

# Analysis on Problems and Countermeasures in the Management of Scientific Research Archives in Colleges and Universities

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**Abstract:** Scientific research archives in universities refers to the technical documents of various carriers of information, including text, graphics, audio and video data. In the process of scientific research, archive management in colleges and universities is an important part. In some degree, the scientific research quality and scale of archives management quality directly reflect the level of scientific research school, which is an important evidence of their research strength of universities. However, in actual situations, there are still many problems in the management of scientific research archives in colleges and universities. The paper, by analyzing these problems puts forward specific solutions as necessary measures to improve the quality of scientific research archives management in universities.

## 1. The Connotation of Scientific Research Archives Management in Colleges and Universities

Archives in Colleges and universities in addition to record, the original and unique features such as ordinary files have, also required to ensure the completeness, accuracy and system, because scientific research is an important historical document research activities, has great value for development, scientific research archives can provide an important reference in the research activities, and to avoid duplication of research. In addition, but also pay attention to the effectiveness of scientific research archives, scientific research archives usually into productive time shorter, its use value is higher, which is more than a certain time of the scientific research archives and its value will correspondingly reduce, even completely disappeared, so we should pay attention to the timeliness of the scientific research archives, timely and effective use scientific research archives service in scientific research, in order to improve the practical value of scientific research archives. Specifically, under the background of the development of knowledge economy, the requirements for the management of scientific research archives in Colleges and universities include the following aspects [1-2]:

### 1.1 Completeness

Integrity is the basic requirement of scientific research archives management. We should not only ensure that the files are centralized, the number is complete, the components are diverse, but we must not miss them. We must also ensure the systematic connection between files and avoid man-made reasons, such as fragmentation and decentralization, resulting in loss.

### 1.2 Security

Scientific research archives are historical records of scientific research activities in universities, the majority of archives for the books, the actual situation in a lot of human and non-human factors will affect the safety of the archives, so to strengthen the safety management of scientific research archives, not only to try to prolong the service life of the archives, to take the necessary measures to avoid the confidential information in the archives department dew.

### 1.3 Scientific

In the information age, archives management is no longer a simple cashier and custodian, but a general rule of archival work management. We should use modern management theory and methods

to improve the scientificity of archival management, so as to improve the level of scientific research in universities.

#### **1.4 Normative**

Scientific research archives is a component of the archives management system, there is a close relationship between the archives and other types, especially in the context of the network, the archives management must be toward unity and standardization, the direction of development, to facilitate the sharing of information between various systems, so the management of scientific research archives to formulate business standards and technical standards, and improve relevant laws and regulations, in order to achieve the standardization of the management of scientific research archives.

#### **1.5 Economy**

In the management of the archives to the minimum investment for maximum return, the management of scientific research archives not only to ensure the normative, scientific, integrity and security, but also consider the economy, because the mechanism of archives management in Colleges and universities in China affected by financial constraints, more prominent in the economic management of scientific research archives [3].

#### **1.6 Modernization**

With the development of information technology in all walks of life depend on computer and network technology is more and more, although the research in the archives management of manual operation also plays an important role, but with the application of micro technology, copying technology, audio-visual technology, which greatly improve the efficiency of archives management work, scientific research archives management modernization more and more high level.

### **2. Existing Problems in the Management of Scientific Research Archives in Colleges and Universities**

#### **2.1 The consciousness of archives management is weak**

The weak consciousness of scientific research archives management is mainly reflected in three aspects. One is that the researchers lack the awareness of intellectual property rights, which leads to the incomplete files of scientific research archives. Due to the fact that researchers do not have a clear understanding of intellectual property rights, some research projects such as experimental methods, process parameters and key design drawings are identified as non-work works and not submitted to archives management units for safekeeping. Two, the responsibility of the research group is not strong enough [4]. They do not pay attention to the timely collection of materials at ordinary times. It is easy to cause the occurrence of material loss, leakage and damage in the process of scientific research. After filing the problem, the material is incomplete. Three, researchers have concerns about the safety of archival management. Excellent research results usually involve important information resources such as high technology, national military science, research and development, etc., or are forward-looking and creative. However, there are many drawbacks in our academic atmosphere now. The phenomenon of plagiarism and plagiarism is serious. Some researchers have doubts about the safety management of scientific research archives, rather than transfer them to the archives management department.

#### **2.2 The management system of scientific research files needs to be perfected**

Although the "filing of scientific research archives law" has clearly stipulated that for filing materials shall be transferred to the archives must be regular institutions or personnel archives management of centralized management, no person shall possess, and plan tasks and proposed to research synchronization documents filing; acceptance appraisal of scientific research to acceptance, identification and research of Archival material to keep pace; scientific and technological achievements, to review the report issued by the special registration filing and archival departments

proof materials to maintain synchronization. But the management of scientific research archives many colleges and universities are lack of perfect management system, not only supporting the development of management practices, and scientific research archives management responsibilities are not clear, leading to the research process and file management are not synchronized, the absence of management greatly reduces the quality of scientific research archives [5].

### **2.3 Backwardness in the management of scientific research archives**

At present, the management of scientific research files in Colleges and universities is still dominated by paper files. Entity management is still referred to the management mode of documents and archives, and then the box is put on the box by the research project. Even some colleges and universities to establish a scientific research archives management system, but still in use according to the file level retrieval way of retrieval, not only Chadang accurate rate is low, and the application process is very complicated, is not conducive to improving the efficiency of scientific research archives, had a negative impact on the enthusiasm of scientific research personnel, the initiative will be archived. In addition, the scientific research management system applied by the scientific research management department and the archival management system applied by the archives management department are two independent systems [6]. In practice, due to the incompatibility between the two systems, the digital information formed by research projects can not be directly transferred to the file management system. The inconvenience of this operation level is a great obstacle to the sharing and application of archival information resources.

## **3. Measures to Improve the Quality of Scientific Research Archives Management in Colleges and Universities**

In view of the above problems, the following measures are put forward to improve the quality of university research archives management.

### **3.1 Strengthening propaganda and strengthening the awareness of archives management**

The ownership of intellectual property rights of technical personnel in Colleges and universities scientific research achievements mainly include two categories, the "post achievement" and "non-service achievements", the former refers to the use of the unit resource or formed by the execution of the tasks of the entity of scientific and technological achievements, which belongs to the "invention"; and the individual form in non-duty school in the documents that "non-service invention", excluding non-service invention, post works must be on file. In view of the weak consciousness of archival management of researchers, on the one hand, we should strengthen the publicity of laws, regulations and rules and regulations, such as "Archives Law" and "archives management method of regular universities and colleges" through various forms, and enhance the legal concept of researchers and archival managers [7]. It is necessary for researchers to fully realize the importance of archival management of scientific research files and make them understand their important duties in the construction of scientific research files. From the formation and accumulation of scientific research files, archives and filing various links, researchers are required to consciously assume the accumulation of information of scientific research archives and to fulfill the obligations, scientific filing responsibilities, and the construction and management of scientific research archives into scientific research and management work responsibilities, from the source to the scientific research personnel archive material duties constraints [8].

### **3.2 Establishing and perfecting the construction and management system of scientific research archives**

The establishment and management of university archives management system consistent with the actual situation, in accordance with relevant laws and regulations of archives management: first, make each link on the formation, research material accumulation, sorting, filing and so clear that the implementation of scientific research projects for the filing of responsibility. The implementation of scientific research archives filing responsibilities to individuals, and on the basis of scientific

research archives archiving, archiving, filing requirements, filing procedures and make it clear that in the work of science and technology program, work plan and technical personnel work duties have to be incorporated into the material science and technology management, the role of scientific research management department in the construction of university scientific research archives into full play [9]. The research files filed as a scientific research staff performance appraisal positions to the research archives file management for the evaluation range. Secondly, establish and improve access to and use of the system of scientific research archives, scientific research archives access to and the use of standardized, to establish a strict approval process, severely criticized for copying, not according to the provisions laid behavior, improve its security and confidentiality, the cultivation of scientific research personnel safety awareness of Archives management. Finally, to establish a sound scientific research archives system, scientific research archives management scope, including not only the traditional paper files, but also include other media research archives, and all kinds of paper materials into electronic format for backup and storage, in order to improve the integrity of archives, prolong the service life; and establish strict warehouse management system.

### **3.3 Improving the modernization of scientific research archives management**

The management of scientific research archives in the information age should also keep pace with the times, and actively introduce modern scientific and technological means to improve the efficiency of scientific research archives management. In the full protection of intellectual property rights and the premise of scientific research archives safety, scientific research files in directory orderly, batch processing, step by step lead to the development of electronic channels of scientific research archives management, make full use of modern advanced network technology to efficiently handle information. Combining the management of scientific research archives with modern office technology, we should give full play to the role of modern advanced technology in archival data collection, sorting and processing, and improve the standardization, standardization and modernization of scientific research archives management.

## **4. Conclusions**

In a word, the management of scientific research archives in Colleges and universities is a meticulous and long period work. In the age of knowledge and information, the management of scientific research archives in Colleges and universities should continue to innovate, keep pace with the times, and take effective measures to improve and improve the management level of scientific research archives. The scientific research archives management and scientific research work closely together to promote the development of scientific research in Colleges and universities and scientific research level to enhance the capacity, promote the transformation of scientific achievements, for the school service, for the majority of scientific research personnel, teaching staff, for the national economic construction services.

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