obtain the latest information about the scientific research and understand the present scientific research situation at school, to make appropriate decisions, which should provide the great convenience to the improvement of the situation and the level of scientific research in colleges and universities.

### **3. The Countermeasures of the university scientific research archives management**

#### **3.1 Strengthening the infrastructure construction**

The management of information promotion construction of university scientific research archives mainly includes two factors: the hardware and the software. The hardware mainly refers to the infrastructure construction, and the software mainly refers to the thorough scientific research management information system, both of which are essential on the construction, to realize the computerization and network on the management of scientific research archives. Using the computer network technology to complete the statistics of the scientific research activities and go on the data analysis. The former is the material condition, making the best of the management information resources of the scientific research archives in colleges and universities, and the latter is the necessary resource sharing platform, realizing the information transmission and the resource sharing in the scientific research archives.

#### **3.2 Renewing an idea, increasing the investment, establishing and improving the scientific research archives management information system**

At the present time, as the knowledge economy has developed rapidly, the research activities have also been increased in colleges and universities, at the same time, also putting heavier and heavier workload of the management of scientific research archives on them. The decision-making leadership must change and update the concept, increasing the investment, from two aspects of hardware and software in the scientific research archives management in order to provide a good working condition for the management of scientific research archives. Of course, the personnel should strengthen the service consciousness of the scientific research archives information and learn modern management technology actively and initiatively in order to adapt to the modernization of the scientific research archives management better. The scientific research archives in colleges and universities are mainly about the activities of the scientific research information database, which mainly includes the research staff's various scientific research (thesis, award-winning, project approving notification etc.). All of these must be recorded based on the original materials. Therefore, we must record them actually and completely in order to provide valuable data for future references. Therefore, the colleges should take positive and effective measures to build stable, fast local area networks, and ensure the computer hardware and software to be updated timely.

### **3.3 Strengthening the personnel training about the management of information promotion of scientific research archives**

The information promotion construction of the scientific research archives management in colleges and universities needs a number of high quality, knowledgeable and skilled personnel of file management, who should not only have high political quality and rich archives management experience, but also a kind of capacity mastering the modern information technology and operating the high-tech equipment skillfully. To do a good job of the collection, it's necessary to give a collation of the scientific research archives and the data analysis of the related archives work to supply the scientific research staff with the convenient, quick and accurate service. A high talent team, the structure of whom is rational, the professional quality of who is high is the guarantee of the information promotion construction of the scientific research archives management, and it is the key of the healthy progress continuously.

### **3.4 Strengthening the legal system construction of the scientific research archives**

The scientific research archives in the colleges and universities include the school scholars and researchers' academic achievements by personnel hard work over the years, which are the physical strength and wisdom, containing the certain intellectual property rights, and recording the historical trace of the development of scientific research of the universities. As a result of it, the scientific research archives management work is special. According to the state secrecy provisions, aiming at the new problems, new cases faced with the reforming and opening of the market economy, the colleges and universities had better make, enrich and perfect the secrecy system of the scientific research archives from setting out the physical truth, especially to strengthen the scientific research and commercial secret protection, use legal means to handle the relation of secrecy and opening, service, and protect effectively the intellectual property. It is the necessary requirements of doing a good job of scientific research archives work in order to strengthen the legal system construction of the scientific research archives. The utilization benefit of the scientific research archives in the colleges and universities is its use value and development value of the benefits of reproduction. Therefore, the colleges and universities should actively adapt to the modernization innovation environment of management of scientific research archives, give full play to the management of scientific research archives mobilizing the staff's enthusiasm, initiative and creativity and adapt to the environmental laws, rules and regulations of the establishment of the economic development of science and technology making the management of scientific research files to better adapt to the rapid development of science and technology and social economy, giving full play to the benefits of the use of archives in Colleges and universities.

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