

# *Research on Effective Implementation Ways of Information Construction of Engineering Archives Management*

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**Abstract:** Archives informatization is the specific embodiment of the national informatization strategy in the field of archives, and is the strategic goal of the development of archives. Archives management occupies a very high position in engineering construction. Through archives information means, it can effectively improve its management level and bring convenient and efficient archives services to engineering projects, so as to promote the orderly and healthy development of engineering projects. The information construction of engineering archives management can realize information sharing, improve the storage capacity of archives, expand the storage types and prolong the storage time. This paper first expounds the contents of the construction of archives informatization, then explains its importance, and finally analyzes the effective implementation path of engineering archives informatization management, hoping to bring reference to China's engineering archives informatization management.

## **1. Introduction**

In the face of the current overwhelming information boom, the field of engineering construction should pay more attention to archives informatization and standardization, have an in-depth understanding of the safety, integrity and timeliness of project archives, and constantly improve business efficiency and archives management level. This requires the project construction to fully realize the effective application of modern science and technology in all fields, and actively explore the path of digitization, information innovation and reform. Making full use of the scientific means of information technology can not only improve the level of archives management, but also lay a good foundation for archives informatization. The construction of archives informatization integrates information technology into the management of engineering archives, which can promote the in-depth development of archives resources and improve the efficiency and quality of its management to a great extent. Therefore, we should pay attention to archives information management and realize information sharing, so as to promote the construction of informatization engineering archives management.

## **2. Main Contents of Archives Information Construction**

By inputting information, converting paper archives into information archives is the main core of engineering archives informatization. The effective application of information technology in archives management can realize the effective transformation of paper resources and data information, and facilitate the classification, processing and storage of archives. Using the current Internet means, we can share and consult resources and form a systematic and complete database. The efficiency of resource processing and use and data management has been greatly improved. Broadly speaking, the content of archives informatization is very comprehensive. It is an information body combining social culture and enterprise archives, which can bring great reference value to the prediction and decision-making of enterprises. In a narrow sense, archives information management is a technical means for processing information, which can improve the efficiency and quality of archives in the process of management. The informatization of archives management turns boring archives into useful information, and promotes people to understand and understand the value of archives information in management. The main goal of its construction is to connect social systems and archives based on information technology, so as to carry out efficient processing and analysis, promote the combination of all kinds of information and archives information, and enrich the content of information expansion. Therefore, the construction of archives management informatization plays a very important role in engineering archives. The essence of informatization management in both broad and narrow sense is the same, and the two are closely related [1].

## **3. Importance of Information Management of Engineering Archives**

### **3.1. Beneficial to Improve the Quality of Project Archives Management**

In the current engineering archives management, it is necessary to combine modern information technology with it, and use big data, Internet, computer and other means to promote the quality and efficiency of engineering archives management and make it more standardized. Among them, the information-based archives construction is not only reasonable and convenient, but also can ensure the integrity of the project archives and the effectiveness of the information project, promote the expansion of the scope of project archives management and strengthen the comprehensive ability of all aspects of management. In addition, the information construction of engineering archives also helps to protect engineering data and information and improve the quality of archives information management.

### **3.2. Conducive to Improving Resource Utilization and Work Efficiency**

The informatization management of engineering archives meets the needs of current social development. Its process and content are complex and wide-ranging. Information management of engineering archives can effectively save a lot of material and human resources. The traditional paper archives management requires manual processing of information services and data collection. With a large workload, data is also prone to errors. Therefore, building a systematic data management system can overcome the shortcomings of traditional paper archives management. Input all data documents into the corresponding electronic document system, and then use the software to operate and process the information directly. Based on this, the role of information technology in engineering archives management is convenient for the development and classified utilization of archives, which can greatly improve the management efficiency of archives and the effective utilization of resources [2].

### **3.3. Conducive to Promoting the Sharing of Engineering Archives Resources**

At present, the resource sharing of engineering archives management in China is not perfect. Engineering projects urgently need to build a unified and standardized management system to meet the needs of archives information resource sharing among various departments. Therefore, in order to meet the requirements of engineering archives informatization construction, unified and standardized information management software is adopted in a certain area to promote resource sharing and improve the effective management of engineering archives informatization. At present, the management of engineering archives is slowly developing towards the direction of information construction. It aims to replace paper archives management, solve the problem of archives information retrieval, give full play to the resource value of information management, improve the efficiency of information-based engineering archives management, and achieve the goal of information and modern management of engineering archives.

## **4. An Effective Way to Strengthen the Information Construction of Engineering Archives Management**

### **4.1. Importance of Strengthening Information Construction**

The construction of information engineering archives can effectively promote its sustainable development. The project construction unit should attach great importance to the digital archives management, increase the corresponding financial support, establish and improve the Organization Department, formulate high-quality and high-quality archives management personnel, introduce all kinds of advanced facilities, equipment and technology, and constantly explore the project construction management system suitable for its own development. Among them, archives managers are the main core of promoting information construction, and their professionalism will directly affect the effect of archives management of information engineering. Therefore, improving the comprehensive quality of engineering archives managers and strengthening their attention to information construction can give full play to their management role, so as to continuously improve the enthusiasm and sense of responsibility of archives managers. In short, enterprises must pay attention to the informatization construction of engineering archives and actively carry out effective publicity and promotion, so as to ensure the mutual integration of other industries and archives informatization and realize the common development of all parties [3].

### **4.2. Improve the Archives Information Management System**

Strengthening the information construction of engineering archives can ensure the orderly progress of other project work, and the establishment of a perfect information system can ensure the smooth and complete archives work. This requires enterprises to continuously strengthen the service and cooperation ability between various departments, strictly abide by various management regulations of archives informatization, establish a new electronic information management system, and strengthen the mobility between its external and internal information. First of all, focus on improving and establishing the corresponding archives management system to ensure the smooth development of follow-up work [4]. For the archiving service, and establishment of information system management, the corresponding management information mechanism should be improved, and combined with other laws and regulations on archives information management to ensure the full implementation of policies related to archives construction [5]. Secondly, we should strengthen the cooperation between various departments and archives management institutions, and establish a coordination and management mechanism to adapt to the new situation of engineering archives

informatization.

### **4.3. Improve the Level of Archives Information Management**

At present, the storage form of archives management is mainly electronic documents. Although the information construction of engineering archives management cannot bring direct economic benefits to enterprises, it can produce potential economic benefits while serving the society. With the passage of time, the number of archives has become more and more. In order to ensure the integrity and security of electronic documents, we should use scientific management system to improve the corresponding management level of engineering archives. Make effective use of various comprehensive software for document recording and play its role to realize the scientific and standardized construction of engineering archives informatization [6]. In addition, we can also continuously improve the comprehensive ability of file managers in all aspects, so as to promote the sustainable development of file informatization. It can be seen that the information-based archives management is extremely important for the project. The integration of the project archives management into the information-based means can effectively ensure the smooth operation of the project in the subsequent links.

### **4.4. Strengthen the Construction of Archives Informatization**

In order to strengthen the construction of archives informatization, first use computers to edit documents. Generally speaking, engineering archives include staff information, technical data, literature and other information. On the basis of ensuring the efficiency and use value of archives management, these information can be managed by computer data, and the engineering archives of the enterprise can be maintained and created according to the corresponding rules [7]. Secondly, we should advocate a standardized archives management system. Only by standardizing the management of initial information can we ensure the effectiveness and accuracy of information. In this way, we can promote the full application of digital technology in the construction of archives informatization in the transformation and upgrading, and give full play to its important value and role. Finally, establish and improve a solid and perfect archives information resource database, convert the initial information into archives information mode, comprehensively distinguish and search, upload it to the resource database and update the resource information in time, in order to ensure the openness of information and the optimal allocation of resources, provide convenient and safe services for all departments and ensure the effective operation of the resource database.

### **4.5. Innovating the Management Means of Engineering Archives**

With the rapid development of social economy, engineering projects have better construction standards. In order to meet the current construction requirements, it is necessary to improve the management of engineering archives. The formation and establishment of the project is the whole implementation process of the project. In this process, the archives should be sorted out. Therefore, establishing and strengthening the construction of management informatization will help to ensure the safety and efficiency of archives. Archives managers should abandon the traditional management concept, adopt modern information technology management methods to carry out archives work, build a scientific and comprehensive archives informatization training system, and strengthen the evaluation standards, so as to promote the overall improvement of the comprehensive quality of archives managers. The accuracy of data is one of the key factors for the smooth progress of archives management. Therefore, it is necessary to strictly control the quality of data and ensure the complete input of information data, especially paying attention to proofreading and audit [8].

## 4.6. Improve the Quality of Archives Management Personnel

With the diversified application and technical development of archives management, all kinds of new facilities are gradually carried out. The effective operation of these modern equipment needs professional personnel to implement the operation. If we want to keep up with the pace of the times, we need to update our professional knowledge system. Therefore, it is necessary to integrate information technology and professional management [9]. First of all, in addition to mastering the corresponding professional knowledge, file managers also need to constantly expand the diversity of knowledge. Using science and technology to manage the construction of engineering archives puts forward deeper requirements for archivists [10]. They are required to not only learn and understand various management and theoretical knowledge, but also master relevant mathematics and computer knowledge, so as to lay a management foundation for the follow-up construction of modern archives information. Secondly, in order to obtain more professional and comprehensive knowledge, the key of engineering archives management lies in configuration optimization. Based on this, we must master the knowledge involved in archives management, whether it is archives mounting, reproduction, description or archives management [11]. It can be said that archivists need to have strong comprehensive ability and professional knowledge to promote the informatization development of archives construction by studying the informatization process of archives management. In addition, managers should fully master modern information management technology, continuously deepen the information analysis of archives resources, and promote the development and utilization of archives and the level of consulting services.

## 5. Conclusion

In short, the current information construction of engineering archives should meet the development needs of the times and make full use of modern science and technology to promote its development. The improvement of information construction of engineering archives management and the effective application of advanced science and technology can promote the resource sharing and optimal utilization of engineering archives and strengthen the stability of information resources. This is not only conducive to the efficient development of enterprises and the continuous improvement of economic benefits, but also can promote the work efficiency of information retrieval in engineering archives, improve the significance of archives information application, and meet the needs of social development, so as to maximize benefits.

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