Research on Some Issues of Personnel Archives in Universities

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Abstract

The personnel archives work in universities is not only the core content of the personnel work , but also the basic work of the personnel work in universities. The author puts forward that the personnel archives work in universities should meet the requirements of the national personnel system reform and the social requirements of the rapid development of information technology. And the management methods of personnel archives in universities will also change. By exploring the problems existing in the management of personnel files, the author proposes some new measures for the construction of personnel archives management in universities.

Keywords

Personnel archives in universities, archives consciousness, archives information management.

1. Introduction

University personnel archives management is not only an important part of the personnel work, but also an essential basic work in the personnel management work in universities. It is the basis for providing all certification materials for every staff. Each personnel archive has its own uniqueness and authenticity. It can accurately show the performance of the faculty and staff in the "virtue, talent, ability and performance", and reflects the various major events of their work, rewards and punishment records, advantages, behavior trace and importance events. University personnel archives management directly effects on the selection of talents and the appointment of cadres in the whole university. It also relates to the improvement of school teaching and the scientific research. With the reform of the political system in China and the deepening of the reform of the university personnel archives management, as well as the expansion of the scale of universities, the flow of high level, high education and high professional talented people are more and more frequent. University personnel archives management presents the characteristics of professionalism and complexity; therefore, this management need to meet updated and higher requirements.

2. The Problems Existing in the Work of Universities Personnel Archives

2.1 The Weak Archives Consciousness

The so-called "archival consciousness" refers to the thought of knowledge, understanding, familiarity and mastery of archives and archival work, which is an important part of the development of legal documents. Respectively embodies in: (1) The leaders of universities were thinking mode at the traditional closed-end management method. They still focused on the enclosed, passive, secrecy mode, only a few staff could check these archives. It was clear that the university personnel archives have not be included in the overall development plan of the university. And the author thought the development and utilization function of personnel archives management should be increased, and a scientific and reasonable management system of archival information should be established.(2) The paper showed that most staff of the archives management of universities worked with the traditional management mode of the solid thought. They were lack of innovation consciousness, still worked by the methods of passive archive material collecting and sorting. Archives material basically was mailed to the personnel department of universities. This was not perfect way, if the transfer did not reach the designated position, archive material was easy to be lost. The traditional methods of archival work in China were mainly manual operation and retrieval. The preservation of archives focused on the physical form, which was mainly stored in paper files, and the work efficiency was low. (3) With the continuous expansion of the scale of university, the competition for talents has

become increasingly fierce, the flow of talents has become more frequent, and the staff and workers have neglected the importance of personnel archives. The phenomenon of "separation of people and files" has also appeared. The so-called "separation of people and files" refers to the phenomenon that people and archives should be interdependent. But this phenomenon has passed out of existence, there were two phenomenons in the personnel archives management work: first, staff haven't themself files; second, files without their owners. Some universities or research institutions attract talents by speeding up discipline construction to improve the level of running schools. The introduction of talent introduction policy could make new entry without adjusting the relationship between personnel and organization. With the increase of foreign capital joint ventures and the emergence of self-reliance, "discarding" and "dead files" were becoming more and more common. These phenomena were the major taboo in the management of personnel files in universities, and they also seriously affected the normal management of personnel files in universities.

2.2 The Imperfect Personnel Archive

First, the classification and management system of personnel archives in universities should be improved. Before the reform and opening up, the dominant classification methods were student files, workers' files and cadres' files. With the institutional reform of universities, the archives management of universities has also gradually changed into three forms: workers and staff's archives, managers' archives and of technicians' personnel archives. At present, universities basically use the mode of decentralized management of personnel archives, document archives, and scientific and technological archives. The requirements and methods of sorting out departments are different, and there is no completeness, accuracy and consistency.

Second, information filling in personnel archives is not standardized and incomplete. There is "false" in personnel archival materials. Such as: error that is due to the negligence of the careless of the filler or the file manager, the basic information of the staff is not updated in time, and there is a discrepancy between the information filled in and the actual information. For example,the positional titles are missed and wrong filled, and the salary changes can not be connected before and after the change of salary. Artificial loss of reality, some departments staff are not strong in principle, lack of sense of responsibility, the procedures are incomplete, the signature is not signed,the seal is not stamped,and so on. These bring a lot of trouble to the personnel archives. The non-standard filling of the material is reflected in the material specification to the font, and the individual interpretation of the filling instruction are different, such as the mixing of the Gregorian calendar and the lunar calendar in the year of birth, and the mixed use of the real age and the nominal age. The incomplete archival materials include academic degree materials, annual assessment materials, and the promotion of professional technical posts. It is difficult to collect and file the archival materials for the visitors and the staff who are not paid.

2.3 Backward Archives Management Methods

The management of personnel archives in university is based on manual operation. This is a kind of more primitive management method that is mainly based on the media of paper that is not easy to save. This work method has a lot of work, slow retrieval, low efficiency and inaccuracy. Archives managers spend a lot of time on passive material collection, sorting and binding.With the deepening of the reform of the personnel system,the personnel files in Colleges cannot be limited to the use of heavy and light use as in the past, but some personnel archives management should be better served for all teachers and students in Colleges,so as to make the files from simple static storage function to dynamic service function. Especially now, the modern information network technology is developed, and the personnel file management is digitization.We should pay more attention to collecting all kinds of network data and electronic information, some valuable electronic files, such as web pages, videos and picture information, should be filed together to make archives more authentic.

3.   Measures in the Management of Personnel Archives in Universities

3.1 Establishing the Rules And Regulations of Archives Management

"There is no rule without a radius." And universities establish strict rules and regulations, strengthen management in accordance with their own actual conditions,in addition, they simultaneously combine regulations on archives management laws and regulations, promoting the management of personnel records in universities institutionalized and standardized. For example, the collection and filing system for personnel files, the inspection system for files, the custodial system, the file transfer system, the lending system, and the system of responsible persons, etc. are formulated in detailed information collection operation manuals with specifications. Making specific filing areas and archiving time points for personnel file materials can investigate the responsibility of the departments which are backlog and detention for materials that should be archived, as well as those who personally alter material, which constantly improve the rules and regulations in the course of practice so as to make the management of personnel files in universities institutionalized.

3.2 Centralized and Integrated Management

Distribute personnel archives management in multiple departments into centralized management. For example: Personnel Basics Personnel Archives of Personnel Archives, Personnel Archives in Party Affairs Organization United Front Department, Education and Personnel Archives in Academic Affairs Office, Personnel Archives in Commission for Discipline Inspection (Trade Union), Scientific Research Personnel Archives in Science and Technology Department, Finance Department of personnel archives. Organizing these functional departments for effective communication and integration so that they complete their own work as well as all personnel archives involved will be included in the management of personnel files in universities, and all types of personnel archives can be integrated to achieve resource sharing, which not only avoids duplication of work but also improves work efficiency.

3.3 Establishing High Quality Personnel Archives Management Team

The core issue in the construction of personnel files in universities is to do a good job in the basic work of personnel files, strictly follow the rules and regulations, and carefully and carefully do a good job in screening personnel files, and make each information collected true and accurate. These are inseparable from a stable and high-quality personnel file management team, which is an important guarantee for standardizing the management of personnel archives. First of all, we must strengthen ideological and political education, have a strong sense of responsibility, carefully and carefully cultivate the professional ethics of the archivist, and regularly participate in on-job training classes. Learning new and modern computer knowledge and skills is essential. All departments of universities set up part-time file management personnel and provide them with centralized training and guidance to make sure they truly collect files in regular and collect at any time, and submit personnel files at any time.

3.4 Strengthen Network Information Management

In the era of change, big data of information has also improved the construction of personnel archives information in universities, the thinking mode human resources management and the management model. The comprehensive personnel files have evolved from simple static entity management to dynamic network information management. The personnel files of universities have their own particularities. It is not a fixed, immutable, but a dynamic process that constantly supplements and constantly renews, such as: the increase in the academic degree of the staff, the promotion of professional and technical positions, the award of various awards, and politics Changes in appearance, increasing scientific research achievements, changes in performance, assessment of annual and appointment periods, records of various types of training and training, signing of individual attendance contracts, and posts related to the day-to-day work of the staff will be recorded in the personnel file information database. With computer comprehensive data processing and data retrieval, multi-level information integration, the management of complex manual processing of various

personnel files changes into complete complex, accurate, dynamic, and three-dimensional management, which makes the changes of personnel files, reception, registration clear. The fact that information is implemented at a glance is conducive to the long-term preservation of personnel files. And the implementation of information is beneficial to the long-term preservation of personnel files. General information can be obtained in the database, which reduces the use of raw paper materials and reduces wear. The establishment of personnel file information database includes system settings, data maintenance, information query, and statistical reports. Through information construction, we will develop and use a variety of storage and recall functions for personnel file information resources to expand the service scope of personnel files, thereby providing material security for improving the utilization rate of personnel file information. The personnel database information database of universities has changed the situation in which they were previously independent and difficult to share information and assists universities in formulating various optimization plans. (1) Optimize the training plan for personnel training. The analysis of big data helps the personnel department to better understand the various short-term and mid-term training records of each staff and combines with the society's demand for knowledge of talents, the update of business skills, and the relationship between the development of major and subject to customize a reasonable training program for the staff. (2) By analyzing the professional structure of the current teaching staff and combining the macro data of the current social industry structure, a reasonable mid- to long-term teacher introduction and reserve plan has been formulated. For those who are in line with the country's industrial restructuring, it is necessary to do well even if it is not popular at present. The corresponding talent pool; on the contrary, for the current universities popular professional, but the soon-to-be declining professional, must not blindly introduce new recruits, and temporarily take outside part-time teachers to solve, so as not to increase the cost of college personnel. (3) For staff who have left the company, they can also objectively identify the intrinsic factors affecting their resignation through data analysis and avoid similar situations in the daily management. At the same time, it also urges the personnel department of universities to improve various rules and regulations.

4. Conclusion

Personnel files are national institutions, social organizations in the personnel and human resources management activities of the formation of records and reflect the personal learning experience, work, social activities, personal ability and other content and the individual as the unit, the Unit to concentrate on the preservation of the original record data. Personnel records and reflect personal experience and moral performance, is a comprehensive human resource information base, organizations and employing units at all levels to investigate, understand and select users of the important basis, because different from other types of archives, personnel files with authenticity, seriousness, reality, dynamic and some inherent characteristics. In recent years, colleges and universities have further strengthened the systematization, standardization and scientific management of personnel files, which has played an important role in promoting the construction and development of colleges and universities, but it cannot be ignored that there are still some difficulties and problems in the management of personnel files in colleges and universities.

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