

Standardization Research on Scientific and Technological Archives Management in the Information Environment

Wei Liang, Shuang Liu, Chengyin Jiang

Institute of Science and Technology Information of Jilin Provincial, Changchun, Jilin, China

ABSTRACT

With the advent of the information age, characterized by the rapid development of technology and the explosive growth of information, the management of scientific and technological archives faces unprecedented challenges. As a vital carrier of scientific innovation, technological research and development, and knowledge dissemination, the quality of management of scientific and technological archives directly impacts the effective utilization of scientific resources and the advancement of innovation processes. Therefore, in the information environment, how to standardize the management of scientific and technological archives, improve management efficiency, and ensure the integrity and security of archives, has become an urgent issue. Standardization, as an important means of modern management, plays an irreplaceable role in the management of scientific and technological archives. It helps make the management of scientific and technological archives more standardized and scientific, contributes to improving work efficiency in archive management, and facilitates the sharing and dissemination of scientific and technological archives, driving scientific progress and innovation. Hence, standardization of scientific and technological archives management in the information environment is a complex and arduous task, requiring efforts from multiple aspects, including strengthening collaboration, focusing on talent cultivation, and continuously updating and perfecting the standard system. Only in this way can the full value of scientific and technological archives be realized, driving scientific progress and innovation, and contributing to the sustainable development of human society.

KEYWORDS

Information Management; Scientific and Technological Archives Management; Standardization Research.

1. THE SIGNIFICANCE OF STANDARDIZATION IN SCIENTIFIC AND TECHNOLOGICAL ARCHIVES MANAGEMENT

1.1. Enhancing Management Efficiency

Standardization makes the collection, organization, storage, and utilization of archives more standardized and procedural, thereby improving management efficiency. Standardization sets the range, time limit, and format for archive collection, ensuring timely and complete collection and archiving of all types of documents. This avoids issues of information omission and redundant collection, enhancing the completeness of archives. Moreover, standardization dictates the classification, numbering, and organization of archives, ensuring orderly storage and facilitating subsequent retrieval and utilization. This reduces chaos and errors during the organization process, enhancing work efficiency[1]. By establishing reasonable storage and preservation standards, standardization minimizes the risk of archive damage and loss, ensuring long-term preservation, optimizing storage space and resource utilization, and reducing management costs. Furthermore,

standardized archive management provides convenient conditions for archives query, borrowing, and utilization. Through standardized retrieval and utilization processes, the efficiency and quality of archive services are improved, meeting user needs. Standardization in scientific and technological archives management, by standardizing operational processes in each aspect, lowers management costs, improves work efficiency and management quality, and provides robust support for an organization's sustainable development.

1.2. Protecting Intellectual Property

Scientific and technological archives are important assets of enterprises, recording key information such as research and development outcomes, technical secrets, and business secrets. Standardized management of scientific and technological archives ensures the security and integrity of this information, preventing illegal access, copying, dissemination, or infringement. Firstly, standardized management demands strict classification, identification, and storage of scientific and technological archives. This helps clarify the confidentiality level, access permissions, and usage scope of archives, limiting access to sensitive information and reducing the risk of leakage. Secondly, standardized management requires standardized procedural control for the utilization, transmission, and disposal of scientific and technological archives[2]. Through establishing approval procedures, authority management, and audit tracking mechanisms, the security and compliance of archives in use, transmission, and disposal are ensured, preventing misuse or leakage. Lastly, standardization also emphasizes the backup and disaster recovery of scientific and technological archives. Establishing reliable backup and recovery mechanisms ensures the secure storage and reliable recovery of archives, preventing information loss or damage due to accidents. Through standardized management processes and operational requirements, the security of enterprise scientific and technological archives is effectively protected, preventing knowledge infringement or leakage, and providing solid support for enterprise development and innovation. This also helps enhance enterprise competitiveness and reputation, promoting sustainable development.

1.3. Facilitating Information Sharing

The significance of standardization in scientific and technological archives management is not limited to enhancing management efficiency but also involves information sharing and exchange. Standardization makes it easier for different departments and fields to share and exchange archive information, promoting information circulation and utilization, and improving organizational work efficiency and innovative capabilities[3]. Firstly, standardization specifies the classification, numbering, storage, and retrieval methods of archives, ensuring the standardization and uniformity of archive information. This enables different departments to communicate using the same language and format, reducing the possibility of information ambiguity and misunderstanding. Secondly, standardization establishes a mechanism for sharing archive information. By setting the scope, permissions, and process of information sharing, internal departmental information sharing and exchange are facilitated within organizations. This helps break information silos, enhancing internal synergy and work efficiency. Additionally, standardization also promotes information sharing and cooperation between organizations. By establishing unified archive management standards, different organizations can more easily share and exchange archive information, promoting knowledge dissemination and technical cooperation, which plays an important role in the innovation and development between organizations. Notably, in the process of achieving information sharing, standardization also emphasizes the confidentiality and security control of archive information. By implementing corresponding confidentiality measures and technical means, the security and confidentiality of archive information are ensured during sharing, preventing information leakage and illegal access.

2. STRATEGIES FOR ADVANCING STANDARDIZATION OF SCIENTIFIC AND TECHNOLOGICAL ARCHIVES MANAGEMENT IN THE INFORMATION ENVIRONMENT

2.1. Strengthening Awareness of Standardization

In the information environment, scientific and technological archives, as an important carrier of scientific innovation, technological research and development, and knowledge dissemination, undoubtedly have immense significance in management. To improve management efficiency and ensure the integrity and security of archives, implementing standardization management becomes critical. To achieve this goal, strengthening awareness of standardization is vital. Firstly, enhancing standardization awareness helps form a common code of conduct. Within organizations, through promotion and training, employees deeply understand the purpose, significance, and role of standardization. This encourages employees to conscientiously adhere to standards, forming a common code of conduct, thereby improving the organization's execution and work efficiency. Secondly, enhancing standardization awareness promotes the continuous improvement of standards. Employees, in the process of executing standards, encounter various practical situations and problems. Enhancing standardization awareness means encouraging employees to identify problems, make suggestions, and continuously improve and perfect existing standards. In this way, the standard system can continuously adapt to new requirements of the information environment and scientific and technological archives management, maintaining its scientific validity[4]. Lastly, strengthening standardization awareness also helps improve the quality and efficiency of archive management. The implementation of standardization standardizes the management processes of scientific and technological archives, ensuring that the classification, coding, storage, retrieval, and other aspects are conducted according to unified standards. This not only reduces errors and chaos, enhancing the integrity and accuracy of archives, but also improves the efficiency of archive utilization, better serving research, education, and enterprise production.

2.2. Updating Archive Management Standards

In the information environment, the standardization of scientific and technological archives management is crucial for improving management efficiency and ensuring the integrity and security of archives. However, with the rapid development of technology and the ever-changing information environment, archive management standards also need to be continuously updated and perfected. Timely updating of archive management standards is a key step in achieving the standardization of scientific and technological archives management. On one hand, timely updating of standards ensures that they adapt to the development of the information environment. With constant innovation in information technology, the methods and means of archive management are also changing. Only by timely updating archive management standards can we keep pace with the development of the information environment, ensuring the effectiveness and scientific validity of standards. On the other hand, timely updating of standards helps improve the quality and efficiency of archive management. Outdated standards may not meet current requirements for archive management, or even become factors that restrict management efficiency. By timely updating standards, archive management processes can be optimized, and technological and methodological improvements can be made, thereby enhancing the quality and efficiency of archive management. To timely update archive management standards, the following measures can be taken, as shown in Table 1. Firstly, establish a regular review and revision mechanism for archive management standards, ensuring synchronization with the development of the information environment. Secondly, strengthen cooperation and exchange with the information technology field, understanding the latest archive management technologies and methods, providing technical support and reference for standard updates. Thirdly, enhance standardization training and education, improving employees' awareness

and capability of standardization, enabling them to better understand and execute new archive management standards.

Table 1. Methods and Significance of Updating Archive Management Standards

Methods	Significance
Establishing a Regular Review and Revision Mechanism for Archive Management Standards	Meeting the Needs of the Development of the Information Environment
Strengthening Cooperation and Exchange with the Information Technology Field	Providing Technical Support and Reference for the Update of Standards
Enhancing Standardization Training and Education	Improving Employees' Awareness and Capability of Standardization

2.3. Improving the Comprehensive Quality of Personnel

In the information environment, archive management personnel need to possess professional qualities and capabilities to meet the new requirements of archive management. On one hand, archive management staff with professional qualities and abilities can better understand and implement archive management standards. They can deeply comprehend the connotation and requirements of the standards and apply them in practical work. This helps to ensure the standardization and normalization of archive management, improving the quality and efficiency of archive management. On the other hand, high-quality archive management staff possess innovative thinking and problem-solving abilities[5]. They can flexibly apply archive management standards according to actual situations and creatively solve the problems encountered. Also, they have strong abilities to analyze and solve problems, enabling them to quickly respond to various complex situations and ensure the smooth progress of archive management. The following are some measures to enhance the quality of archive management personnel, as shown in Figure 1. Firstly, regularly organize training courses related to archive management, including archival management theory, standards, and practical operations. Ensure that archive management personnel have a solid professional foundation and skills. Secondly, regularly organize training courses related to archive management, including archival management theory, standards, and practical operations. Ensure that archive management personnel have a solid professional foundation and skills. Thirdly, arrange for archive management staff to participate in actual projects or provide practical opportunities, allowing them to exercise and enhance their abilities in actual work. Fourthly, establish reward systems, promotion mechanisms, etc., to motivate archive management personnel to actively improve their quality and ability, enhancing their enthusiasm and sense of responsibility for work. By improving the quality and capabilities of archive management personnel, they can better adapt to the new requirements of archive management in the information environment, improve the quality and efficiency of archive management, ensure the integrity and security of archives, and provide strong support for the organization's technological innovation and sustainable development.



Figure 1. Measures to Enhance the Quality of Archive Management Personnel

2.4. Improving Relevant Regulations and Systems

Establishing and perfecting a legal and regulatory framework can standardize archive management practices, clarify responsibilities, and provide effective legal protection for archive management. In practical implementation, the first step is to formulate archive management regulations: define the principles, standards, and processes of archive management, and specify the classification, numbering, storage, preservation, and utilization of archives, offering clear guidance for archive management work. The second step is to establish an archive collection system: specify the scope, deadlines, and responsible parties for archive collection, ensuring timely and complete collection and archiving of all types of documents, preventing the loss of archives. The third step is to improve archive organization standards: clarify the standards and requirements for archive organization, and specify the processes for archive classification, ordering, and binding, ensuring the orderly progress of archive organization work. The fourth step is to develop archive preservation measures: formulate specific measures concerning the storage environment, storage methods, and security precautions for archives, ensuring the safety, integrity, and long-term preservation of archives. The fifth step is to establish archive management assessment standards: regularly evaluate the archive management work, apply rewards and penalties based on assessment results, and promote the continuous improvement of archive management work. The perfection of rules and regulations can provide more scientific, standardized, and efficient guidance for the management of scientific and technological archives, ensuring the integrity and security of archives and enhancing the quality and efficiency of archive management work.

3. CONCLUSION

In the information environment, the standardization of scientific and technological archive management is particularly important. It not only concerns the efficiency and quality of archive management but also directly affects the dissemination and innovation of scientific knowledge. Through the implementation of standardization, the integrity, accuracy, and usability of scientific and technological archives can be ensured, thus better serving research, education, and enterprise production. However, the diverse types and forms of scientific and technological archives, covering a wide range of fields, present significant challenges to standardization. Therefore, establishing unified and scientific classification and coding standards is the primary task. This helps in the orderly management of various types of scientific and technological archives, improving the efficiency of archive retrieval and utilization. The process of standardization is not achieved overnight; it requires continuous updates and improvements. By constantly optimizing and perfecting the standard system, the standardization of scientific and technological archive management remains scientifically valid and effective. In conclusion, the standardization of scientific and technological archive management in the information environment is a long-term and systematic project. Through in-depth research and exploration, continuously perfecting the standard system and management processes, the efficient, secure, and sustainable development of scientific and technological archives can be achieved, making a greater contribution to scientific innovation and social progress.

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