

Analysis of Documents and Archives Management Methods from the Perspective of Market Economy

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Abstract

Document and file management is a very important part of unit management. With the continuous improvement of the socialist market economy system, document and file management should keep pace with the times and optimize traditional administrative management methods. Combining economic means and administrative means in the process of document and file management is conducive to promoting the healthy and stable development of document and file management. Based on this, this article focuses on the use of economic means in the process of document and file management. First, it explains the importance of economic means in document and file management, and then analyzes the task of applying economic means in document and file management and proposes economic means in document and file management. Domestic research has experienced four stages: slow decline period, growth period, stable period, and sustained growth period. Domestic and foreign studies have certain similarities and differences.

Keywords

Document and file management, Economic means, Application strategy.

1. Introduction

2019 is the 70th anniversary of China's economic development. Chinese scholars have analyzed economic research content from different perspectives. The main issues raised by the economics community focus on economic growth, macroeconomic fluctuations, total factor productivity, macrofinancial stability and monetary policy, macroeconomic regulation and fiscal policy transformation, RMB internationalization and open macroeconomics under the new normal. It is pointed out that since the reform and opening up, the research field of Chinese economic history has been greatly expanded, and the fields of production, circulation, distribution, consumption, and market have received the attention and attention of the academic circles. It is believed that the latest trend of China's economic transformation and development research since modern times is: attention to the multiple interactions of government, market, and society; attention to the role of finance in economic development, that is, economic history research; attention to the research method of combining economic thinking with economic reality; From the perspective of economic thinking to explore the theoretical source of economic development. It points out that the factor-driven model of China's economic growth has shifted from the early drive of labor factors to the co-drive of labor and capital, the drive of capital and the drive of capital and independent innovation. Put forward the research on the history of economic development and institutional changes since the reform and opening up, which can be divided into two categories: one is to carry out the reform, opening up and economic development process, stages, characteristics and economic system transformation, development mode conversion, economic development strategy and other issues The investigation and analysis of the historical context of China's history; the second is the thematic research on various specific aspects in the economic fields such as rural reform, state-owned enterprise reform, and township enterprise prominence. Therefore, within the Chinese economy. The content covers a wide

range, and different scholars also draw different conclusions from different angles, but less use of big data for analysis. In order to further understand the research content, research hotspots and evolutionary trends of the Chinese economy, this paper mainly adopts Use CSSite database related literature on Chinese economy as data, use CiteSpace software tools for visual knowledge map analysis, comb the research content of Chinese economy, analyze and compare domestic and foreign scholars' research hotspots on China's economy and the evolutionary stage of the research, and get relevant conclusions .

The article data mainly includes domestic and foreign literature on Chinese economy. The foreign language data comes from Web of Science core collection journals. The article type is "Article" for refining, and the retrieval is based on the theme of "Chinese economy". The time span is 1998. As of 2019, the document retrieval time is June 4, 2019, and finally 768 effective documents were obtained. The domestic data comes from the Chinese Social Science Citation Index (CSSCI) for the title of "Chinese Economy". After deleting non-research papers such as research reports and conferences, 4,781 valid papers were obtained. Such as Fig. 1 shows Atlas of Knowledge Economy.

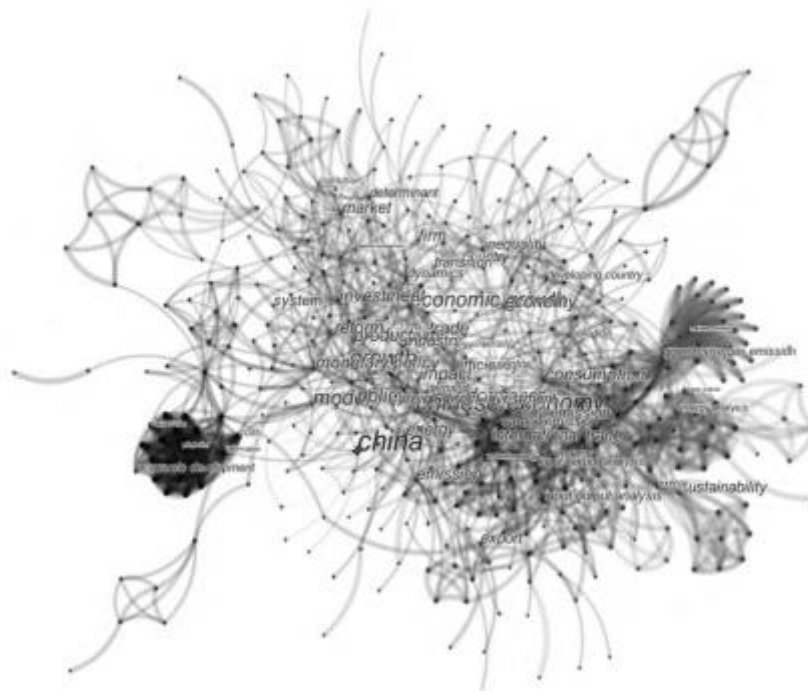


Fig.1 Atlas of Knowledge Economy

Administrative management refers to the mandatory measures taken by a unit in the course of business development, usually in the form of institutional documents, and economic management refers to the development of related business activities in accordance with the laws of economic operation. As far as document management is concerned, administrative management is a direct, compulsory, and effective method, while economic management is a relatively mild indirect method that guides the file management personnel to carry out document and file management activities. Administrative means and economic means manage the documents and archives from different angles. The two complement each other and jointly promote the further development of the management of the documents and archives. China's market economic system and reform and opening-up policies are constantly deepening, the market economy laws are increasingly implemented in social practice, and the positive role of economic means has gradually become prominent. This article emphasizes the application of economic means in the management of documents and archives.

2. The importance of economic means in document management

With the continuous progress and development of the socialist market economy, the value of economic means in management has gradually become prominent. The introduction of economic

means into document management has very important significance. The most prominent is that it is conducive to optimizing the current administrative work of document archives mode. The management of the documents and archives of administrative institutions in China is maintained through the administrative organization system from the central to the local, and from the upper to the lower levels. The arrangement and management of the documents and archives accepts top-down supervision and guidance. This mode of work has played an active role in maintaining the normal operation of the administrative system and is the most basic means of document management. However, it should be recognized that in the era of rapid economic development, the role of pure administrative means is very limited, mainly because the traditional management relationship has changed in the process of vigorously promoting the reform of administrative enterprises, and economic ownership reform. Therefore, government departments should not only manage the internal documents and files of the unit, but also play the role of the documents and files in the development of the market economy. The management model that combines economic means and administrative means is more suitable for the current economic development needs. Due to the fact that there are certain differences in the actual situation in different regions, there is an inevitable imbalance in the management of document and archives. In addition to the factors of management methods, backward economic development is also an extremely important reason. Taking the GDP in 2018 as an example, the GDP of Shanghai in 2018 was 3,267.9 billion yuan, and the GDP of Chengdu was 1,534.2 billion yuan. The total GDP of Shanghai was twice that of Chengdu. The needs of file management, it is necessary to supplement certain economic means to strengthen the economic foundation of document archives management and optimize the effect of document archives management.

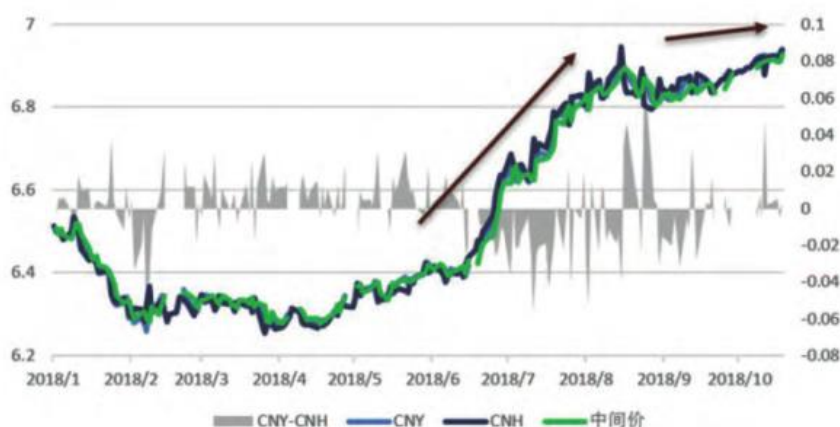


Fig.2 Linear chart of economy and archives

3. The task of economic means in document management

3.1 Regulate the management of archives and give play to the role of supervision and management

The application of economic means in document and archive management can effectively standardize archive management and achieve the goal of supervision and regulation of archive management. Strictly follow the objective economic development laws and relevant system regulations of government departments, predict and analyze the relevant work content in the practice management of document archives, and scientifically plan the economic activities of document archives management according to the actual situation of the unit. From the perspective of fund use, applying economic means in the management of documents and archives, using the economic system to realize the scientific and rational use of funds, and timely and effectively adjusting the archives management economic activity plan according to the data information fed back in the economic activities of the document and archive management. The management work is more efficient, the operation is more reasonable, and the regulation is stronger. Under the dual role of economic system supervision and management and economic means prediction and analysis, the economic supervision and regulation of document and archive management will be more comprehensive, which is conducive to improving

the archive management system and enhancing the scientificity and rationality of archive management.

3.2 Follow objective economic laws and improve economic efficiency

At present, the implementation of document management in China depends on financial appropriation. The social economy is constantly changing and developing. It is difficult to effectively rely on financial appropriation to meet the funding requirements in the practice management of document archives. Applying economic means in the management of document archives, based on objective economic laws, with the help of economic creation and improvement of economic effects, broaden the source channels of document archives funds, and realize the independent management of document archives. The document and archive management system has obvious resource advantages, especially for units that are closely related to public life (such as water supply, power supply, gas supply, etc.), such as administrative institutions, etc., must meet the needs of the public for query of archive data. With the help of economic means, we can conduct a comprehensive analysis and design of the document and file management system, create a complete economic chain of document and file management, increase the income source of document and file management, and at the same time reduce the cost of document and file management activities and improve the economic benefits of file management.

3.3 Reasonable distribution of file management personnel to stimulate work enthusiasm

Affected by China's financial appropriation system, administrative measures have long been the most important means of document management. This system has a certain degree of egalitarianism, which is not conducive to the development of document management. , Will affect the public's trust in the unit, introduce economic means into the document and archive management, can break this disadvantage, according to the principle of distribution according to work, encourage the archives management personnel to exercise their talents, mobilize their subjective initiative, through the power and responsibility A unified management system to guide the practice of document management. The introduction of economic means has prompted archive managers to find a positive correlation between the economic benefits of document management and their own efforts. The more they pay, the more they will receive. The rationality of the distribution of archive managers will be improved, and their enthusiasm will be mobilized. Obey the leadership arrangement of the unit, so that they can invest more energy in the work of document management.

4. Application strategies of economic means in the management of documents and archives

4.1 Implement economic budget accounting and increase price reform

Introducing economic means into the management of document and archives, we should first formulate and improve the economic budget accounting system, and improve the traditional income and expenditure system of document and archive management. Overall plan the income and expenditure of the document and file management work plan, comprehensively analyze the business activities in the document and file management work and the future development direction, design and implement a more systematic and complete income and expenditure plan, optimize the efficiency of the management of file economic activities Economic foundation to better realize the plan of document management. In addition, the labor achievements and various consumptions in the economic activities of the documents and archives should be recorded, and analysis and calculation should be carried out on the basis of referring to the corresponding records. Take a balance between responsibilities, and then improve the rationality of the document and file management plan, and improve the control effect of the document and file management. For areas with rapid economic development, such as Shanghai, price reform can be used as an entry point to raise the standard of charges, refer to the economic budget and fact calculation results, ensure the rationality of charges, and continuously improve the economic benefits of document management.

4.2 Implement the principle of economic interests and scientifically use reward and punishment methods

With the development of the market economy, there has been a development situation in which economic benefits come first, and the economic system is constantly improving. Under such a background, only the rational use of economic system mechanisms and the implementation of relevant management mechanisms can ensure maximum economic benefits. The application of economic means in document and archive management should also strictly follow the principle of economic interests, and add reward and punishment mechanisms to the archives management system. Establish a link between the economic benefits of document and archive management and the salary and bonuses of archive management personnel, and provide suggestions and suggestions for those who have completed the established indicators and actively provide unit document and archive management work. Recognition; withholding bonuses for lax and passive personnel, procrastinating work; file management personnel who fail to complete the work on time or even cause unit economic and reputation losses, can implement certain punishment measures, and can severely pursue their economic responsibility. Through the reward and punishment system, the management system of archives management personnel is activated, which plays an active role in the promotion of document management.

4.3 Promoting the economic responsibility system to enhance the economic consciousness of file management personnel

In addition to the use of reward and punishment systems in document and archives management, an economic responsibility system should be formulated simultaneously to effectively implement the economic responsibilities of archives management personnel, and to resolve the responsibilities and economic relations between archives management departments and archives management personnel, archives management personnel and archives management personnel To enhance the scientificity and objectivity between the two. First, the economic responsibility of the post should be integrated with the economic responsibility of the archive management department, and the traditional egalitarianism should be abandoned; second, the economic responsibility of the archive management department should be clarified; The economic responsibility of the department is put on the file management personnel, to enhance the file management personnel's sense of responsibility and economic awareness, optimize the file management economic application system, and maximize the economic benefits of document management.

4.4 Formulate an economic competition system to strengthen the effectiveness of market regulation

Introduce the economic competition mechanism into the work of document and file management to match it with the reward and punishment and responsibility system, maximize the competition awareness of file managers, and stimulate their initiative, enthusiasm and creativity in the work of file and file management. The competition mechanism is integrated into the reward and punishment system, and various mechanisms interact to strengthen its practical effect. Introduce and strengthen the application of market adjustment methods, especially the economic law of survival of the fittest formed in the development of the market economy, strengthen the guidance and autonomy of the operating subjects, so that the document and archive management personnel can better integrate into the market environment and enrich them in the document archives File management experience in economic development and competitive markets. At the same time, we should continue to improve the macro-control system to make the documents and archives more open to the society, and promote the healthy and sustainable development of the documents and archives by setting reasonable file information charging standards.

5. Conclusion

The article uses the foreign literature on the Chinese economy in the Web of Science and the domestic literature data selected in CSSCI, and uses the CiteSpace tool to perform a visual knowledge graph analysis of the literature. First, the domestic and foreign literature is used to sort out the research

content on the Chinese economy, and then Through the keyword network knowledge graph of the literature, the research hotspots and research evolution trends at home and abroad are discussed respectively, and the similarities and differences between home and abroad are compared. Through the above analysis, the following conclusions are drawn. First, after combing foreign literature, it is concluded that there are three types of research content, namely, China's economic development research; China's energy consumption analysis; and empirical research on environmental protection. There are four types of domestic research content, namely China's economic growth; China's economic system reform; China's sustainable economic development; and empirical testing of China's economic development issues. Second, the keyword network knowledge map has extracted ten hot spots of foreign research, which are classified into three categories, namely, China's economic development research; the impact of energy consumption on the environment; and the analysis of the influencing factors of China's economic development. Nine domestic hotspots are classified into four categories, namely, the analysis of the history of China's economic development; the analysis of the influencing factors of economic development; China's economic reform; and the study of regional economic development. Third, a comparative analysis of the time zone maps of the domestic and foreign literature keyword co-citing networks shows that the domestic and foreign research evolution trends have gone through four stages, but the characteristics of each stage are not with. Foreign countries have experienced a budding period-growth period-burst period-slow growth period, while China has experienced a slow decline period-growth period-stationary period-sustained growth period.

Document and file management integrates administrative and economic means. To achieve its long-term development, it must conform to the laws of market economy development. In the process of file management, we should fully recognize the advantages of economic means. Not only should we reasonably apply economic budget accounting methods to promote price reform, but also implement the principle of economic interests in the entire process of document management, and play a role in the reward and punishment system in document management. utility. In addition, an economic responsibility system can be implemented to enhance the economic consciousness of file management personnel, supplemented by an economic competition system, strengthen market regulation, enhance the scientific nature of document and file management, and ensure the long-term development of document and file management.

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