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## REVIEW ARTICLE

# ANALYSIS OF THE EFFECTIVE COUNTERMEASURES OF UNIVERSITY PERSONNEL ARCHIVES INFORMATION MANAGEMENT

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## ARTICLE DETAILS

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## ABSTRACT

With the progress of information science and technology, the way of archives management is also constantly iterative update, now into the information age, university personnel file management mode also gradually to the direction of information management, this for colleges and universities, it is to improve the efficiency of personnel file management work, bring efficiency of university personnel management at the same time, to call read file convenience is also improved. Today, this paper takes the information management of university personnel files as the theme, and puts forward the effective practice of the information management of personnel files in colleges and universities, hoping to be helpful to the personnel file management of universities.

### KEYWORD

Information Age; Universities; Personnel File Management; Informatization And Effective Countermeasures

## 1. INTRODUCTION

When it comes to archives, most people think of the paper material. In fact, the file management of colleges and universities has been transformed from paper files into electronic files, the main reason is that the paper files can not meet the huge scale of file management work, so in the management of personnel files in universities, information and electronic file management should also be adopted (Chen, 2023). Especially in the case of file retrieval and access, the information management mode is obviously more convenient and more efficient than the single paper version of file management. Therefore, the author will discuss with you the information work method of university personnel file management today.

## 2. CONNOTATION OF UNIVERSITY PERSONNEL FILE MANAGEMENT INFORMATION CONSTRUCTION

The personnel file management of colleges and universities can be said to be a huge and complicated work. Colleges and universities belong to public institutions, and the management of personnel files of employees in universities is to record the work information of employees: including the time of entry, personal information, work performance, teaching experience, award records and punishment information and other related organizational labor information. These information was recorded in the paper version, not only a huge amount of information, but also inconvenient in the retrieval, access and storage of personnel files. Therefore, after getting into the develop rapidly of the information age, the management of university personnel files has gradually moving towards the efficient management direction of information and platform (Sun, 2021).

The main purpose of the informatization construction of personnel file management in universities is to make information management easy to store, and the security of files, the convenience of retrieval and access, are

higher than the paper file management.

## 3. THE NECESSITY OF INFORMATIONIZATION MANAGEMENT OF ARCHITECTURAL ENGINEERING ARCHIVES IN UNIVERSITIES

Recently, information management has become a hot topic in office management in various fields. At present, information management has been highly recognized by the public, and has formed a widely used. It can make the office more efficient, more convenient, and safer. Therefore, the significance of information-based management of personnel files in universities is self-evident, as shown below:

### 3.1 Help to Ensure the Integrity of Personnel Files

In the personnel files of universities, there are basic information, teaching methods, awards, work achievements and other materials that are clearly recorded. According to relevant regulations, some materials are not allowed to be altered or repaired. Therefore, in the past paper version of the file management, it is easy to appear some unnecessary files missing situation, in the supplement of files may need to deal with a variety of proof materials, in order to supplement the files. However, after the file management is information, the personnel file information of universities can be recorded in the Internet cloud network, and the security and integrity of all information can be guaranteed. Compared with the paper file management, the management information of personnel files in universities is more reliable and more perfect (Lv, 2023).

### 3.2 It is Beneficial to Improve the Management and Utilization Efficiency of Personnel Files

On the daily management of personnel archives in universities, it can be seen that the information management is not only safe and perfect, but more importantly, its management efficiency has been improved. From the establishment of archives, input information, to data supplement,

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classification and file adjustment, its work efficiency has been improved more than doubled. From the handwritten content of paper data, or the electronic files are more clear, which can more quickly apply the keyword query to find the relevant information you want, which is more efficient for the preservation and retrieval of university personnel files.

### 3.3 It Is Conducive to Promoting the Reform of Human Resource Management in Colleges and Universities

At present, under the rapid development of Internet +, a lot of data storage is not only transferred to electronic storage equipment, but also stored to the relevant personnel management system with application of cloud computing technology, so as to carry out unified system management of network data interconnection. This is done to facilitate the reform of human resource management in universities. In the past, the human resource management in colleges and universities was based on the school as the unit, and the content and authority of the management files were only in the unit. After the informatization of the personnel file management in universities, it was put into the unified file management system. Then, the management in the management system has more unity and security (Zhang, 2021). This means that the regional human resources archives planning and unified management, the relevant information is transparent and clearer.

## 4. INFORMATION MANAGEMENT STRATEGY OF UNIVERSITY PERSONNEL FILES IN THE NEW PERIOD

With the progress of electronic information technology, the university personnel file management informatization advance more fast, many schools have under the direction of the regional education system, the personnel file management information transformation, to set up the school personnel file management platform, its efficiency, convenience, security is the embodiment of the information management mode (Qin, 2022).

### 4.1 Increase Capital Investment and Build an Information Management Platform

If you want to establish the information management platform of personnel files in universities, we must first purchase equipment: whether the personnel information input in the early stage of archives information management, or the development of building information platform, all need the support of electronic information technology personnel and the investment in electronic information equipment. Both labor cost and equipment cost require a lot of capital investment. So, in the process of establishing the information platform in universities, it is essential to promote the information management of personnel files according to the situation of each school (Shen, 2018). If the financial support can not reach the level of building an information platform, then the paper data can be temporarily input into the electronic equipment for electronic archiving. After the capital investment is in place, the information technology personnel are invited to prepare and build the overall university personnel file information management platform.

### 4.2 Build a Personnel File Information Website to Help Resource Sharing

After the application of information personnel file management in universities, the personnel file information website can be established. The establishment of the website, we need to focus on the rights of data sharing. Or in the process of building the university personnel file information network in the website setting, take note of the use of local area network related Settings, so that people outside the school can not see the relevant information. The personnel file information of universities should be kept confidential, and the unnecessary information display needs to be screened. The personnel file information network of universities should be applied to the personnel file management of colleges and universities, rather than the public information display. Therefore, when building the personnel file information network, it is essential to take note of that although the original intention of its construction is indeed to help resource sharing, it also needs to take note of the relevant confidentiality regulations (Fu, 2021). In particular, the archives on senior classified researchers, can only be given to the people who have access to consult.

### 4.3 Enhance the Training of Professional Talents, and Improve the Effectiveness of Archives Management

More than 70 years since the founding of China, China has shocked the world by both its economic development and the speed of talent training. Therefore, in universities this is to cultivate the institution of talents, the personnel file management of professional personnel training should also

have lots of investment, in order to improve the effectiveness of file management (Wu, 2020). With the gradual improvement of information technology, the training of related talents in various areas also needs to keep abreast of the times, strengthen their own professional skills, and let the work be completed more perfectly and efficiently under the dividend of The Times.

### 4.4 Build a Digital Database and Improve the Personnel File Data

The establishment of database is the most popular topic of information management files in recent years. Indeed, in the context of environmental protection, paperless office has become the office trend of government units. As the personnel file management personnel of colleges and universities, we should also respond positively to this call.

First of all, input personnel file information well, laying a solid information foundation for the establishment of the database: information input personnel will first check the paper information with the staff, including the basic information, teaching information, work information, award information and the staff and other related materials. After checking, all information is input in a unified format.

Secondly, the establishment of the database to strengthen the authority setting problem: to standardize the management of personnel files to do a clear job, especially about the transfer of data and modification of the data permission setting, we must do a better job in relevant prevention (Wu and Li, 2020). Once the electronic information file is recorded successfully recorded, the modifiable information should pay attention to the modified procedures and procedures; once the illegal operation occurs, the relevant personnel should be severely punished and punished.

Third, the database should be regularly maintained: the personnel file management of universities, once entering the complete stage, it is necessary to carry out regular maintenance and management of the database, especially the accuracy of information. For information entry personnel, relevant information verification need to coordinate the department leaders, to inspectors verification authority, the basis of input information, for example, name, nationality, age, working years of relevant data should not be corrected, and for some changing information, for example, performance, awards, activities, etc., you need to be targeted to supplement. The reason for the regular maintenance of the personnel file database of universities is to gradually enhance the establishment of the database, because in the early stage of the database, the personnel file information of some personnel is not complete, so there may be deletions or errors in the information input link. Therefore, in the early stage of the current database establishment, the database information modification permission can be partially reserved.

### 4.5 Strengthen the Awareness of Confidentiality and Security Guarantee

Strengthening the awareness of confidentiality and security guarantee is the basic topic of information management work. In the data age, the management of personnel archives in universities is becoming increasingly informatized. Internally, the relevant management personnel should always pay attention to the confidentiality discipline of personnel file management, and some confidential data authority must be only within the limited scope. For the security guarantee of information management, it needs relevant technical personnel to carry out security protection measures for network security issues, such as setting up an efficient network firewall early warning mechanism, installing anti-virus software on the information management equipment (Sun et al., 2022). In the regular inspection of the information platform, once found that the network firewall vulnerabilities, it is necessary to actively remedy the relevant situation, and make a good record, in order to prepare for the subsequent attention to the firewall setting protection.

## 5. CONCLUSION

In summary, this article considers the importance of information management in university personnel archives and believes that the information management strategy for university personnel archives in the new era should focus on the information platform of relevant work, and only establish an information platform to make the management of university personnel archives more efficient, convenient, and secure.

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