

GUIDELINES TO IMPROVING ARCHIVES INFORMATION
MANAGEMENT OF UNIVERSITIES IN GUANGXI

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A thesis submitted in partial fulfillment of the requirements for
the Degree of Doctor of Philosophy Program in Educational Administration
Academic Year 2024

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Thesis Title Guidelines to Improving archives information management of universities in Guangxi

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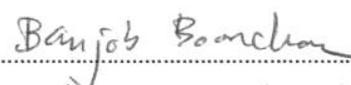
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Academic Year	2024

ABSTRACT

The objectives of this research were: 1) To study the current situation of archives information management of universities in Guangxi. 2) To develop guidelines to improving archives information management of universities in Guangxi. 3) To evaluate the suitability and feasibility of guidelines to improving the archives information management of universities in Guangxi. The sample group of this study was 196 archival administrators from 10 public undergraduate universities in Guangxi. Research Instruments include: 1) Questionnaire, 2) Structured Interview, 3) Evaluation form. This study used a mixed research method that combines quantitative and qualitative research, data analysis by using percentage, mean, standard deviation and content analysis.

The results were found that: 1) The current situation of archives information management of universities in Guangxi was at a medium level. 2) The guidelines to improving archives information management of universities in Guangxi have five aspects, which contain 23 measures. 3) The suitability and feasibility of guidelines to improving archives information management of universities in Guangxi from five aspects were at highest level.

Keywords: Guidelines, Archives Information Management, Universities in Guangxi

ชื่อเรื่อง	แนวทางการปรับปรุงการจัดการข้อมูลจดหมายเหตุของมหาวิทยาลัยในกว้างซี
ชื่อผู้วิจัย	เล่ย ชางหลิง
สาขาวิชา	การบริหารการศึกษา
อาจารย์ที่ปรึกษาหลัก	รองศาสตราจารย์ ดร.รัชกร สุวรรณจรัส
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บทคัดย่อ

วัตถุประสงค์ของการวิจัยครั้งนี้ คือ 1) เพื่อศึกษาสถานการณ์ปัจจุบันของการจัดการข้อมูลจดหมายเหตุของมหาวิทยาลัยในกว้างซี 2) เพื่อพัฒนาแนวทางในการปรับปรุงการจัดการข้อมูลจดหมายเหตุของมหาวิทยาลัยในกว้างซี 3) เพื่อประเมินความเหมาะสมและความเป็นไปได้ของแนวทางในการปรับปรุงการจัดการข้อมูลจดหมายเหตุของมหาวิทยาลัยในกว้างซี กลุ่มตัวอย่างในการศึกษานี้ประกอบด้วย ผู้บริหารงานจดหมายเหตุ จำนวน 196 คน จากมหาวิทยาลัยระดับปริญญาตรีของรัฐ 10 แห่ง ในกว้างซี เครื่องมือวิจัย ประกอบด้วย 1) แบบสอบถาม 2) การสัมภาษณ์แบบมีโครงสร้าง 3) แบบประเมิน การศึกษานี้ใช้วิธีวิจัยแบบผสมผสานที่รวมการวิจัยเชิงปริมาณ และเชิงคุณภาพ การวิเคราะห์ข้อมูลใช้ร้อยละ ค่าเฉลี่ย ส่วนเบี่ยงเบนมาตรฐาน และการวิเคราะห์เนื้อหา

ผลการวิจัยพบว่า 1) สถานการณ์ปัจจุบันของการจัดการข้อมูลจดหมายเหตุของมหาวิทยาลัยในกว้างซี อยู่ในระดับปานกลาง 2) แนวทางในการปรับปรุงการจัดการข้อมูลจดหมายเหตุของมหาวิทยาลัยในกว้างซี มีทั้งหมด 5 ด้าน ซึ่งประกอบด้วย 23 มาตรการ 3) ความเหมาะสมและความเป็นไปได้ของแนวทางในการปรับปรุงการจัดการข้อมูลจดหมายเหตุของมหาวิทยาลัยในกว้างซีใน 5 ด้าน อยู่ในระดับสูงสุด

คำสำคัญ: แนวทาง การจัดการข้อมูลจดหมายเหตุ มหาวิทยาลัยในกว้างซี

Acknowledgements

As I complete my doctoral thesis, I feel that I am standing at a new starting point in my academic career. This paper is not only a culmination of my hard work over the past few years but also a reflection on the future direction of my academic research.

First and foremost, I would like to express my deepest gratitude to my mentors. Associate Professor Dr. Niran Sutheeniran, who provided me with meticulous guidance and unwavering support throughout my academic journey. His rigorous scholarship and tireless work ethic have continually inspired me to strive for excellence. I am also profoundly grateful to my associate tutors, Assistant Professor Dr. Sarayuth Sethakhajorn and Assistant Professor Dr. Patchara Dechhome, who offered invaluable feedback on my thesis, greatly enriching my work. Additionally, I extend my heartfelt thanks to the experts and scholars who supported me during my research. Their insightful suggestions and academic spirit profoundly influenced and improved my thesis.

I must also express my deepest appreciation to my family, who have always been my strongest support. Their unwavering encouragement has been a guiding light, helping me navigate through challenges and inspiring me to achieve more. They are the foundation of my strength and the source of my resilience.

Furthermore, I wish to thank my classmates. We shared our study time in Bangkok, a period full of challenges and opportunities. Our mutual encouragement and support allowed us to grow together, sharing not only the joys of academic success but also the struggles and frustrations along the way.

I am also deeply grateful to my alma mater, Bansomdejchaopraya Rajabhat University, for providing me with an excellent learning environment and abundant academic resources. I am honored to have spent such a fulfilling time here.

Finally, I want to thank everyone who has left a mark on my life. Your companionship and support have made me stronger and more confident. With this gratitude and respect, I will continue to move forward in my academic journey, constantly striving for higher goals.

Lei Changling

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Chapter 1

Introduction

Rationale

Archives informatization is a legal requirement in China. On January 1, 2021, the revised "Archives Law of the People's Republic of China" officially came into effect. This law includes a special chapter on "Archives Informatization Construction," which mandates that "people's governments at all levels should incorporate archives informatization into their information development plans, ensuring the safe preservation and effective use of both electronic archives and digitized resources from traditional carriers." The law also emphasizes that "enterprises and other organizations should strengthen their archives informatization efforts and implement measures to ensure the security of archive information." Furthermore, it states that "enterprises and other organizations should actively promote the development of electronic archives management information systems, office automation systems, and business systems." The law requires that both enterprises and institutions engage in archives informatization work (National Archives Administration of PRC, 2021).

Archives informatization has become a key focus of national archives planning. In 2021, the General Office of the State Council of China issued the National Archives Development Plan for the 14th Five-Year Plan Period (hereinafter referred to as "the Plan"). The Plan highlights the achievements in archives informatization over the past five years and identifies "deepening the strategic transformation of archives informatization" as a guiding principle. The goal for information development is to "elevate archives informatization to a new level. The archives information development guarantee mechanism will be further improved, archives informatization will be further integrated into the construction of Digital China, and new-generation information technologies will be more widely used in archives work. The integration of information and archives will deepen, and the management of archives will reach a higher level of digitization and intelligence, with basic digital transformation implemented in archives work." The Plan emphasizes the need to "accelerate the

construction of archives informatization to lead the modernization of archives management" (General Office of the CPC Central Committee, General Office of the State Council, 2021) .

Archives information management is a critical component of archives work planning in Guangxi. In the 14th Five-Year Plan for the Development of Archives in Guangxi, issued by the Guangxi Archives Bureau in 2021, "the construction of archives informatization" is highlighted as one of the seven key tasks. The plan outlines specific requirements in areas such as the protection mechanism for archives information development, electronic file archiving and management, the construction of electronic archives rooms, and the establishment of an archives information resource sharing platform (Guangxi Archives Bureau, 2021) .

Archives informatization in universities is a necessary step in advancing educational informatization. In 2012, the Ministry of Education issued the Decade Development Plan for Education Informatization (2011-2020) , which aimed to promote the deep integration of information technology with higher education and enhance the construction and application of digital campuses in universities. In 2018, the Ministry of Education introduced the Action Plan for Education Informatization 2.0 (referred to as the 2.0 Action Plan) , which emphasized that universities must address new requirements and challenges in infrastructure development, education management, application integration, and resource sharing. The 2.0 Action Plan also noted the current weaknesses in the development and service capabilities of digital education resources. This highlights the need for better standardization, management, and development of archival data generated through educational and administrative activities in the context of educational informatization.

The archives information management of universities aligns with the broader trends of education informatization and national archives informatization. With the continuous advancement in both areas, educational informatization has achieved notable progress, and the content and methods of archives management in universities have undergone significant transformations. However, the process of archives information management in universities still faces several challenges. These include incomplete archives information management planning, outdated infrastructure, a

shortage of archives information talent, archives information resources that fail to meet current demands, and outdated management practices. These issues hinder the construction and utilization of archives in universities, slowing down the progress of university archives informatization and, in some cases, impeding the advancement of educational informatization.

The archives information management of universities in Guangxi presents new requirements for archives management. With 15 years of experience in the archives department at Beibu Gulf University, I possess a profound comprehension of the archival management practices specific to universities in Guangxi. I believe it is essential to further promote archives informatization, break free from the limitations of traditional, manual archives management, and integrate advanced automation, digital, and artificial intelligence technologies to innovate management practices. This shift in archives management will not only make archives more accessible to users but also meet the needs of administrators, ultimately improving work efficiency.

The archives information management of universities in Guangxi faces new challenges, necessitating enhanced archives information management guidelines. Therefore, to continuously elevate the level of university archives management in Guangxi, enhance informatization, and improve work efficiency, this study focuses on the information management of universities in Guangxi. It provides a statistical analysis of the current state of archives information management, examines the achievements and existing problems, and proposes corresponding guidelines.

Research Questions

1. What is the current situation of archives information management of universities in Guangxi?
2. What are the guidelines to improving archives information management of universities in Guangxi?
3. Are the guidelines to improving archives information management of universities in Guangxi suitable and feasible?

Objectives

1. To study the current situation of archives information management of universities in Guangxi.
2. To develop guidelines for improving archives information management of universities in Guangxi.
3. To evaluate the suitability and feasibility of guidelines for improving the archives information management of universities in Guangxi.

Scope of the Research

Population and the Sample Group

Population

The population of this research was 382 archival administrators from 10 public undergraduate universities in Guangxi. (To be clear, these schools named universities rather than colleges) The archival administrators included archivists, part-time archivists, and archives information technology administrators. The Population of each university is provided by the archives department of the universities.

The Sample Group

According to the Krejcie and Morgan (1970) sampling table, the sample group of this study consisted of 196 archival administrators from 10 public undergraduate universities in Guangxi. Sample groups were selected through stratified random sampling.

The interviewee

The interviewees in this research was 9 senior archival administrators of universities in Guangxi. The qualifications of interviewees are as follows: 1) the Director of the archives or network department, or a Professor of archival science, 2) at least 10 years of work experience and possessed a wealth of practical or theoretical research experience in archives information management, and 3) graduated with a master's degree or higher.

Expert group

The experts for evaluating the feasibility and adaptability of guidelines to improving archives information management of universities in Guangxi was 11 archives

information management experts of universities in Guangxi. The qualifications of the experts are as follows: 1) a minimum of 10 years of experience in archival work, 2) extensive practical experience in archives information management, 3) a master's degree or higher in a relevant field, and 4) possession of a senior professional title.

The Variable

According to the analysis of relevant theories and research, the factors affecting archives information management at universities are as follows:

1. Vision for archives information planning
2. Construction of archives information infrastructure
3. Construction of archives information resources
4. Construction of archives information talent team
5. Construction of archives information service platform

Advantages

1. This study can serve as a reference for other universities in Guangxi, providing valuable insights to promote archives informatization across the region. By offering guidance on strengthening infrastructure, improving archives information resources, enhancing talent training and recruitment, building professional archives information management teams, and creating efficient archives information platforms, it aims to boost the efficiency and quality of archives information management of universities in Guangxi.

2. This study contributes to the enrichment and development of university archives information management theory. By promoting the integration and innovation of interdisciplinary theories—combining information management, education management, and archives management—it not only expands the theoretical framework of university archives information management but also supports the creation of a new management model with Guangxi specific characteristics. Continuous innovation and the introduction of new technologies and concepts in the information age can provide fresh perspectives for developing university archives management theory, ensuring it remains contemporary and forward-looking.

3. This study emphasizes the importance of archives information management of universities in Guangxi, and puts forward the method of combining to improve the efficiency and quality of archives management by combining theory with practice. It is suggested that the modernization of archival management should be realized by strengthening the digitization of archival information resources, optimizing the user experience of the archival information platform, and cultivating professional archival management talents. This not only helps to improve the utilization value of university archives in Guangxi, but also provides a reference experience for the informatization of university archives in other regions.

Definition of Terms

Archives information management in a university refers to the process of managing archives by fully utilizing modern information technology and scientific management principles. Information technology tools are employed to acquire, process, transmit, and apply archival resources, enhancing the efficiency and effectiveness of archives management. These resources provide valuable information that supports various aspects of the university's operations, contributing to the institution's high-quality development. The main components of this process include the vision of archives information planning, the construction of archives information infrastructure, the construction of archives information resources, the construction of archives information talent team, and construction of archives information service platform.

Vision of archives information planning refers to the process of outlining and envisioning the goals, direction, tasks, and strategies for the future development of archives information. This content of vision typically includes short-term planning (such as annual plan and five-year plan) implementation, leadership attention, the comprehensiveness of planning, funds, department cooperation, the role of development, leading position and so on.

Construction of archives information infrastructure refers to building the hardware, software, and network systems that support archival information within institutions. The core of this process involves developing information hardware and

network platforms. Typically, it includes office equipment, digital equipment, storage equipment, Performance of the equipment, investment of infrastructure, network, and websites (Including website content, online utilization, website resources).

Construction of archives Information resources refers to using technical means to build and manage these resources. The main components of archives information resources construction include digitizing archival collections and collecting electronic documents. This process primarily involves the digitization of various types of archives and directories, such as paper files (including documents, scientific and technical records, and photo files) audio and video format conversion, and the digitization of directories at both the file and record levels, as well as the collection of electronic documents.

Construction of archives information talent team refers to developing professionals with specialized information skills in archival work for the state or organizations. This primarily involves recruiting personnel with relevant professional backgrounds, optimizing the team structure, training in specialized information skills, and enhancing overall information literacy.

Construction of archives information service platform refers to building an integrated system that provides efficient services for the collection, storage, management, and utilization of archives through modern information technology. Research on university archives information service platforms primarily focuses on their functionality. Key dimensions include comprehensive features, integration with business systems, directory management, full-text management, online accessibility and utilization, automated statistics and analysis, electronic file management, and storage capabilities. Additionally, the adoption of next-generation technologies, integration into campus information systems, upgrade speed, and user satisfaction are also considered.

Research Framework

According to the analysis of related theories and research, The study framework is as follows:

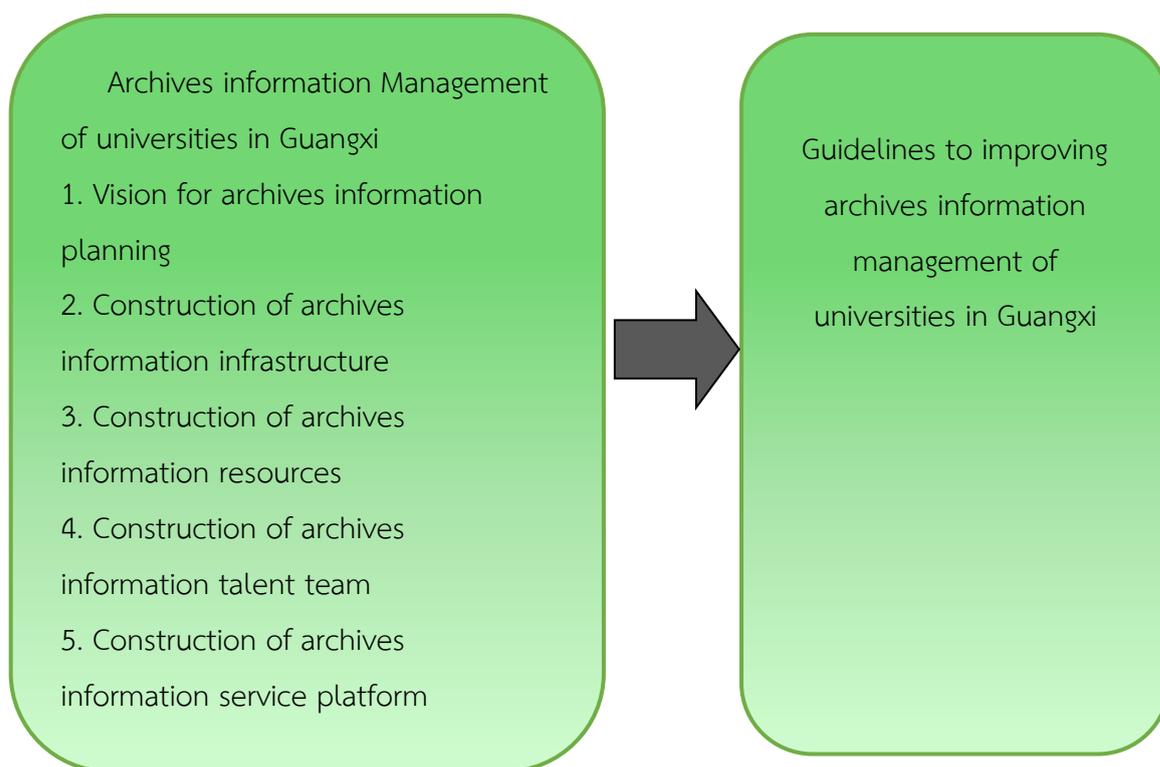


Figure 1.1 Research Framework

Chapter 2

Literature Review

In the study of improving archives information management of universities in Guangxi, the researchers analyzed the relevant literature, concept, theory, and research of archives information management of universities in Guangxi.

1. Concept and theory of educational administration
2. Concept and theory of archives information management
3. The context of universities in Guangxi
4. Related Research

The details are as follows.

Concept and Theory of Educational Administration

The field of educational administration encompasses a broad and diverse range of concepts, with extensive theoretical studies elaborating on these ideas. To systematically explore this field, our focus is primarily on the mainstream concepts of educational management and its common content categories, which form the basis of this review. By organizing and analyzing these core elements, we aim to develop a comprehensive and in-depth understanding of the essence of educational management and its connection to the research in this paper.

Educational administration

The terms "educational administration" and "educational management" are often used differently across regions. American researchers typically use "administration" while "management" is the preferred term in Britain and Commonwealth countries. However, for the purposes of this article, the distinction between these two terms will not be strictly applied to management activities within the educational field. Below are the opinions of various experts and scholars on "educational administration."

Hoy and Miskel (1972, p.3) proposed that educational administration involves the organization and execution of educational activities. They approach this from theoretical, research, and practical perspectives, viewing educational organizations as open social systems. Their study focuses on the characteristics, structure, and elements of these organizations, as well as their internal and external environments. Additionally, they examine key functions within educational organizations, such as leadership, decision-making, motivation, and communication.

Xu Jihong (2007, p.34) proposed that educational administration is a broad concept encompassing the processes of planning, organizing, guiding, coordinating, and controlling educational systems, institutions, or organizations. This multifaceted approach ensures that all aspects of managing educational entities are addressed, from setting objectives and strategies to overseeing day-to-day operations and maintaining the integrity and effectiveness of the educational environment.

Amandip (1980, p.67) proposed that educational administration is about achieving educational goals through the effective and efficient use of available resources. It focuses on utilizing the resources in the environment to support the attainment of teaching and learning objectives. Educational administration involves various functions, including planning, organizing, directing, motivating, controlling, coordinating, decision-making, and reporting. It is a specialized activity that guides the entire educational program toward fruitful and constructive outcomes.

Eric Chikweru Amadi (2008, p.4) proposed that educational administration is the process of bringing people and materials together to enable effective and functional teaching and learning in schools. The primary focus of educational administration is to enhance teaching and learning. It can be defined as the process through which school administrators arrange and coordinate the resources available to education to achieve the goals of the educational system.

Chen Xiangping and Shao-Ping Liu (2000, p.78) proposed that educational administration refers to school organization managers who, in order to achieve the school's work goals, adopt certain means and measures, actively perform management functions, lead and guide staff and students, and make full use of various resources to effectively complete the school's tasks and accomplish organizational goals.

An Wenzhu (1995, p.29) proposed that educational administration is a series of activities within the field of education that, through management functions such as planning, organizing, leading, and controlling, aim to achieve educational goals. This process involves a systematic approach to decision-making, resource allocation, and the coordination of various educational entities to ensure that the desired outcomes are met. The goal is to create an environment that fosters quality education, promotes student development, and maintains the overall integrity and efficiency of the educational system.

Sun Miantao (1999, p.8) proposed that educational administration is the process of achieving school education goals by relying on certain institutions and systems, adopting specific measures, and performing management and administrative functions. It involves leading and guiding staff and students, making full use of resources, and effectively completing school tasks to accomplish organizational goals.

Li Xiang (2014, p.276) proposed that educational management is the process of coordinating activities to rationally allocate educational resources and ensure their effective operation to achieve organizational goals. Educational management covers a broad range of content, with archive management being an important component of educational resource management.

Xu Ying (2021, p.140) proposed that educational management involves the administration of the education system, where a group combines human and material resources to supervise, plan, strategics, and implement structures to execute the education system. This also reflects the use of material resources for management purposes.

Wang Yapu (1983, p.13) proposed that higher education management includes various aspects such as state administration of higher education, organization of higher learning management, management systems of institutions, leadership, ideological and political work management, teaching management, scientific research, sports health management, personnel management, and logistics management. Among these, file management is clearly an integral part of educational management.

In conclusion, educational administration refers to the extensive and in-depth discussion of how administrative departments or schools can effectively mobilize and integrate various resources. It focuses on the use of scientific management methods and strategies to ensure that educational activities are carried out smoothly, ultimately achieving the established educational goals. In some countries, educational administration is also called education management, with no distinction between the two terms in this study.

Educational informatization

Educational informatization has become a crucial component of education management, playing a key role in advancing educational modernization and enhancing the quality of education. By conducting an in-depth summary and comprehensive review of the core concepts of educational informatization, we can gain a deeper understanding of its significance and impact on education management.

Luo Jinguang (2024, p.128) proposed that educational informatization refers to the extensive application of modern information technology in the educational process to improve the quality and efficiency of educational management. This includes the use of computers, the Internet, big data, artificial intelligence, and other technical means to efficiently allocate teaching resources, monitor the teaching process, and evaluate teaching outcomes. The Ministry of Education of China (2001) issued the Tenth Five-Year Plan for National Education, which proposed "efforts to achieve major breakthroughs in the construction of a lifelong education system, modernization, and informatization of educational means, " marking the beginning of the 1.0 stage of educational informatization in China.

Liang Lixiao (2021, p.3) proposed that informatization primarily involves using computer information technology as a production tool, relying on powerful network technology to transform information production tools into new productivity. This technology is applied across various areas of the social economy, enabling information resource sharing through information processing methods, thereby promoting the rapid development of the social economy.

Li Zhonghui (2017, p.85) proposed that educational informatization is a process in which schools use information technology in teaching and management to improve teaching quality and management efficiency. It represents a stage of educational development within the broader context of societal informatization. The core focus is on helping teachers enhance their teaching levels and assisting education managers in improving their work efficiency through digital means.

Wang Kai (2021, p.1) proposed that college education management informatization refers to the rational application of information technology by universities under the planning and guidance of the state and education departments. This application provides comprehensive services, such as talent cultivation and scientific research, for social development.

Liu Yuhong (2021, p.23) proposed that educational informatization involves applying information technology to every aspect of teaching, management, and scientific research, thereby promoting educational reform. Educational informatization fosters diversity in students' learning, enhances teachers' teaching abilities, transforms regional education concepts, and drives deep development in education reform.

Zhou Weihua (2024, p.6) proposed that educational informatization aims to realize the technological advancement of teaching methods, the informatization of educational communication, and the modernization of teaching practices through the application of information technology, ultimately cultivating talents who can adapt to the development of the information society.

Liu Weimin (2023, p.131) proposed that the process of educational informatization is not merely a simple accumulation of infrastructure and hardware equipment. The essence of educational informatization lies in the profound transformation of teaching practices, optimizing the elements of national language teaching and their relationships to achieve systematic progress and improve the quality of national language instruction.

The Ministry of Education of China (2002) proposed that the Tenth Five-Year Plan for the Development of Educational Informatization introduced the term "educational informatization" for the first time at the national level.

The General Office of the State Council of China (2016) proposed that the 2006-2020 National Informatization Development Strategy defined informatization as making full use of information technology, developing and utilizing information resources, promoting information exchange and knowledge sharing, improving the quality of economic growth, and promoting the transformation of economic and social development.

In conclusion, educational informationization refers to the process of applying modern information technology in the process of education and management, developing and making use of information resources, promoting educational reform, improving the quality of education and improving the efficiency of education management under the background of social informationization.

The relationship between educational management and school archives management

As a key component of the school's overall management system, school archives management not only fulfills the mission of recording history and preserving culture but also serves as a critical foundation for ensuring the smooth execution of the school's teaching, research, administration, and service activities.

Zhang Lixia (2024, p.42) proposed that school file management is one of the essential aspects of school administration. By systematically collecting, sorting, preserving, and utilizing various types of information, it provides strong informational support and a decision-making basis for the development of schools.

Li Yongqing (2017, p.19), the role of school archives management lies in the standardized construction of school archives management, so as to significantly improve the efficiency and quality of education management. Specifically, through standardized file management, schools can better sort out and save all kinds of important documents and materials, to ensure the integrity and traceability of information. This not only helps to improve the convenience and accuracy of daily management work, but also can provide strong support and basis in dealing with emergencies or making decisions.

Yang Dongyan (2016, p.65) pointed out that the core role of archives information management is to realize the efficient management of archives, develop simultaneously with the school information construction, and provide archives resource services for the work of school management. Therefore, the planning of archives information is very important for the development and construction of the school, which helps the school to establish a positive image and promote the school management smoothly.

Zhang Ming (2019, p.189) said that the role of university archives management lies in the deep thinking of university archives work based on the evaluation mechanism of target management, so as to improve the professionalism and effectiveness of archives work, so as to serve the management of colleges and universities, and finally serve the goal of improving the quality of education management.

Zhao Zhijie (2023, p.53) proposed that student file management is a fundamental part of school archives work. It involves managing students' personal information, academic status, performance records, rewards and punishment records, and graduation information. These files not only document the growth trajectory of students but also provide a basis for evaluating teaching quality, tracking student development, and handling graduation certificates and employment recommendations.

Wei Ruijuan (2010, p.78) proposed that teaching records cover materials closely related to teaching activities, such as teaching plans, syllabi, evaluation reports, homework, and test papers. These records are crucial for improving teaching quality, summarizing lessons, and promoting excellent teaching outcomes. They form an integral part of the school's teaching quality monitoring system.

Jia Xiaoshuang (2019, p.42) proposed that the archiving of administrative documents in schools refers to the process of sorting and keeping official documents, notices, resolutions, and meeting minutes produced during daily administrative management. These documents directly reflect the school's decision-making processes, policy implementation, and internal management, playing an irreplaceable

role in maintaining order, protecting the rights and interests of teachers and students, and promoting school development.

Liao Xiujuan (2022, p.22) proposed that financial file management is a key component of a school's financial management. It involves archiving and managing financial budgets, final accounts reports, accounting vouchers, account books, and financial statements. These records are critical for strengthening financial management, standardizing economic behavior, and preventing economic risks.

Li Tanghe (2022, p.22) proposed that buildings and facilities files record information on the basic details, construction process, usage status, and maintenance of the school's buildings, facilities, and equipment. These files are crucial for school asset management, campus planning, security, and emergency response, providing a foundation for the safe and efficient operation of school infrastructure.

Dong Yanli (2024, p.172) proposed that historical and cultural archives are essential carriers of school cultural heritage. They include materials on school history, alumni information, records of cultural activities, honors, medals, and photographs. These archives showcase the historical evolution and cultural heritage of the school, serving as important resources for fostering school pride, enhancing cohesion, and increasing the school's social influence.

Chen Liang (2024, p.147) proposed that educational management requires the support of file management. Educational institutions frequently consult large amounts of historical data when formulating policies, evaluating teaching quality, and conducting academic research. Archives management provides rich information resources, enabling managers to make informed decisions. For instance, reviewing teaching files over the years allows managers to understand curriculum evolution and evaluate the effectiveness of different teaching methods, helping to optimize the curriculum system.

Zhou Yanghui (2024, p.11) proposed that the effectiveness of file management directly influences the efficiency of educational management. An efficient and standardized file management system ensures timely archiving and accurate retrieval of documents, improving the efficiency of education management. For example, electronic management of student files can significantly reduce the time required for information processing, allowing educational administrators to focus more on teaching and management tasks.

Song Chunxia (2024, p.255) proposed that archives management plays a crucial role in ensuring compliance within educational institutions. These institutions must adhere to various laws and regulations, such as those concerning student privacy protection and education law. By implementing strict document management systems and confidentiality measures, archives management ensures that educational institutions meet legal requirements when handling the personal information of students and teachers, thus mitigating legal risks.

Lan Jiayou (2023, p.172) proposed that the interaction between educational management and archives management has driven continuous improvement and development within educational institutions. Through archives management, schools can summarize historical experiences, identify problems, and implement corresponding improvement measures. For example, by analyzing archived data on graduate employment outcomes, schools can identify gaps between curriculum offerings and market demand, enabling adjustments to programs and teaching content to improve graduate employability.

In conclusion, the school archives as a kind of education resources, school archives management as an important content of school administration, covers the students, staff, teaching, administrative, finance, architecture and facilities and many aspects, such as history and culture, to improve the school management level, promote the development of the school is of great significance. Therefore, strengthening the school archives management, improve the efficiency and quality of archives management, is a link in the school administrative management.

Concept and Theory of Archives Information Management

The concept and theory of archives information management are extensive and rich, focusing primarily on archives—particularly university archives—and related concepts such as archives information and university archives information management. This involves an in-depth elaboration and summary of these core ideas and associated theories.

The concept of archives and University archives

By reviewing the definition of archives, one can derive the definition of university archives.

Wang Dejun (1981, p.6) proposed that archives are the original historical records formed through social activities, crucial for examining the past. Archives serve as the watchers of history, ensuring that the truth of our collective journey is neither forgotten nor distorted.

He Lucheng (1987, p.80) proposed that archives are documents compiled and organized for future reference after completing archiving procedures. He further explained that archives are not the sum of all the documents of an institution, but rather the documents that have been processed within the institution.

Pan Liangen (1995, p.25) proposed that archives are documents kept as original records, serving as historical records. These archives may include a variety of materials, such as letters, maps, photographs, official records, and other written or printed documents preserved in their original form.

Lin Xiu (2017, p.8) proposed that university archives mainly consist of paper and electronic file materials. These materials fall into 11 categories, including class, administrative, student, teaching, scientific research, basic construction, equipment, product production, publications, foreign affairs, and accounting records. Archives may take the form of paper, electronic files, photos, videos, and other media, with universities determining their own archiving scope based on institutional regulations.

Chen Shuqin (2016, p.7) proposed that university archives are historical records of various forms, including documents, audio, and video materials directly formed by universities through teaching, scientific research, management, and other activities.

Feng Huiling and Zhang Jizhe (2006, p.7) proposed that archives are the solidified information formed by social organizations or individuals in social practice, representing original records. In summary, archives are clear, definite original recorded information.

China National Archives Bureau (2017, p.35) proposed that archives, as defined in the Archives Law of the People's Republic of China, include textual, charted, and audio materials formed by state institutions, social organizations, and individuals engaged in political, military, economic, scientific, technological, cultural, and religious activities, which hold preservation value for the nation and society.

The International Council of Archives (ICA) proposed that archives are documents selected or unselected and permanently maintained by their creators or their functional successors, either for their own purposes or due to the value of the archives. China's Ministry of Education and the National Archives Bureau (2008) jointly issued the College Archives Management Measures, defining university archives as documents, charts, and audio-visual materials formed by universities in teaching, scientific research, and administrative activities that hold preservation value for the school and society.

In conclusion, archives are historical records created by state organs, organizations, and individuals during various social practices. These records hold value for society and are preserved in different forms for reference. University archives, similarly, consist of various forms of records—such as texts, charts, sound, and video—created during teaching, scientific research, administrative management, and other university activities. These records have preservation value for both the school and society.

Concept of archives information of universities

When discussing the definition of archives information of universities, it is necessary to make clear the definition of archives informatization, and summarize it, and then deduce the connotation of archives information of universities.

Lin Xiu (2017, p.8) proposed that the concept of "archives informatization" was formally introduced by the National Archives Administration at the National Archives Work Conference in 2000. Since then, research and practice in this area have

accelerated, yielding some results. However, a unified definition of archival informatization has not yet been established, with different scholars offering varying interpretations and definitions.

Wang Ying, Chen Guanghai, and Han Jinchuan (2018, p.9) proposed that archives informatization encompasses the organization, form, and purpose of archival information. They define "archival information" as the comprehensive application of modern information technology in archival management activities, under the unified planning and organization of the national archives administration, focusing on the management, disposal, and utilization of archival information resources.

Tao Biyun (2019, p.35) proposed that archival informatization involves using modern information technology to strengthen the collection, organization, development, and utilization of archival informatization resources. The basic connotation of archival informatization includes networking for archival utilization, digitization of archival storage, and standardization of archival management.

Huang Jianfeng (2019, p.17) proposed that archives informatization is an integral part of national economic and social informatization and a process that requires long-term promotion and development. It specifically involves applying advanced information technology in the field of archives, transforming archival resources and management processes into computer-readable and processable forms, using archives information systems for data processing and computer network transmission. This promotes the modernization of archival management and enables the social sharing of archival information resources.

Sun Zhenxiang (2016, p.23) proposed that archives informatization involves the construction of digital archives, which convert archival texts, manuals, images, audio recordings, and other records into digital storage forms. These digital archives are more convenient for communication and transmission, allowing them to be accessed and used by society through network technology.

Wang Ruixia (2022, p.45) proposed that archives informatization is the process of applying information technology to the production, management, and development of archival resources, also referred to as archives management informatization or archives information construction.

Liu Xiaoying (2021, p.48) proposed that the purpose of archives informatization is to realize the sharing of archival information, enabling search resources to be fully distributed and utilized. This concept involves using network and computer technologies to digitize archives and complete the processes of collection, organization, statistics, and other archival management tasks.

Xu Shirong (2021, p.15) proposed that archives management informatization in colleges requires the reception, transfer, storage, and integration of archival information, using computer and network technology to configure, develop, and utilize archival resources. The goal is to achieve social sharing of archival information, improve the utilization of archival information, and enhance service levels.

Li Zhonghui (2023, p.85) proposed that university archives management informatization involves making full use of information technology, such as computer technology, digital technology, and network technology, for the collection, management, and development of university archival information resources. This requires a high level of information sharing within university archives.

Lin Xiu (2017, p.8) proposed that university archives information management involves using modern information technology and scientific management concepts to shift the focus from physical archives management to information-based archives management. This greatly improves the informatization of archival resource management, utilization, and service effectiveness in universities.

China National Archives Bureau (2020) proposed that archives informatization refers to the application of advanced information technology in the field of archives, involving the management of archival resources and processes. This includes transforming archival information resources into computer-readable and processable forms, utilizing archives information systems for data processing and computer network transmission to achieve the rational allocation and effective development and utilization of archival information resources.

In conclusion, "archives information" is sometimes referred to as "archives informatization." This article does not differentiate between these terms. According to many scholars, archives informatization of universities refers to the digitization of traditional archives management processes in universities. This involves using modern

information technology to shift the focus from managing physical archives to managing information archives, thereby greatly improving the management, utilization, and service efficiency of archival resources.

The necessity of archives information management of universities

Zhou Xiaoyun (2022, p.87) proposed that the necessity of archival information management in colleges and universities is not only reflected in the preservation and arrangement of historical data but also in its supporting role in the daily operation and long-term development of these institutions. With the rapid development of information technology, the means and methods of archival information management in universities have also progressed, highlighting the increasing importance of archival information management.

Wang Lijun (2022, p.47) proposed that university archival information management contributes to improving the quality of teaching and the level of scientific research. By systematically managing teaching files, colleges and universities can better evaluate and improve teaching methods, optimize curricula, and ultimately enhance teaching quality. Furthermore, the accumulation and analysis of scientific research files provide valuable data support for researchers, helping them better understand research directions and improve the conversion rate of scientific research results.

Niu Zire (2022, p.7) proposed that university archival information management plays a significant role in the construction of campus culture. Archives record the development history of universities, major events, and outstanding alumni, making them an essential part of campus culture. The arrangement and display of archival information can enhance the sense of belonging and pride among teachers and students, promoting the inheritance and development of campus culture.

Hao Chenhui (2017, p.65) proposed that university archival information management plays a key role in university administration. University administration involves personnel, finance, assets, and other areas, and the accurate recording and efficient management of this information is crucial to ensuring the normal operation of the institution. Archival information management enables the rapid retrieval and sharing of information, improving administrative efficiency and reducing management costs.

Lin Bin (2022, p.47) proposed that university archival information management also plays an irreplaceable role in responding to emergencies and legal proceedings. In cases of natural disasters or safety accidents, detailed archival records help universities respond quickly and formulate countermeasures. In legal proceedings, archival information serves as a critical source of evidence, helping universities safeguard their legitimate rights and interests.

Luo Jinguang (2024, p.128) proposed that university archival information management is also significant for the international development of universities. With the increasing internationalization of higher education and frequent cooperation and exchanges between universities, a sound archival information management system can provide detailed background information for international partners, enhancing transparency and trust in collaborations and promoting the smooth development of international cooperation projects.

Chen Shuqin (2016, p.14) proposed that informatization has permeated all aspects of teaching, scientific research, and management. Traditional manual management has been replaced by computer networks, paper files by digital archives, and traditional information transmission channels by modern network methods. Accelerating the pace of university archival informatization construction is therefore necessary.

Zhou Yanghui (2020, p.11) proposed that university archival informatization is essential for the development of university archival services. Archival management in colleges and universities is a fundamental task that plays an important role in disseminating school culture, reflecting the level of school management. With the deepening reforms in higher education, the increasing number of students, and the expansion of university activities, archival work has become more complex and challenging. Developing university archival informatization, improving office automation, and implementing a "dual-track system" of archiving can shorten the period of archival collection and utilization, improve work efficiency, and expand the service scope of archival work, thereby increasing social benefits.

Zheng Jinyue (2020, p.33) proposed that university archival informatization is essential for improving the quality of archival staff. As archival informatization penetrates further into university archival management, the demands on archival staff have evolved, requiring higher levels of professionalism and expertise. The transition from traditional paper file management to digital archives management has exposed gaps in archival staff's professional knowledge and business processing skills. Therefore, universities must focus on developing archival informatization, training professional talent, and improving the skills and qualifications of archival staff to meet the growing demand for archival information and improve the management level of universities.

Yang Jinmei (2021, p.35) proposed that university archival informatization is essential for the development and utilization of archival information resources. As society increasingly depends on archival information, traditional forms of archives are becoming inadequate due to limitations in service life and convenience. By introducing information technology into archival management, transforming paper files into electronic files, and establishing digital archives, universities can enhance the accessibility and comprehensiveness of archival information services for all sectors of society through network-based methods.

In conclusion, Archives information management of Universities is not only a basic work, but also an important support for the development of universities. the construction of archives informatization in universities is the requirement of social informatization and education informatization with the development of universities. Through the archives informatization, the efficiency of archives work can be improved and benefit all teachers and students. Consequently, the archives information management of universities is an essential task.

The importance of information management of university archives

Zhang Meiyong (2021, p.70) proposed that the information management of university archives is essential to meet the needs of the connotative development of colleges and universities. In the tide of the information age, as important centers of talent and technology, universities must embrace the development of information technology. As a result, a large number of digital archives have been formed, compelling university archives administrators to enhance the collection, management,

utilization, and development of information resources. Electronic archives, with their ease of storage, access, dissemination, and sharing, better meet the growing demands for teaching, research, and student management materials in the development of colleges and universities.

Meng Xiaonan (2022, p.14) proposed that the informatization of college archives is essential for the scientific development of archival practices. Traditional archives management often faces challenges such as aging, damage, and loss of physical documents. Informatization can mitigate these issues while also facilitating the retrieval and use of archives. This allows for the more efficient utilization of university archival resources, providing stronger support for teaching, infrastructure, and research.

Wen Lijun and Zhou Wenhong (2023, p.32) proposed that the informatization of university archives is necessary to enhance public services. University archives hold a vast amount of authentic and reliable documents, data, photos, and other original materials that are valuable to both schools and society. As the demand for social public services increases in university reform, archives informatization allows universities to provide electronic archives to various institutions, such as governments, other universities, companies, and the public, improving the efficiency of archive use and maximizing social benefits.

Xu Shirong (2021, p.15) proposed that the informatization of archives management is an inevitable trend. With the advancement of modern science and technology, particularly the development of computer-based archives management software, archives management technology has modernized and is being applied in various fields. Hierarchical file management systems are widely used, and university leaders must address the challenges of funding, technology, and resources needed to modernize and digitize archives management.

Chen Xushan (2022, p.16) proposed that the informatization of archives management can expand the service scope of archival work. Ultimately, archives management is the management of information resources, and the social value of these resources depends on their development and utilization. Modern information storage methods make it easier to access and use these resources, resulting in broader social benefits.

Zhou Wenhong (2017, p.30) proposed that modern archives management can significantly increase information storage capacity. The development of modern science and technology, particularly the widespread use of microtechnology, scanning, and optical disc technologies, allows for much greater storage density in archives than traditional paper documents.

Guo Meifang, Wang Zebei, and Sun Chuan (2021, p.15) proposed that the informatization of archives management in colleges and universities can improve management efficiency. Through automation, real-time access, and data sharing, information technology simplifies archive data processing, eliminates manual calculations, and improves work efficiency. As archivists shift away from labor-intensive tasks, they can focus on higher-value activities, reflecting the "people-oriented" concept in modern management.

Zhang Tao (2008, p.15) proposed that while paper archives require careful protection, information management methods can reduce contact with physical materials and minimize wear and tear. By accessing archive information through databases, archives administrators can preserve paper materials for longer periods while still benefiting from the efficiencies of digital management.

Li Donghong (2017, p.15) proposed that archives informatization can drive the ongoing reform of the university system. As universities undergo systemic changes, issues such as talent mobility, diversified management tasks, and complex archives emerge. Information management can address these challenges by replacing physical archives with digital systems, reducing inconveniences in archive retrieval, and strengthening real-time management of files.

Kou Jing (2018, p.45) proposed that the social value of archives management continues to grow, and the most significant feature of information management is its openness. Traditional closed archives management limits the dissemination and circulation of information, which can hinder social progress. By implementing informatization, archives management can be integrated with information technology and market needs, enriching services and enabling the rational use of archives information. This facilitates information exchange, interdepartmental cooperation, and supports various social endeavors.

In conclusion, with the rapid advancement of information technology, the information management of higher education archives plays a crucial role in the broader context of educational informatization. Efficient archival information management significantly enhances the efficiency of data retrieval, inquiry, and utilization. It also ensures the safety and integrity of original file carriers, preventing damage due to time or accidental factors, thereby guaranteeing the long-term preservation of historical data. Furthermore, effective archival information management provides strong support for the university's teaching, research, and administrative functions, facilitating smoother operations and contributing to the continuous improvement and optimization of educational management. In short, the information management of higher education archives is indispensable in enhancing both the quality of education and the overall management level.

Current status of research on archives information management of university

Through the literature review of the articles on archives information management, it is found that domestic scholars mainly study from three perspectives:

Research content of Archives Information management of university

Sha Min and Zhang Chen (2017, p.124) proposed that the necessity of university archives information management lies in the comprehensive quality of administrators and the system issues related to the management system.

Wan Yuxia (2018, p.175) proposed that the information management of archives in colleges and universities should be explained from the aspects of infrastructure, work awareness, safety, and the professional quality of administrators.

Wang Dan (2018, p.67) proposed that the information management of archives in colleges and universities involves awareness, management concepts, funding, equipment, and the role of administrators.

Miao Wengui (2018, p.53) proposed that, with big data as the backdrop, the information management concept, infrastructure, management system compatibility, and management system of local colleges and universities should be analyzed.

Tan Bangzhu (2018, p.92) proposed that the importance of university archives information management should be elaborated on, focusing on management awareness, infrastructure, and the role of administrators.

Sun Qing (2018, p.90) proposed that the information management of archives in colleges and universities should be analyzed from three aspects: the importance of college leaders, the structure of management administrators, and the utilization of archival information resources.

Wang Liyong (2022, p.52) proposed that archives informatization is a process of upgrading for colleges and universities. By comprehensively applying information technology, universities can effectively store archival information resources and improve their utilization efficiency.

Liu Jing (2009, p.14) proposed that the information management of university archives aims to fully develop archival resources using digital technology as a medium, gradually realizing the digitization of university archival information resources.

Li Wenqiong (2021, p.3) proposed that university archives information management involves the application of computer technology to automate university archival business activities, including reception, transmission, storage, browsing, description, and querying, among other aspects of integrated management.

Huang Jing (2019, p.34) proposed that the information management of university archives involves applying network technology to achieve the sharing of university archival information resources, thereby maximizing their value and role.

Zhu Limei (2014, p.25) proposed that the information management of university archives is a comprehensive process involving the promotion and application of information technology, the development of information resources, the expansion of information services, and the strengthening of information activities.

In conclusion, as a modern management approach, university archives information management aims to achieve comprehensive, efficient, and secure management and utilization of various archival resources in colleges and universities by integrating information technology. The most crucial aspect of university archives information management is the construction of information resources, followed by the implementation of information management in infrastructure development, which provides the necessary material support. Additionally, the management includes aspects such as archives information planning, talent team development, information service platforms, and the establishment of relevant laws and regulations. There has been extensive discussion on the significance of these elements.

The current situation of archives information management of university

Guan Xie (2009, p.146) proposed that, using universities in the Guangxi Zhuang Autonomous Region as an example, most colleges and universities managed archival catalogs with the help of computers, and some even set up web pages for electronic archiving. However, challenges included inadequate informatization, low computer literacy among archival staff, and the fact that most universities had not incorporated archives informatization into their overall school planning. Although this study is 15 years old, it still holds significant reference value for current research.

Yao Heng (2016, p.200) proposed that the construction of archives information of university archives in Chongqing has been polarized, and has not been carried out. Therefore, the overall level of the informatization construction of university archives in Chongqing needs to be improved. 43% of universities, especially the archives (rooms) of private vocational colleges, need to start the construction of archives informatization as soon as possible. The universities that have started the construction of archives informatization also face three problems: first, insufficient attention is paid to archives informatization talents, and few university archives (rooms) with full-time archives informatization talents; second, the construction of university archives informatization lacks feasible and reasonable phased planning, the purchase of archives application system is relatively blind, and the purchase of matching core hardware equipment is relatively backward; third, the construction level of digital

archives information resources is not high, and the completion rate of archives full text digitization is low.

Lu Xiaoyu (2017, p.229) proposed that the low-level team, outdated infrastructure, and chaotic management systems were significant challenges in archives information management in Chinese colleges and universities.

Xiao Yonghong (2018, p.87) proposed that the current state of archives informatization construction in Chinese colleges and universities could be analyzed through the construction of archival management information systems, network information services, and informatization systems.

Liang Jing (2019, p.270) proposed that the construction of archives informatization in universities faced challenges such as insufficient resources and facilities, as well as low-quality management by administrators.

Dong Jinling (2019, p.27) proposed that, by examining the digitization of college archives in Shaanxi Province, the overall situation of construction, the use of archival management systems, and the development of archival databases could be analyzed.

Miao Wengui (2018, p.53) proposed that the late start of university archives informatization, combined with weak awareness of information management, backward infrastructure, underdeveloped management systems, and a lack of information management talent, were key issues in the information management of university archives.

Meng Xiangfu (2019, p.86) proposed that the low level of attention from archival staff, backward thinking within the archives management team, and weak awareness of informatization were significant reasons for the challenges in archives informatization management.

Zhang Jing (2019, p.120) proposed that the challenges of big data, deep-rooted traditional concepts, the lack of diversity in archival subjects, and the lack of advancement in archival staff management were major factors contributing to the problems in the information management of university archives.

In conclusion, the current level of university archives informatization is not high, and there are several issues related to infrastructure, resource digitization, talent training, management concepts, and systems. The main reasons for these challenges include insufficient capital investment, lack of attention from leadership, and a low level of professional expertise. Notably, there is only one article on the informatization of archives in Guangxi, which was published 15 years ago. As a result, there is almost a complete lack of recent research on the informatization of archives in Guangxi.

Strategies or guidelines for archives information management in universities

Ren Fengxian and Zhang Zhijun (2008, p.63) proposed that strategies to address the problems in university archives information management should involve 10 steps: analyzing the actual needs of colleges and universities, formulating information goals aligned with their specific conditions, building informatization teams, strengthening the construction of relevant standards and norms, integrating information resources, improving facilities related to archives informatization, developing comprehensive application platforms, constructing archives portals, building storage system architectures, and enhancing archives information security to improve the overall level of university archives information management.

Qiu Yan (2020, p.67) proposed that the issues in university archives management can be resolved by increasing investment in infrastructure, accelerating the digitization of archives, improving standards for archives information resource management, and utilizing relevant technologies to ensure the security of archival information. Problems identified include inadequate infrastructure, low awareness of electronic filing, unsound standards, low administrator quality, and security risks.

Zeng Lifang (2013, p.63) proposed that improving the informatization, digitization, and modernization of university archives requires enhancing the awareness of university leaders and archivists, improving the criteria for hiring archival administrators, and strengthening relevant systems and norms in archives information management.

Liu Yajing (2018, p.48) proposed that the prevailing methods for managing archives are not effectively aligned with the progression of archival informatization, leading to a suboptimal level of digitization and an incomplete infrastructure. Proposed solutions encompass the creation of digital archival information resources, the implementation of an integrated management system, the standardization of archival practices, the establishment of an open and shared mechanism for archival work, and the innovation of a knowledge-cultivation service system.

Lin Xiu (2017, p.8) proposed that in order to enhance the level of archives information management within universities, it is essential to alter the mindset of the relevant administrators, improve the management mechanisms for personnel, and innovate management models. Specifically, this involves shifting the administrators' perspective to recognize the importance of efficient and effective archives management, updating the personnel management systems to ensure that staff are adequately trained and motivated, and introducing new management models that incorporate modern technology and best practices to streamline processes and improve accessibility of information.

Sha Min and Zhang Chen (2017, p.126) proposed that addressing the challenges encountered in university archives information management involves improving the importance of archives informatization among leaders and staff, enhancing the quality of archival administrators, and improving relevant management systems. In addition, the design of archives information planning and archives information resource construction should also be strengthened.

Dong Jinling (2019, p.28) proposed that strengthen the capital investment in archives informatization, improve the infrastructure construction, enhance the level of archives resources construction. The challenges in archival information management can be addressed by enhancing the level of archives informatization among staff and concentrating on the development of comprehensive full-text databases for archives.

In conclusion, the guidelines for archives information management in universities emphasize several key areas: increasing leadership attention, investing sufficient manpower and resources, effective information planning, enhancing the level of information infrastructure, enriching archives and electronic resources, cultivating a professional team of information specialists, and building robust service platforms. University strengthens the research of archives information security issues, constantly integrates into the environment of school informatization, and constantly provides information services for teachers and students. The archives informatization of university will become more systematic and professional, providing strong information support and service guarantees for the sustainable development of colleges and universities.

Contents of archives information management construction

Liu Yong, Zhao Wang, and Ren Yan (2017, p.5) proposed that the construction of archives informatization involves multiple facets, including the development of archives management platforms, archives information resources, management systems and mechanisms, service systems, and talent teams. Organically combining resources, technology, platforms, management, and services to form a systematic theory and application system is a key topic in archives informatization, particularly in the context of smart cities.

Jin Feng (2021, p.10) proposed that archives informatization construction includes several components: archives informatization planning, resource allocation, capital investment, resource development (collection content), information security, talent development, system construction, and hardware equipment construction.

Meng Na (2020, p.5) proposed that university archives information management is a fundamental aspect of university administration. After investigating the current state of archives information management, Meng identified issues such as inadequate infrastructure, incomplete archives information management institutions, outdated management models, insufficient oversight by functional departments, and low levels of informatization. Corresponding countermeasures and suggestions were provided regarding modernization and establishing a sound management system.

Chen Shuqin (2016, p.22) proposed that the main issues in archives management informatization in Shenzhen universities include a lack of attention from leaders and archives administrators, incomplete university archives information management systems, low utilization of archives information resources, insufficient basic equipment, and an unreasonable structure of archives management administrators.

Yu Lin (2022, .p.36) proposed improvement measures for the construction of archives management informatization in colleges and universities, which include raising awareness, enhancing management systems, promoting digital archives collection to improve resource utilization, strengthening network security, and improving the overall quality of archives management administrators.

Lin Xiu (2017, p.8) proposed that the current state of university archives information management primarily focuses on building archives information infrastructure, developing talent teams, constructing archives information resources, planning information strategies, applying information systems, and enhancing management systems.

Li Aihua (2020, p.87) proposed that the current situation of university archives information management mainly focuses on several key areas: the construction of informatization infrastructure, talent team development, archives information resource management, informatization planning, application systems, and management systems. Li also put forward targeted suggestions based on the results of factors that can affect archival information management.

Huang Yajun (2021, p.34) proposed that the current state of university archives information management focuses on the construction of informatization infrastructure, talent team development, archives information resources, application systems, and the establishment of laws and regulations related to informatization.

Yang Xiaoling et al. (2022) proposed that the status quo of university archives information management focuses on constructing informatization infrastructure, archives information resources, application systems, and security, with targeted suggestions for improvement.

Zhang Yan (2020, p. 34) proposed that the existing problems in the construction of archives informatization in universities include unreasonable hardware configurations, insufficient software facilities, an inadequate information management structure, low-quality archives management administrators, and a low degree of archives digitization.

In conclusion, current research on archives informatization in universities primarily focuses on several key areas: the development of archives informatization talent teams, the construction of informatization infrastructure, the creation of information resources, the planning and vision for archives informatization, the development of application systems, the establishment of standard systems for informatization, the mechanisms to ensure the development of archives informatization, information technology security, and the evaluation systems for archives informatization.

Table 2.1 The results of factors affecting archives information management

Archives information management \ author	Peng Yan(2023)	Meng Xiaonan(2022)	Wang Jieheng(2022)	Xiao-ling Yang(2022)	Feng Liangjiu(2021)	Zang Min(2021)	Huang Yajun(2021)	Shi-rong xu(2021)	Meng Na(2020)	Li Alhua(2020)	Zhang Yan(2020)	Huang	Total
Construction of archives information talent team	√	√	√		√	√	√	√	√	√	√	√	11
Construction of archives information infrastructure	√		√	√	√	√	√	√	√	√		√	10
Construction of archival information resources		√	√	√	√		√	√	√	√	√		9
Vision of archives information	√		√	√	√	√	√		√		√	√	9
Construction of archives information service platform		√		√	√		√	√		√	√	√	8
Construction of archives information system		√	√		√		√		√		√	√	7
Archives information development guarantee mechanism	√	√	√	√	√			√					6
Construction of archival information security		√				√			√			√	5
Construction of archives information evaluation mechanism	√					√				√	√		5

According to Table 2.1, the researchers analyzed and refined the relevant literature, concepts, theories, and related studies on the factors affecting the level of archival informatization, including Peng Yan (2023), Meng Xiaonan (2022), Wang Jieheng (2022), Yang Xiaoling et al. (2022), Feng Liangqiu (2021), Zang Min (2021), Huang Yajun (2021), Xu Shirong (2021, p. 15), Meng Na (2020), Li Aihua (2020), Zhang Yan (2020), Huang Jianfeng (2019), and other 12 people. The top five values were 11, 10, 9, 9, and 8, respectively, so these five values were selected as the variables for this study, including 5 variables. Consider the internal connections for sorting as follows: 1) Vision for archives information planning, 2) Construction of archives information infrastructure; 3) Construction of archives information resources; 4) Construction of archives information talent team; 5) Construction of archives information service platform.

The vision of archives information planning

Yao Heng (2016, p.202) proposed that although archives informatization has been included in school informatization planning, its proportion is small, the investment is insufficient, and there has been a lack of scientific planning and implementation.

Zang Min (2021, p.10) proposed that a unified planning and construction mechanism should be established to strengthen awareness of public utilities project management. The focus should be on integrating university archives information management into the school's five-year development plan, medium and long-term development plan, and overall school development plan. Efforts should be made to secure special planning for university archives development within the broader school development framework.

Zhang Meiyong (2021, p. 71) proposed that university archives departments should take proactive steps by formulating a feasible development plan for archives information management. This should be based on the university's actual situation, incorporating multiple perspectives and conducting scientific demonstrations on project necessity, feasibility, and risk. A unified construction standard should be established to promote archives information management step by step.

Zheng Jinyue (2020, p.34) proposed that the country should strengthen top-level design, led by the education and archives administrative departments, to promote the construction of archives information management standards and evaluation mechanisms. Emphasis should be placed on pre-implementation and post-completion evaluations of projects to ensure quality construction, reduce costs, and improve operation and maintenance. This approach would address issues in university archives information management.

Zhou Yanghui (2020, p. 11) proposed that universities should seek support to better utilize existing archives (museums) in archives management. Systematic specifications, business guidance, supervision, and overall coordination should be strongly promoted across functional departments and professional divisions. This would reverse fragmented efforts, reduce redundant construction, and standardize practices.

Ye Xiaoping (2016, p.234) proposed that The key to the information management of university archives should have a scientific planning, and university leaders must address the issues of funding, resources, and technological applications required for the informatization of archives management, from the top down.

Shi Zhenzhen (2021, p.141) proposed that the progress of archives informatization has been slow, with many university archives projects facing insufficient funding. In some cases, archives informatization has not been included in the school's informatization planning. Lead to the slow development of archives information work.

Mu Jiyue (2014, p. 12) highlighted a significant issue within the context of university archives management by stating that the capital investment and unified planning mechanisms for archives in universities are inadequate. This observation underscores a critical deficiency in the way universities approach the management and development of their archives. The lack of sufficient financial resources and strategic planning can be attributed to several factors, which, when expanded upon, reveal a deeper understanding of the challenges faced by university archives.

In conclusion, vision of archives information planning refers to the process of outlining and envisioning the goals, direction, tasks, and strategies for the future development of archives information. This vision typically includes short-term (annual)

planning, forward-looking perspectives, feasibility assessments, capital investment, leadership attention, resource allocation, collaboration efforts, future prospects, and regional standing.

Construction of archives information infrastructure

Liu Yajing (2018, p.32) proposed that the construction of archives informatization infrastructure is a crucial material foundation for the development and utilization of archives informatization resources and the application of information technology. The core of this infrastructure construction lies in information technology and network platforms, which should be fully utilized to build archives information systems that meet specific requirements.

Huang Jianfeng (2019, p.18) proposed that infrastructure construction is an essential aspect of archives informatization. The basic work of archives informatization construction includes network infrastructure, digital equipment, digital storage media, strengthening the network environment, and training database management administrators.

Li Aihua (2020, p.86) proposed that the connotation of archives informatization infrastructure construction primarily refers to the development of archives information network systems and the acquisition of digitization equipment.

Fan Lijun (2020) proposed that large-scale database servers, graphic scanners, and other equipment are necessary for archives informatization. Additionally, a network application system suitable for university archives management is required—one that can adapt to various hardware platforms and operating systems, and can seamlessly connect and exchange data with other database systems.

Zhang Qian (2020, p.24) proposed that blockchain technology can be utilized to create an intelligent authentication system for university archives management. The distributed nature of blockchain can improve the protection level of university archives infrastructure, and its asymmetric encryption feature can effectively enhance the security of university archives information data.

Zhou Yanghui (2020, p.12) proposed that the construction of archives informatization infrastructure includes several aspects: computer terminal equipment (e.g., personal computers, tablets, printers), digital processing and storage equipment

(e.g., scanners, audio and video digital acquisition and conversion equipment, digital cameras, digital video cameras, non-linear editing equipment, CD recorders, hard disks), network connection equipment (e.g., switches, routers, network cards, network cables), and server and network cabling (e.g., file servers, database servers, application servers, network cabinets, optical fiber).

In conclusion, construction of archives information infrastructure refers to building the hardware, software, and network systems that support archival information within institutions. The core of this process involves developing information hardware and network platforms. Typically, it includes office equipment, digital devices, storage systems, dedicated funding, and websites. This encompasses aspects such as hardware performance, upgrades, website content, utilization services, and archival management.

Construction of archives information resources

Shi Zhenzhen (2021, p.141) proposed that the main components of archives informatization resources construction include the digitization of archival collections and the collection and reception of electronic documents. The primary forms of this construction include the establishment of an archives catalog center and the creation of various full-text digital archives and specialized databases.

Li Aihua (2020, p.86) proposed that the construction of archival resources involves building archival catalogs, full-text databases, electronic file archiving and management systems, and creating an integrated archival resource management system based on a computer network environment that emphasizes resource digitization and service networking.

Yang Zhiyong, Xie Yuxin, and Meng Zhaoyi (2022, p.20) proposed that the key to archives informatization lies in digital transformation and wisdom. The first step is digital transformation, which includes strengthening electronic document filing, electronic file transfer and reception, and accelerating the construction of digital archives. The second step involves building a resource-sharing platform.

Wang Yujue (2022, p.28) proposed that digital archive resources currently lack the ability to address emerging archiving practices such as government data, social media data, and web data. To resolve issues related to 3D electronic files and data

archiving, it is necessary to promote the archiving of government service data, realize the value of centralized data management across all levels of archives, and address challenges such as defining archival scope, developing capture schemes, establishing information preservation formats, setting quality standards, ensuring security, protecting personal information, and coordinating intellectual property rights.

Li Zhenzhen, Liu Chuanhao, and Liu Yao (2022, p.6) proposed that archival digital resources are strategic information assets that play a crucial role in national economic and social development. Information security is a vital aspect of national information security, and there is an urgent need for specialized national archival administrative agencies to coordinate with relevant functional departments to build a cloud-based information security alliance for digital archival resources. This will clarify the responsibilities of stakeholders and promote the security of archival digital resources, effectively reducing and preventing risks.

Cui Fangfang and Hao Jing (2023, p.205) proposed that improving the security management of digital archival resources remains challenging due to insufficient coordination between archival departments, the persistence of information silos, business barriers, and data barriers. These challenges present significant obstacles to ensuring the information security of digital archival resources and hinder adaptation to the evolving needs of archives.

Zhu Lanlan and Duan Yanboge (2022, p.31) proposed that optimizing technological application is crucial. Technological changes should be implemented simultaneously with management and system transformation. This applies to archives information infrastructure, network systems, and digital resources, providing reliable and systematic technical support for the electronic archives single set system.

Zhang Meiyong (2021, p.71) proposed that despite the rapid development of information technology, the single set system faces challenges such as low technological sophistication, limited adoption of advanced technology, and dependency on hardware and software. Therefore, it is essential to align technological application with management and system transformation by applying a system-thinking approach, strategic thinking, and bottom-line thinking within the broader framework of national security. Localization of software and hardware equipment can prevent major

archival risks, and optimal risk management technology should be determined through proactive planning.

Ma Haiqun and Zhang Tao (2022, p.15) proposed that promoting the construction of archives information resource-sharing platforms is a key aspect of archives informatization. In top-level planning, the state views the construction of these platforms as a crucial means of advancing archival development, with the construction of information resources serving as the foundation.

Yang Zhiyong (2022, p.22) proposed that strengthening the digital resource foundation of archives is essential. Efforts should focus on the single set of electronic documents and archives, the monorail operation pilot work, accelerating the construction of digital archives, and improving the automation level of infrastructure within archival institutions.

In conclusion, construction of archives Information resources refers to using technical means to build and manage these resources. The main components of archives information resources construction include digitizing archival collections and collecting electronic documents. This process primarily involves the digitization of various types of archives and directories, such as paper files (including documents, scientific and technical records, and photo files), audio and video format conversion, and the digitization of directories at both the file and record levels, as well as the collection of electronic documents.

Construction of archives information talent team

Zhou Yanghui (2020, p.12) proposed that the analysis of university archives management information construction should focus on talent development, including improving the information technology literacy of professional archival administrators. An all-round development of their knowledge and skills is essential.

Wang Yuanyuan (2021, p.22) proposed that archival information professionals should strengthen their abilities in the application of computers, data software, and other practical operating systems. This will improve the efficiency of information collection, integration, and the classification and storage of archival materials.

Lin Yang (2022) proposed that in archival information talent training, universities should hire external professional information management experts. These professionals can provide suggestions and address issues in file management and the informatization process. By matching technical skills with the requirements of each management process—such as collection, processing, access, and maintenance—universities can ensure high-quality information management.

Zang Min (2021, p.12) proposed that archival information professionals should focus on the development of archives management information construction. After the formation and successful operation of an information management system, work efficiency, quality, and deficiencies should be regularly inspected. New knowledge, technologies, and relevant systems should be introduced in a timely manner to maintain the effectiveness of university archives information management.

Yang Dongyan (2016, p.65) proposed that the professional degree of university archival administrators is generally not ideal, and there are relatively few on-the-job trainees specializing in archival studies. less than 5% of archival practitioners have an information technology background, whether at the college or technical secondary school level or higher.

Wang Jieheng (2022, p.15) proposed that archivists should update their ideas and continuously acquire new knowledge and skills in response to the rapid progress of archives information technology. Training programs should popularize knowledge of archives information and help form a full-time and part-time file management team proficient in information technology.

Ye Xiaoping (2016, p.14) proposed that archivists' knowledge and abilities should be adjusted so that they possess not only expertise in archives, documentation, and information communication but also skills in computer applications, communication engineering, information networks, database management, office automation, and computer-aided design.

Liu Yong (2017, p.5) proposed that the development of archival teams must keep pace with the demand for cloud-based archive management talent. Whether evolving from traditional archives to digital archives or transitioning from digital archives to cloud-based archives resource sharing, archival staff must be familiar with relevant

information technology to promote the informatization process and improve the efficiency of archives information management and utilization.

Zhao Yue (2021, p.33) proposed that archives informatization faces challenges due to a "lack of talents and weak technology." The shortage of archives information professionals, particularly technical experts with a background in computer science, has become a bottleneck in archives information construction. With the advent of the big data era, there is an even greater demand for technical and multidisciplinary talents in database construction, data analysis, data mining, knowledge organization, and artificial intelligence.

Li Wenqiong (2021, p.3) proposed that the shortage of talents in archives informatization remains unchanged, particularly the serious lack of technical professionals with a background in computer science. This shortage has become a bottleneck in archives information construction. As the era of big data progresses, the demand for technical and multidisciplinary talents in areas such as database construction, data analysis, data mining, knowledge organization, and artificial intelligence has grown significantly.

Feng Jianzhou (2019, p.24) proposed that the current situation of archival professionals is not promising. The structure of archival professionals is unreasonable, and their skills are not highly developed. Most archivists in China have low levels of education and professionalism, with weak information literacy and limited capabilities in information mining. Their ability to collect, mine, and comprehensively analyze archival data and information resources is insufficient.

Cai Yang (2018, p.8) proposed that the development of archives information talent requires the establishment of a comprehensive management system and incentive mechanism. In addition, continuous training and management of archives information professionals are needed. These professionals should not only have a solid foundation in information technology but also regularly update their technical knowledge and skills.

In conclusion, construction of archives information talents refers to developing professionals with specialized information skills in archival work for the state or organizations. This primarily involves recruiting personnel with relevant professional backgrounds, optimizing the team structure, training in specialized information skills, and enhancing overall information literacy.

Construction of archives information service platform

Hao Chenhui (2017, p.61) proposed that there are currently too many types of archives management software used in universities, with most being stand-alone software that does not align with the future development of archives informatization. Some of the early-promoted software lacks network interfaces for data exchange with OA systems and does not support network expansion. To enable future electronic file archiving and management, it is crucial to promote "network version" file management software.

Wei Dezhuang (2019, p.66) proposed that advanced technology and practical file management software should continue to be promoted. According to the principle of "relatively unified, universally standard, and standardized" file management software, promoting higher versions of archives management software will create favorable conditions for information exchange and sharing.

Sun Jie (2019, p.44) proposed the use of open-source software due to its security, stability, openness, and free implementation characteristics. By leveraging these benefits, archives informatization can be deepened through platform construction, talent development, information system construction, and content creation.

Zhao Dinggui (2020, p.6) proposed that the construction level of university archives websites is generally low, with limited archives information content, media types, and archive categories available. Additionally, communication with readers is often overlooked. To improve this, archives information usage should shift from manual searches to network-based searches accessible anytime and anywhere.

Long Lixu and Tong Zhuanghui (2018) proposed that after investigating the archives websites of 13 undergraduate universities in Hunan Province, the archives networks in these universities need to be improved in terms of construction

technology, resource development, management level, and service functionality to better meet user needs.

Liu Yong (2017, p. 7) proposed that with the rapid development of information technology, archives informatization in China has also been continuously advancing. From stand-alone file management systems and online systems in the 20th century to client/server systems in the early 21st century, and more recently to virtual archives, electronic file centers, data centers, digital archives, and cloud archives, the level of archives informatization has significantly improved. To manage archives more securely, efficiently, and conveniently, and to enhance the service level of archives collection, development, and utilization, it is necessary to adopt new technologies and platforms for the construction of archive information resource-sharing clouds and archive cloud service systems.

Shah Jahan Miah and Ahmad Zam Hariro Samsudin (2017, p.1898) proposed that electronic archives management systems can effectively maintain and manage archives. They highlighted that the University of Malaysia independently developed an electronic archives management system to store scientific research files and shared their experience in designing this system to help other universities improve archives management.

Ochwo Deogracious (2018, p.99) and others, using quantitative research, studied the impact of information and communication technology (ICT) on digital student archives management at Eastern Uganda University. They found that universities using ICT had higher levels of student archives digital management, and that ICT adoption can improve the efficiency of digital student archives management.

Egoeze, F. Misr (2018, p. 1) proposed that ICT is a vital tool for enhancing the management of higher education institutions. Based on questionnaire data and variance analysis, the study examined the impact of ICT on university administrative services and student archives management in Nigeria, suggesting that Nigerian universities further expand ICT applications in administrative services and student file management to fully leverage ICT advantages.

Chen Xu Shan (2022, p.30) proposed that at a practical level, artificial intelligence (AI) technology has been verified to solve issues related to electronic file archiving, classification appraisal, digital quality inspection, and information identification. Intelligent software systems have improved the quality and efficiency of archives digital resources construction.

In conclusion, construction of archives information service platform refers to building an integrated system that provides efficient services for the collection, storage, management, and utilization of archives through modern information technology. Research on university archives information service platforms primarily focuses on their functionality. Key dimensions include comprehensive features, integration with business systems, directory management, full-text management, online accessibility and utilization, automated statistics and analysis, electronic file management, and storage capabilities. Additionally, the adoption of next-generation technologies, integration into campus information systems, upgrade speed, and user satisfaction are also considered.

The Context of Universities in Guangxi

According to the Guangxi Education Department's official website (2022), there are 89 institutions of higher learning in the Guangxi Zhuang Autonomous Region. These institutions include 38 ordinary undergraduate schools, which consist of 2 undergraduate vocational schools and 4 independent colleges. Additionally, there are 6 higher colleges, 41 higher vocational colleges, and 4 independent adult universities. Among these institutions, 10 are public undergraduate universities. The region's higher education system accommodates a total of 1, 839, 200 students across various forms of higher education, illustrating the extensive scope of educational services in the district.

The staff and faculty structure in the region reflects a significant commitment to higher education. There are 84, 770 staff members employed across the higher education institutions in Guangxi, including 62, 100 full-time teachers. Among these full-time educators, 36, 400 are employed at regular undergraduate schools, 2, 800 at undergraduate vocational schools, and 22, 500 at higher vocational schools. The adult

universities account for a small portion of the faculty with just 400 full-time teachers. A key metric of educational quality is the proportion of teachers with a master's degree or higher qualification, which has risen to 66.61% for regular and vocational universities, marking an increase of 1.75% compared to the previous year. This indicates a continuous effort to elevate the academic and professional standards of educators in the region, which, in turn, supports the overall development of higher education.

Further analysis of the university infrastructure reveals that each institution in the region has established specialized archives management organizations. According to information available on the websites of various universities (2022), these archives management bodies are responsible for overseeing and organizing all archival materials generated by their respective institutions. The organization of these archives management institutions can be categorized into two main types. The first type includes comprehensive archives, which typically function as second-tier institutions within the university's organizational structure. These archives generally employ 5 to 10 administrators, who are tasked with the vital responsibility of maintaining, managing, and preserving a wide array of university records and documentation.

The second category consists of archives rooms, which operate as third-tier organizations. These archives rooms are often divided into several specialized units, such as comprehensive archives rooms, student archives rooms, and personnel archives rooms. Each of these units is typically staffed by 1 to 4 administrators who manage specific types of records, ensuring that the university's archives are systematically organized and easily accessible. Additionally, within each university, secondary departments often have part-time archivists assigned to manage their department-specific archives. Consequently, a typical university in the region may have dozens of part-time archivists distributed across various departments, contributing to a decentralized yet cohesive archival management system. In conjunction with these archivists, universities also employ several information technology administrators who play a crucial role in supporting the digital management of archival records and ensuring that the archival systems are efficiently integrated with the university's broader information technology infrastructure.

This multifaceted approach to archives management within Guangxi's universities highlights the importance placed on preserving institutional memory and ensuring the smooth operation of academic and administrative processes. By employing both full-time and part-time archivists, as well as specialized information technology administrators, the universities are able to maintain a comprehensive and dynamic archives system that supports their academic, research, and administrative functions. Furthermore, the continuous improvement in the qualifications of faculty members, as well as the ongoing development of archival management systems, reflects a broader commitment to advancing the quality and effectiveness of higher education in the Guangxi Zhuang Autonomous Region.

Related Research

In recent years, many experts and scholars have carried out in-depth research on archives informatization, and paid a lot of attention to the construction of archives informatization in universities.

Wang Dan (2018, p.67), in the article *Analysis of the Current Situation and Countermeasures of University Archives Information Management*, pointed out that despite the rapid advancement of the information age, university archives information management in China has faced significant challenges. These challenges include a shortage of capital investment, a lack of professional and technical personnel, and inadequate archives management information. As a result, the development of archives information management has not reached the desired level. Archives management is a fundamental and essential component of a department's growth. In the context of university information management, archives information management plays a critical role. This paper analyzes the current situation of university archives management and proposes countermeasures to address these issues.

Xiao Yonghong (2018, p.87), in the analysis of the current situation of archives informatization construction in universities, highlights the development of archives information management systems in China. The study discusses network information service construction, the content and characteristics of archives information

construction, and the existing problems. The paper provides relevant countermeasures and suggestions for improving the state of archives informatization.

Yao Heng (2016, p.199) proposed that the informatization of university archives is a crucial component of overall university informatization. In the study focusing on the status of university archives informatization in Chongqing, Yao utilized literature analysis, questionnaire surveys, telephone consultations, and mathematical statistics to investigate areas such as planning and implementation of archives informatization, application systems, hardware equipment, and digital archives resources. Based on the findings, the paper offers countermeasures to provide valuable references for archives informatization in universities.

Miao Wengui (2018, p.53) proposed that, in the era of big data, promoting the informatization of local university archives is essential for improving the management level of local universities and advancing school modernization. However, due to the late start of archives informatization construction in local universities, several challenges persist, including weak information management awareness, outdated infrastructure, underdeveloped management systems, and a shortage of information management talent. In response to the profound changes brought by big data, local universities must revise their management approaches, enhance the construction of archives information infrastructure, accelerate resource integration, and establish a comprehensive archives information management system to meet the demands of the data era.

Sha Min and Zhang Chen (2017, p.124), in *Analysis of the Current Situation and Countermeasures of College Archives Information Management*, highlighted that with the growing number of universities in China, the amount of accumulated archives information has also increased significantly. In the context of the information age, file management methods are becoming increasingly diverse, and the informatization of archives has become a prevailing trend. Archives informatization plays a crucial role in the unified management of information across universities, enhancing both the integration and efficiency of information utilization. This paper analyzes the current state of archives informatization in universities, examines existing challenges, and

proposes countermeasures to further promote the effective development of archives management.

Li Alhua (2020) in a review of nearly 20 years of university archives informatization in China, summarized the domestic progress in this field. The review covers five key areas: infrastructure construction, standards, application system development, network archives information resources, and talent team development. The analysis identifies existing challenges in these areas and offers suggestions for improvement.

Sun Qing (2018, p.81) analyzed the challenges present in the informatization management of university archives and proposed countermeasures to improve this management process. The recommendations include changing management concepts, placing greater importance on information management, enhancing awareness of archives informatization and standardization, increasing capital investment to improve infrastructure, and strengthening the training and management of archives personnel to enhance their professional quality. By adopting these measures, universities can create more efficient, standardized, and professional archival systems that are better equipped to meet the demands of the digital age.

Liu Shuaiwei (2015, p.49-50) pointed out that in the network age, the informatization of university archives has become a crucial tool for improving scientific management in universities. Since the National Archives initiated efforts in 2002, most universities have made significant breakthroughs in this area. Theoretical research has flourished, contributing to the advancement of archives informatization in universities. In this context, it is essential to analyze existing research, identify problems, and propose solutions to further enhance the informatization of university archives.

Wu Xiaohua (2012) pointed out that Location advantage, combined with the Nanning file Information Technologies, discusses the goals and ideas of the construction. First of all, from the concept of domestic scholars on the file of information technology, the advantage of Nanning urban construction of archival information, which Nanning file information of the three stages of development: an exploratory stage, the stage of development and the rapid and comprehensive the construction phase of these three stages of development achievements for

summarizing. Secondly, the main problem in Nanning file information construction capacity deficiencies, file and document management system from the file management technology space out of line and file information on digital development and lack of planning, the file information professionals structural imbalance, file information technology laws and regulations the six aspects of the lag, and file information security described these main issues, the article in Chapter 5, respectively from the three main advantages in Nanning: Guangxi provincial government advantages, core city of Beibu Bay economic development region and China - the ASEAN Regional the advantages of a bridgehead on the construction of Nanning file corresponding development strategies: First, to build the provincial government digital archives information management demonstration base, the second is the ride built around the files of the regional development information service platform and the third is to build for the international window of development cooperation, Nanning file information technology is gradually heading towards the international level.

Zhang Yijing (2017) proposed that the widespread application of emerging Internet information technologies, such as the Internet of Things (IoT), has significantly advanced the development of "smart cities." This evolution has also created new opportunities for archives informatization. In this study, archives informatization is examined in the context of smart city development. The research delves into the related challenges of archives informatization and aligns with the demands of modern times, aiming to better guide and support practical work in this area. The author provides a detailed analysis of the theoretical background of smart city informatization, both domestically and internationally. The study outlines the concept and key features of smart city construction and highlights the current issues in archives informatization, such as unclear construction ideas, inadequate infrastructure, a lack of skilled personnel, and the need for improved information security. To address these issues, the paper offers development suggestions for archives informatization within the smart city framework. Using Zhengzhou city archives as a case study, the paper analyzes the current state and challenges of archives informatization. It proposes scientific planning, emphasizes the importance of standardization, and recommends strengthening human resources and increasing capital investment to support smart city development.

Yang Jianjun and Dai Yang (2022) explored the application of blockchain technology in the informatization of university records. Due to its superior technical characteristics, blockchain has emerged as a trend in various fields. This paper first examines the applicability of blockchain technology in constructing university file information systems. It then analyzes the significance of blockchain from a technical perspective. Finally, using relevant case studies, the authors propose a college file management platform based on blockchain technology, summarizing its technical architecture, functional modules, and usage processes. The study aims to provide inspiration and guidance for applying blockchain technology in university file information systems.

Zhang Ling (2017, p.42) investigated the psychological challenges faced by archivists, using data from a questionnaire survey conducted at 34 universities in Chongqing. The study employed descriptive analysis, difference analysis, Pearson correlation analysis, and multiple regression analysis. The results revealed that the psychological capital and job satisfaction of university archivists in Chongqing are moderate. While some demographic variables significantly influence the psychological capital levels of archivists, they do not have a notable impact on job satisfaction. Additionally, the study found that psychological capital and its related dimensions positively predict job satisfaction and its associated factors.

Li Zhenhua and Chen Mengling (2021, p.45) explored the regional alliance development model for university archives data management. Their study is based on the action logic coupling and regional alliance consensus of university archives data management, integrated with the concept of a university archives data management community. From this perspective, they analyzed the governance subjects of regional alliances, linkage management mechanisms, management technology systems, and data-sharing ecosystems to develop a model for regional alliance growth.

Li Xiuxia (2021, p.111) emphasized that high-quality development is the overarching theme across various sectors. By clarifying the concept of high-quality development in archival work within the framework of new development ideas, this paper introduces the background of current archival institutions in universities. It analyzes the present situation and common challenges and proposes solutions for

achieving high-quality development. Using the author's school as an example, the article explores beneficial strategies to meet the high-quality development requirements in archival work. Additionally, it encourages archival staff to continuously reflect on the issues that arise during the development process, engage in comprehensive, multi-faceted thinking, and creatively pursue feasible approaches to achieving high-quality archival management.

Meng Na (2020) explored the management of archival information in double first-class universities within Hunan Province in her article titled *Research on Archives Information Management of Double First-Class Universities in Hunan Province*. Archival information management is a fundamental aspect of managing double first-class universities, and it is essential for advancing their management and enhancing the double first-class education management service system. As part of the national archives system, the archives of double first-class universities should fully realize their role and value. However, many issues still exist in the archival information management of these universities in China. Based on research data, the paper investigates the current state of archival information management in double first-class universities in Hunan Province across three dimensions: subject, object, and system. The findings reveal both achievements and challenges, such as basic infrastructure, a reasonable file information management team, and a file development and utilization model, alongside issues like imperfect infrastructure, outdated file information management organizations, and backward management models. Additionally, insufficient supervision and guidance from various functional departments, along with a low level of informatization, are identified as factors hindering the development of archival information management in double first-class universities in Hunan Province. To address these challenges and elevate the level of archival information management in double first-class universities in Hunan Province, the paper offers countermeasures and suggestions, focusing on two main areas: improving the informatization level of archives and refining the management system.

In conclusion, archives information management is a crucial aspect of archival work. Research on university archives information management primarily focuses on enhancing the level of informatization, covering areas such as planning vision, infrastructure development, talent training, resource construction, and platform services. By examining these areas, relevant research can provide a deeper understanding of the foundation of information work and help formulate more targeted strategies for improving archives management. In addition, the archives informatization of different industries, especially the research of universities in other provinces and cities, Such as Chongqing, Hunan, Shandong, research on the archives informatization of university, provides a valuable reference for Guangxi.

Chapter 3

Research Methodology

This research focuses on provide evaluation and guidance for improving the archives information management in Guangxi university. To study the current situation of archives information management of universities in Guangxi, formulate and evaluate the guidelines to improving archives information management of universities in Guangxi, The researcher have the following procedures.

1. The population / Sample group
2. Research Instruments
3. Data Collection
4. Data analysis

Phase 1: The objective of this phase is to study the current situation of archives informatization management of universities in Guangxi.

The population and Sample Group

Population

The population of this research was 382 archival administrators from 10 public undergraduate universities in Guangxi. (To be clear, these schools named universities rather than colleges) The archival administrators included archivists, part-time archivists, and archives information technology administrators. The Population of each university is provided by the archives department of the universities.

The Sample Group

According to the Krejcie and Morgan (1970) sampling table, the sample group of this study consisted of 196 archival administrators from 10 public undergraduate universities in Guangxi. Sample groups were selected through stratified random sampling.

Table 3.1 Lists of university and sample size

No.	University in Guangxi	Population	Sample group
1	Guangxi University	50	25
2	Guangxi University of Science and Technology	39	20
3	Guilin University of Electronic Science and Technology	42	22
4	Guilin University of Technology	41	21
5	Guangxi Medical University	33	17
6	Guangxi University of Traditional Chinese Medicine	30	15
7	Guangxi Normal University	45	23
8	Nanning Normal University	39	20
9	Guangxi University for Nationalities	33	17
10	Beibu Gulf University	30	16
Total		382	196

According to table 3.1, it showed that the number of archives information administrators in each undergraduate university, the specific number of sampling in each university is obtained according to the proportion.

Research Instruments

Questionnaire

Take the questionnaire survey as the research object, and study the current situation of archives information management of universities in Guangxi. The questionnaire is designed in the following five aspects based on university archives information management: 1) Vision for archives information planning; 2) Construction of Archives information infrastructure; 3) Construction of archives information resources; 4) Construction of archives information talent team; 5) Construction of archives information service platform. The questionnaire can be divided into two parts:

Part 1: Survey about personal information of respondents, classified by gender and education background.

Part 2: Survey about the current situation of archives information management of universities in Guangxi. There are 10 questions for Vision for archives information planning, There are 11 questions for Construction of archives information infrastructure, There are 11 questions for Construction of archives information resources, There are 12 questions for Construction of archives information talent team, There are 13 questions for Construction of archives information service platform. There are 57 questions in total. The criteria for data interpretation based on five-point Likerts scale, a follows:

5 express the level of archives information management at the highest level

4 express the level of archives information management at high level

3 express the level of archives information management at medium level

2 express the level of archives information management at low level

1 express the level of archives information management at the lowest level

The data interpretation for average value based on Rensis Likert (1932).

The data interpretation are as follows:

4.50 – 5.00 express the highest level

3.50 – 4.49 express high level

2.50 – 3.49 express medium level

1.50 – 2.49 express low level

1.00 – 1.49 express the lowest level

Constructing a questionnaire process

The construction process of questionnaire was as follows:

Step 1: Reviewing and analyzing documents, concepts, theories, and research related to archives information management.

Step 2: Constructing the questionnaire about the current situation of archives information management of universities in Guangxi. Then sending the questionnaire outline of questionnaire to the thesis advisors to review and revise the contents according to the suggestions.

Step 3: The index of objective congruence (IOC) of the questionnaire was examined by five experts. The Index of Objective Consistency (IOC) is 0.8-1.

Step 4: Revise the questionnaire based on the experts' suggestions.

Step 5: The 50 questionnaire was distributed to 10 undergraduate Universities in Guangxi for try-out. The reliability of the questionnaire was obtained by Conbachs Alpha Coefficient. The reliability is 0.968.

Step 6: The questionnaire was applied to 196 archival administrators of universities in Guangxi.

Data Collection

The data collection for objective 1: to study the current situation of archives information management of universities in Guangxi, as following procedure:

Step 1: The researcher requested requirement letter form the graduate school, Bansomdejchaopraya Rajabhat University for requiring to collect the data from 196 archival administrators of in Universities.

Step 2: The researcher distributed the questionnaire to 196 archival administrators. 196 questionnaires were recovered, with a recovery rate of 100%.

Data Analysis

The data analysis in this research, the researcher analyze the data by package program, as follows:

Step 1: The personal information of the respondents was analyzed by frequency and percentage, classified by gender , age, and education background, Professional title. years of work experience, status, work Unit.

Step 2: The current situation of archives information management of Universities in Guangxi in five following aspects:t: 1) Vision for archives information planning; 2) Construction of Archives information infrastructure; 3) Construction of archives information resources; 4) Construction of archives information talent team; 5) Construction of archives information service platform. The above was analyzed by Mean value and standard deviation.

Phase 2: the objective of this phase is to develop guidelines to improving archives information management of universities in Guangxi.

Key informations

The interviewee

The interviewees in this research was 9 senior archival administrators of universities in Guangxi. The qualifications of interviewees are as follows: 1) the Director of the archives or network department, or a Professor of archival science, 2) at least 10 years of work experience and possessed a wealth of practical or theoretical research experience in archives information management, and 3) graduated with a master's degree or higher.

Research instrument

Structured Interview

The instrument to collect the data for objective two, to develop guidelines for improving archives information management quality of universities in Guangxi, The structured interview designed based on the current situation of archives information management of universities in Guangxi in five following aspects: vision for archives information planning; construction of archives information infrastructure; construction of archives information resources; construction of archives information talent team; and construction of archives information service platform.

Part 1: The personal information of interviewees, classified by interviewee, interviewer, age, years of service, work experience, professional title, workplace, education background, interview time, and interview date.

Part 2: Ask the experts about the issues related to the low scores derived from the questionnaire survey and the questions about developing guidelines for improving archives information management quality of universities in Guangxi, based on five aspects: 1) Vision for Archives Information Planning; 2) Construction of Archives Information Infrastructure; 3) Construction of Archives Information Resources; 4) Construction of Archives Information Talent Team; 5) Construction of Archives Information Service Platform.

Constructing a structured interview process

The construction process of structured interview are as follows:

Step 1: Reviewing and analyzing documents, concepts, theories, and research related to archives information management of universities.

Step 2: Constructing the structured interview about guidelines to develop the current situation of archives information management on five aspects: 1) Vision for Archives Information Planning; 2) Construction of Archives Information Infrastructure; 3) Construction of Archives Information Resources; 4) Construction of Archives Information Talent Team; 5) Construction of Archives Information Service Platform. Then, send the outline of the structured interview to the thesis advisors to review and revise the contents according to the suggestions.

Step 3: Conduct structured interviews with 9 archives information administrators of universities in Guangxi.

Data Collection

The data collection for Objective 2: to develop guidelines for improving archives information management quality of universities in Guangxi, as following procedure:

Step 1: The researcher requested a requirement letter from the Graduate School, Bansomdejchaopraya Rajabhat University for requiring to interview 9 senior archival administrators of universities in Guangxi.

Step 2: The researcher interviews the senior archival administrators one-by-one through an online platform or by face-to-face, depending on the interviewee's convenience.

Step 3: Record and organize the content of structured interviews conducted with 9 senior archival administrators of universities in Guangxi.

Data Analysis

The structured interview about guidelines to improving archives information management of universities in Guangx was analyzed by content analysis.

Phase 3: To evaluate the suitability and feasibility of guidelines to improving archives information management of universities in Guangxi.

Key informations

Experts group

The experts for evaluating the feasibility and adaptability of guidelines to improving archives information management of universities in Guangxi was 11 archives information experts of universities in Guangxi. The qualifications of the experts are as follows: 1) a minimum of 10 years of experience in archival work, 2) extensive practical experience in archives information management, 3) a master's degree or higher in a relevant field, and 4) possession of a senior professional title.

Research Instruments

Evaluation form

The instrument to collect the data for objective three, to evaluate the suitability and feasibility of Guidelines to improving archives information management of universities in Guangxi. The evaluation form designed based on Guidelines to improving archives information management of universities in Guangxi in five following aspects: 1) Vision for archives information planning; 2) Construction of Archives information infrastructure; 3) Construction of archives information resources; 4) Construction of archives information talent team; 5) Construction of archives information service platform. The evaluation form provide into two parts:

Part 1: The personal information of interviewees, classified by gender, age, education background, professional title level, years of work experience, status, work Unit.

Part 2: The evaluation form about the Guidelines to improving archives information management of universities in Guangxi. The criteria for data interpretation based on a five-point Likerts scale, as follows:

5 refers to the suitability and feasibility of the guideline at the highest level

4 refers to the suitability and feasibility of the guideline at a high level

3 refers to the suitability and feasibility of the guideline at a medium level

2 refers to the suitability and feasibility of the guideline at a low level

1 refers to the suitability and feasibility of the guideline at the lowest level

The data interpretation for average value is based on Rensis Likert (1932).

The data interpretation is as follows:

4.50 – 5.00 refers to the highest level

3.50 – 4.49 refers to high level

2.50 – 3.49 refers to medium level

1.50 – 2.49 refers to low level

1.00 – 1.49 refers to the lowest level

Constructing a evaluation form process

The construction process of evaluation form are as follows:

Step 1: Constructing the evaluation form about Guidelines to improving archives information management of universities in Guangxi.

Step 2: The evaluation form was applied to 11 archives information administrators who is a expert in the field of archives information of universities in Guangxi.

Data Collection

The data collection for objective 3: to evaluate the Guidelines to improving archives information management of universities in Guangxi, as following procedure:

Step 1: The researcher requested requirement letter form the graduate school, Bansomdejchaopraya Rajabhat University for requiring to invite the expert to evaluate the guidelines.

Step 2: The researchers distributed the evaluation form to the archives information administrators who is a expert in the field of archives information of universities in Guangxi. A total of 11 evaluation forms were included.

Data Analysis

The data analysis in this research, the researcher analyzes the data by package program, as follows: The evaluation of the suitability and feasibility of the guidelines to of archives information management of universities in Guangxi is analyzed by Mean and standard deviation.

Chapter 4

Data Analysis Results

This research was to study guidelines to Improving archives information management of universities in Guangxi. The objectives of this research were: 1) To study the current situation of archives information management of universities in Guangxi. 2) To develop guidelines to improving archives information management of universities in Guangxi. 3) To evaluate the suitability and feasibility of guidelines to improving the archives information management of universities in Guangxi .The data analysis result can be presented as follows:

1. Symbol and abbreviations
2. Presentation of data analysis
3. Results of data analysis

The details are as follows.

Symbol and Abbreviations

- N refers to Population
n refers to Sample group
 \bar{X} refers to Mean
S.D. refers to Standard deviation

Presentation of Data Analysis

Part 1: The analysis results of the personal information of the respondents, classified by gender, age, education background, professional title, years of work experience, status, unit. The researcher presented the data by frequency and percentage.

Part 2: The analysis results of the current situation of archives information management of universities in Guangxi, in five following aspects : 1) Vision for archives information planning, 2) Construction of Archives information infrastructure, 3) Construction of archives information resources, 4) Construction of archives information talent team,

5) Construction of archives information service platform. The researcher presented the data by Mean and standard deviation.

Part 3: The analysis results of interview data about guidelines to Improving archives information management of universities in Guangxi.

Part 4: The analysis results of the evaluation of the suitability and feasibility of guidelines to Improving archives information management of universities in Guangxi. The researcher presented the data by Mean and standard deviation.

Results of Data Analysis

The researcher analyzed the data in four parts as follows:

Part 1: The analysis results of the personal information of the respondents, classified by gender, age, education background, professional title level, years of work experience, status, Work Unit. The researcher presented the data by frequency and percentage.

Table 4.1 Personal information of the survey respondents

(n=196)			
	Personal Information	Frequency	Percentage
Gender	Male	143	72.96
	Female	53	27.04
	Total	196	100
Age	Under 30 years old	44	22.45
	31-45 years old	99	50.51
	Over 46 years old	53	27.04
	Total	196	100
Educational background	Bachelor's degree and below	42	21.41
	Graduate class	75	38.27
	Master's degree	77	39.29
	Doctor's degree	2	10.02
	Total	196	100

Table 4.1 (Continued)

		(n=196)	
	Personal Information	Frequency	Percentage
Professional title	primary title	18	9.18
	medium professional title	83	42.35
	Deputy senior title	60	30.61
	Senior title	35	17.86
	Total	196	100
years of work experience	under 5 years	9	4.59
	6-10 years	54	27.55
	11-15years	53	27.04
	16-20years	51	26.02
	20 years and above	29	14.80
	Total	196	100
status	Full-time archivist	67	34.18
	archives department leader	17	8.67
	Part-time archivist	78	39.80
	Information technology	34	17.35
	Total	196	100
Work Unit	Guangxi University	25	12.76
	Guangxi University of Science and Technology	20	10.20
	Guilin University of Electronic Science and Technology	22	11.22
	Guilin University of Technology	21	10.71
	Guangxi Medical University	17	8.67
	Guangxi University of Traditional Chinese Medicine	15	7.65

Table 4.1 (Continued)

(n=196)

Personal Information	Frequency	Percentage
Guangxi Normal University	23	11.73
Nanning Normal University	20	10.20
Guangxi University for Nationalities	17	8.67
Beibu Gulf University	16	8.16
Total	196	100

According to Table 4.1, it was found that In terms of gender distribution, most of the samples were "female", with a proportion of 72.96%. In terms of age, the sample was relatively large at "31-45 years old", with a proportion of 50.51%. In terms of professional titles, there were relatively many "intermediate-level" types in the sample, with a proportion of 42.35%. And the proportion of the minor advanced sample was 30.61%.27.55% of the sample would select "6-10 years". From the highest education, there were more "master students" in the sample, with a proportion of 39.29%. And 38.27% of the sample were graduate students. In terms of identity, there were relatively many "part-time archivists in secondary school departments" in the sample, accounting for 39.80%. And the proportion of full-time archivists in the school archives department is 34.18%. From the perspective of schools, "Guangxi University" was relatively large in the sample, with a proportion of 12.76%.

Part 2: The analysis results of the current situation of archives information management of universities in Guangxi. The researcher presented the data by Mean and standard deviation.

Table 4.2 Mean and standard deviation of current situation of archives information management in five aspects

(n=196)

Archives information management of universities in Guangxi		\bar{X}	S.D.	Level	Order
1	Vision for archives information planning	3.09	0.84	medium	1
2	Construction of archives information infrastructure	2.69	0.82	medium	3
3	Construction of archives information resources	2.77	0.96	medium	2
4	Construction of archives information talent team	2.49	0.82	low	4
5	Construction of archives information service platform	2.45	0.77	low	5
Total		2.70	0.84	medium	

According to table 4.2, it were found that current situation of archives information management of universities in Guangxi. in five aspects was at a Medium level ($\bar{X} = 2.70$). Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was Vision for archives information planning ($\bar{X} = 3.09$), followed by Construction of archives information resources ($\bar{X} = 2.77$), Construction of archives information service platform was the lowest mean ($\bar{X} = 2.45$).

Table 4.3 The mean and standard deviation of the current situation of archives information management of universities in Guangxi in vision for archives information planning.

(n=196)

	Vision for archives information planning	\bar{X}	S.D.	Level	Order
1	The five-year plan for archives information is scientific and forward-looking	3.21	0.83	medium	5
2	The annual plan of archives information is specific and has clear stage goals	3.13	0.95	medium	6
3	The implementation strategy of archives information planning can be effectively implemented and with high efficiency	3.51	0.90	high	4
4	The leadership attaches great importance to the construction of archives information and carries out the resource tilt	2.11	1.11	low	10
5	The archives information construction plan formulated by the school is comprehensive	2.95	0.84	medium	7
6	Special funds for archives information work is sufficient	2.41	0.91	low	9
7	Archives information planning and implementation until the relevant departments of the strong cooperation	3.63	0.62	high	2
8	Archives information management promotes the development of school work	3.70	0.91	high	1
9	The planning and implementation prospects of archives information are optimistic	3.57	0.72	high	3
10	The construction of archives information is in a leading position among the universities in Guangxi	2.68	0.63	medium	8
Total		3.09	0.84	medium	

According to Table 4.3, it were found that the current situation of archives information management in vision for archives information planning was at a medium level($\bar{X} = 3.09$). Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was Archives information management promotes the development of school work ($\bar{X} = 3.70$), followed by Archives information planning and implementation until the relevant departments of the strong cooperation ($\bar{X} = 3.63$), The leadership attaches great importance to the construction of archives information and carries out the resource tilt was the lowest mean ($\bar{X} = 2.11$).

Table 4.4 Mean and standard deviation of the current situation of archives information management of universities in Guangxi in construction of archives information infrastructure.

(n=196)

Construction of archives information infrastructure		\bar{X}	S.D.	Level	Order
1	The archives department has sufficient daily office equipment	3.20	0.93	medium	4
2	The archives department has sufficient archives digitization equipment	2.89	0.59	medium	5
3	The archives department has sufficient archival information storage equipment	2.69	0.62	medium	6
4	The performance of archives information equipment is highly efficient	2.05	1.03	low	9
5	Information equipment has been regularly maintained and upgraded	1.92	0.71	low	11
6	The capital investment in the construction of archives information infrastructure is sufficient	2.01	0.71	low	10
7	The internal LAN is established and can connect with the external campus network	2.64	1.10	medium	7
8	A special archive portal website has been established, and the portal website has more visits	3.29	0.98	medium	3
9	The information content on the archive website is rich and varied	3.45	0.79	medium	1
10	Archives websites can provide online archives utilization services	3.38	0.90	medium	2
11	The archives website is rich in archival information resources	2.05	0.68	low	8
Total		2.69	0.82	medium	

According to table 4.4, it were found that the current situation of archives information management in construction of archives information infrastructure was at a medium level ($\bar{X} = 2.69$). Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was The information content on the archive website is rich and varied ($\bar{X} = 3.45$), followed by Archives websites can provide online archives utilization services ($\bar{X} = 3.38$), The capital investment in the construction of archives information infrastructure is sufficient was the lowest mean ($\bar{X} = 2.01$).

Table 4.5 Mean and standard deviation of the current situation archives information management of universities in Guangxi in construction of archives information resource.

(n=196)

Construction of archives information resource		\bar{X}	S.D.	Level	Order
1	The collection of electronic information resources are rich	2.57	0.76	medium	5
2	The rate of electronic documents collected into the archives reaches 100%	2.71	0.77	medium	4
3	The rate of electronic documents collected into the archives reaches 100%	2.46	0.58	low	6
4	The rate of multimedia documents collected into the archives reaches 100%	2.46	0.76	low	6
5	The digitization rate of folder list catalogue reaches 100%	4.50	0.60	highest	2
6	The digitization rate of file list reaches 100%	4.62	3.65	highest	1
7	The digitization rate of document paper archives reaches 100%	1.75	0.73	low	10
8	The digitization rate of photo paper archives reaches 100%	3.50	0.68	high	3
9	The digitization rate of science and technology paper archives reaches 100%	1.57	0.61	low	11
10	The digitization rate of traditional recording and video archives reaches 100%	2.14	0.70	low	9
11	The digitization rate of physical archives reaches 100%	2.20	0.68	low	8
Total		2.77	0.96	medium	

According to Table 4.5, it were found that the current situation of archives information management in construction of archives information resource was at a medium level ($\bar{X}=2.77$). Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was the proportion of file level directory reaches 100% ($\bar{X}=4.62$), followed by the digitization rate of folder list catalogue reaches 100% ($\bar{X}=4.50$), The digitization rate of science and technology paper archives reaches 100% was the lowest mean ($\bar{X}=1.57$).

Table 4.6 Mean and standard deviation of the current situation of archives information management of universities in Guangxi in construction of archives information talent team.

(n=196)

Construction of archives information talent team		\bar{X}	S.D.	Level	Order
1	The number of archives information personnel is very sufficient	2.13	0.60	low	10
2	The age structure of information staff is very reasonable	2.06	0.68	low	12
3	The professional background of archives information personnel meets the requirements of information	2.30	0.72	low	8
4	The leadership of the archives department attaches great importance to the construction of archives information talents	2.92	0.94	medium	2
5	Archive information personnel working attitude is very positive	2.63	0.77	medium	5
6	The working atmosphere of the archival information personnel team is very good	2.53	1.51	medium	6
7	Archival information personnel information professional ability is very high	2.35	0.55	low	7
8	Information training is very sufficient	2.76	0.94	medium	3
9	The information training content is very rich and reasonable	3.17	0.88	medium	1
10	Information training has achieved very good results	2.65	0.98	medium	4

Table 4.6 (Continued)

(n=196)

Construction of archives information talent team		\bar{X}	S.D.	Level	Order
11	Archive information personnel independent learning ability is very strong	2.24	0.62	low	9
12	The information technology talent reserve is very sufficient	2.11	0.61	low	11
Total		2.49	0.82	low	

According to Table 4.6, it were found that the current situation of archives information management in construction of archives information talent team was at a medium level ($\bar{X}=2.49$). Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was The information training content is very rich and reasonable ($\bar{X}=3.17$), followed by The leadership of the archives department attaches great importance to the construction of archives information talents ($\bar{X}=2.92$), The information technology talent reserve is very sufficient was the lowest mean ($\bar{X}=2.11$).

Table 4.7 Mean and standard deviation of the current situation of archives information management of universities in Guangxi in construction of archives information service platform.

(n=196)

Construction of archives information service platform		\bar{X}	S.D.	Level	Order
1	Leaders of the archives department attach great importance to the construction of the archives information service platform	2.76	0.73	medium	3
2	The file management system has complete functions	2.25	0.72	low	9
3	The connection degree of the school business system and the file information management system and the connection is high	2.40	0.83	low	6
4	Archives management system directory management function is strong	3.69	0.69	high	1
5	The file management system full-text management function is strong	2.35	0.82	low	7
6	The archives management system online open and utilization function is strong	2.31	0.69	low	8
7	The file management system of automatic statistics and editing and research function is strong	2.52	0.69	medium	4
8	The file management system has electronic file management function and high use degree	2.04	0.83	low	10

Table 4.7 (Continued)

		(n=196)			
Construction of archives information service platform		\bar{X}	S.D.	Level	Order
9	The file management system has a strong storage function	3.41	0.96	medium	2
10	The new generation of information technology is highly applied in the archives service platform	1.78	0.69	low	13
11	Archival information service platform is incorporated into the campus information construction	1.95	0.69	low	12
12	The archival information service platform has been upgraded more rapidly	1.97	0.86	low	11
13	Teachers and students are highly satisfied with the archival information service platform	2.47	0.80	low	5
Total		2.45	0.77	low	

According to table 4.7, it were found that the current situation of archives information management in construction of archives information service platform was at a medium level ($\bar{X} = 2.45$). Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was Archives management system directory ($\bar{X} = 3.69$), followed by The file management system has a strong storage function ($\bar{X} = 3.41$). The new generation of information technology is highly applied in the archives service platform was the lowest mean ($\bar{X} = 1.78$).

Part 3: The analysis results of interview data about guidelines to Improving archives information management of universities in Guangxi.

Table 4.8 Personal information of the interviewee

Interviewee	Personal information	Interview Date	Interview time
Interviewee 1	Education: Doctors degree	April 21 st , 2024	9:30 am GMT +8 40 minutes
	Position: Director of network information Department		
	Work experience: 14 years		
Interviewee 2	Education: Doctors degree	April 21 st , 2024	10:40 am GMT +8 35 minutes
	Position: Professor of archival science		
	Work experience: 16 years		
Interviewee 3	Education: Doctors degree	April 21 st , 2024	13:00 pm GMT +8 40 minutes
	Position: Professor of archival science		
	Work experience: 14 years		
Interviewee 4	Education: Doctor's degree	April 21 st , 2024	14:30 pm GMT +8 40 minutes
	Position: Professor of archival science		
	Work experience: 20 years		
Interviewee 5	Education: Master's degree	April 21 st , 2024	16:00 pm GMT +8 45 minutes
	Position: Director of archive		
	Work experience: 18 years		
Interviewee 6	Education: Master's degree	April 22 st , 2024	9:30 am GMT +8 45 minutes
	Position: Director of archive		
	Work experience: 16 years		
Interviewee 7	Education: Master's degree	April 22 st , 2024	10:40 am GMT +8 40 minutes
	Position: Director of archive		
	Work experience: 19 years		

Table 4.8 (Continued)

Interviewee	Personal information	Interview Date	Interview time
Interviewee 8	Education: Master's degree	April 22 st , 2024	13:00 pm GMT
	Position: Director of archive		+8
	Work experience: 19 years		40 minutes
Interviewee 9	Education: Master's degree	April 22 st , 2024	14:30 pm GMT
	Position: Director of archive		+8
	Work experience: 23 years		45 minutes

According to table Table 4.8, it was found that there are 9 archives information administrators, including one Director of network information Department, three archives professors, five Directors of archive, they are working more than 14 years, with a master's degree or above, The interviews were conducted from 21 to 24 April 2024, each lasting approximately 40 minutes.

Table 4.9 Guidelines to Improving archives information management of universities in Guangxi.

Guidelines	How to	
Vision for archives information planning	1	Strengthen the investment of funds
	2	The upper leadership paid more attention to it
	3	Clear planning objectives, improve the rationality of the planning
Construction of archives information infrastructure	1	Strengthen the hardware fund guarantee
	2	Strengthen the maintenance and upgrade of the basic hardware
	3	Optimize the hardware facility performance
	4	Improve the network archives resources
	5	Strengthen the digital equipment
Construction of archives information resources	1	Increase the proportion of digitalization of paper files
	2	Strengthen the audio and video recording format conversion
	3	Optimize the collection of electronic resources
	4	Strengthen the electronic file archiving work
	5	Improve the quality of digital resources
Construction of archives information talent team	1	Increase the number of archives information personnel
	2	Strengthen the introduction of information professionals
	3	Strengthen information technology training
	4	Strengthen the reserve of information-based talents
	5	optimize the age structure of information-based talents

Table 4.9 (Continued)

Guidelines	How to	
Construction of archives information service platform	1	Strengthen the use of new information technology
	2	Improve the performance of the service platform
	3	Strengthen the full-text management function
	4	Improve the development of online utilization platforms
	5	Integrate into the campus information construction

According to table 4.8, it was found that the Guidelines to improving archives information management of universities in Guangxi have five aspects, which contain 23 measures. There are 3 measures to support the improvement of Vision for archives information planning, 5 measures to support the improvement of Construction of Archives information infrastructure, 5 measures to support the improvement of Construction of archives information resources, 5 measures to support the improvement of Construction of archives information talent team, and 5 measures to support the improvement of Construction of archives information service platform.

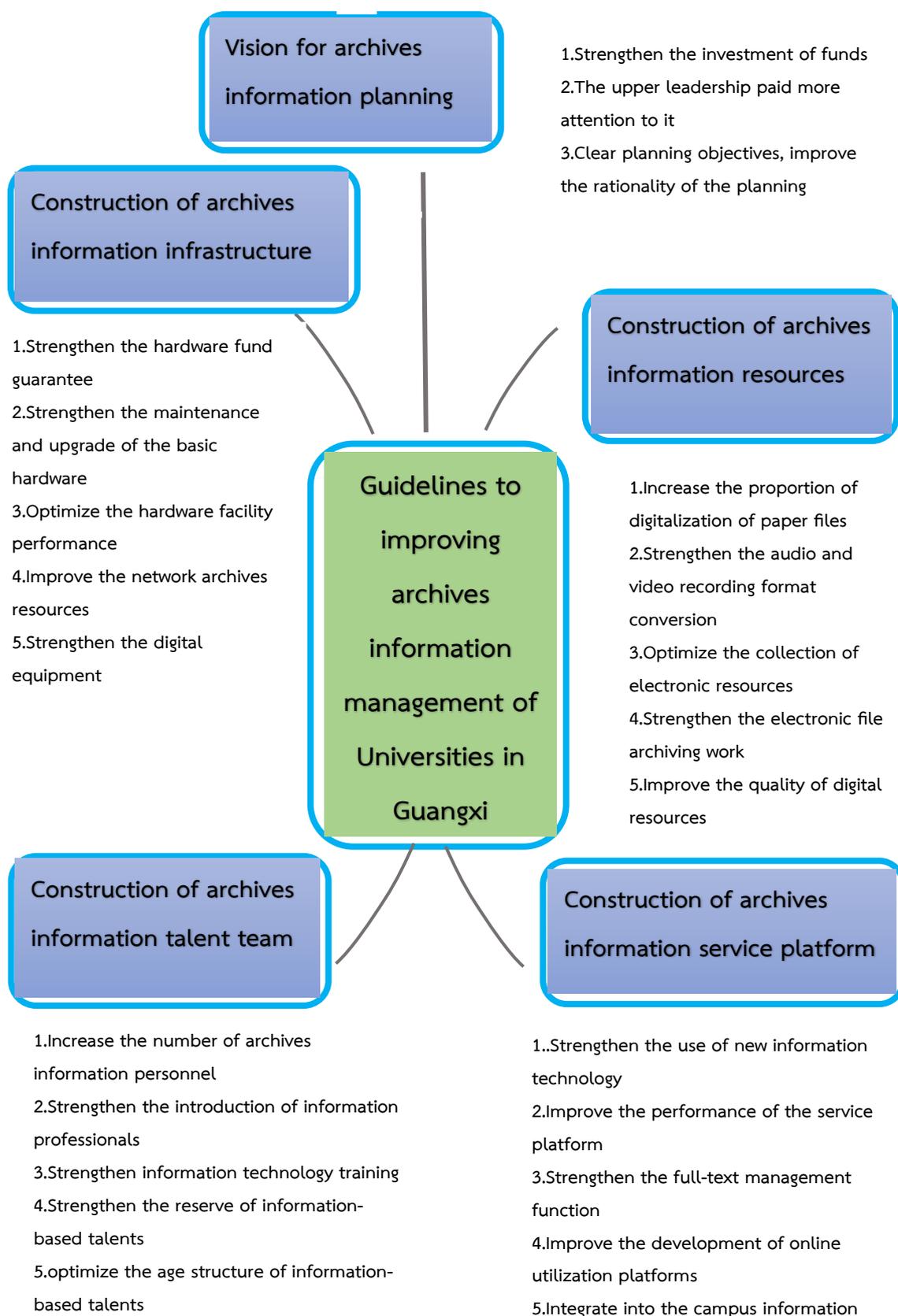


Figure 4.1 Guidelines to Improving archives information management of universities in Guangxi.

Part 4: The analysis results of the evaluation of the suitability and feasibility of Guidelines to improving archives information management of Universities in Guangxi. The researcher presented the data by Mean and standard deviation.

Table 4.10 Mean and standard deviation of the suitability and feasibility of Guidelines to improving archives information management of Universities in Guangxi. (N = 11)

Guidelines to improving archives information management of Universities in Guangxi		Suitability			Feasibility		
		\bar{X}	S.D.	Level	\bar{X}	S.D.	Level
1	Vision for archives information planning	4.61	0.57	highest	4.58	0.63	4.61
2	construction of archives information infrastructure	4.77	0.44	highest	4.66	0.63	4.77
3	Construction of archives information resources	4.53	0.70	highest	4.49	0.76	4.53
4	Construction of archives information talent team	4.82	0.42	highest	4.78	0.54	4.82
5	Construction of archives information service platform	4.75	0.49	highest	4.71	0.58	4.75
Total		4.69	0.52	highest	4.64	0.63	4.69

According to Table 4.10, found that the suitability and feasibility of guidelines to improving archives information management of universities in Guangxi were at the high level with values between 4.00 and 5.00, which means guidelines to improving archives information management of universities in Guangxi is suitability and feasibility.

Table 4.11 Mean and standard deviation of the suitability and feasibility of guidelines in Vision for archives information planning.

(N = 11)

Guidelines to improving archives information management of Universities in Guangxi		Suitability			Feasibility		
		\bar{X}	S.D.	Level	\bar{X}	S.D.	Level
Vision for archives information planning							
1	Strengthen the investment of funds	4.55	0.688	highest	4.55	0.69	highest
2	The upper leadership paid more attention to it	4.64	0.505	highest	4.55	0.69	highest
3	Make the planning more scientific	4.64	0.505	highest	4.64	0.51	highest
Total		4.61	0.57	highest	4.58	0.63	highest

According to Table 4.11, it was found that the suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Vision for archives information planning were at the highest level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Vision for archives information planning is suitability and feasibility.

Table 4.12 Mean and standard deviation of the suitability and feasibility of guidelines in construction of archives information infrastructure

(N = 11)

Guidelines to improving archives information management of Universities in Guangxi		Suitability			Feasibility		
		\bar{X}	S.D.	Level	\bar{X}	S.D.	Level
Construction of Archives information infrastructure							
1	Strengthen the hardware fund guarantee	4.82	0.41	highest	4.64	0.67	highest
2	Strengthen the maintenance and upgrade of the basic hardware	4.82	0.41	highest	4.55	0.93	highest
3	Optimize the hardware facility performance	4.64	0.51	highest	4.55	0.69	highest
4	Improve the network archives resources	4.73	0.46	highest	4.73	0.47	highest
5	Strengthen the digital equipment	4.82	0.40	highest	4.82	0.41	highest
Total		4.77	0.44	highest	4.66	0.63	highest

According to Table 4.12, it was found that the suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Construction of Archives information infrastructure were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in construction of archives information infrastructure is suitability and feasibility.

Table 4.13 Mean and standard deviation of the suitability and feasibility of guidelines in Construction of archives information resources.

(N = 11)

Guidelines to improving archives information management of Universities in Guangxi		Suitability			Feasibility		
		\bar{X}	S.D.	Level	\bar{X}	S.D.	Level
Construction of archives information resources							
1	Increase the proportion of digitalization of paper files	4.64	0.67	highest	4.64	0.67	highest
2	Strengthen the audio and video recording format conversion	4.64	0.51	highest	4.55	0.69	highest
3	Optimize the collection of electronic resources	4.36	0.92	high	4.36	0.92	high
4	Strengthen the electronic file archiving work	4.55	0.69	highest	4.45	0.82	high
5	Improve the quality of digital resources	4.45	0.69	high	4.45	0.69	high
Total		4.53	0.70	highest	4.49	0.76	high

According to Table 4.13, found that the suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information resources were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information resources is suitability and feasibility.

Table 4.14 Mean and standard deviation of the suitability and feasibility of guidelines in Construction of archives information talent team.

(N = 11)

Guidelines to improving archives information management of Universities in Guangxi	Suitability			Feasibility		
	\bar{X}	S.D.	Level	\bar{X}	S.D.	Level
Construction of archives information talent team						
1 Increase the number of archives information personnel	4.82	0.41	highest	4.82	0.41	highest
2 Strengthen the introduction of information professionals	4.73	0.64	highest	4.73	0.65	highest
3 Strengthen information technology training	4.82	0.41	highest	4.82	0.41	highest
4 Strengthen the reserve of information-based talents	4.73	0.64	highest	4.73	0.65	highest
5 optimize the age structure of information-based talents	5	0	highest	4.82	0.60	highest
Total	4.82	0.42	highest	4.78	0.54	highest

According to Table 4.14, found that the suitability and feasibility of Guidelines to Improving archives information management of universities in Guanxi in construction of archives information talent team were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information talent team is suitability and feasibility.

Table 4.15 Mean and standard deviation of the suitability and feasibility of guidelines in Construction of archives information service platform.

(N = 11)

Guidelines to improving archives information management of universities in Guangxi	Suitability			Feasibility		
	\bar{X}	S.D.	Level	\bar{X}	S.D.	Level
Construction of archives information service platform						
1 Strengthen the use of new information technology	4.73	0.46	highest	4.73	0.47	highest
2 Improve the performance of the service platform	4.73	0.46	highest	4.73	0.47	highest
3 Strengthen the full-text management function	4.82	0.41	highest	4.73	0.65	highest
4 Improve the development of online utilization platforms	4.73	0.64	highest	4.73	0.65	highest
5 Integrate into the campus information construction	4.73	0.47	highest	4.64	0.67	highest
Total	4.75	0.49	highest	4.71	0.58	highest

According to Table 4.15, found that the suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information service platform were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information service platform team is suitability and feasibility.

Chapter 5

Conclusion Discussion and Recommendations

The objectives of the present research include The objectives of this research were: 1) To study the current situation of archives information management of universities in Guangxi. 2) To develop guidelines to improving archives information management of universities in Guangxi. 3) To evaluate the suitability and feasibility of guidelines to improving the archives information management of universities in Guangxi .

The details are as follows.

Conclusion

The research in Guidelines to Improving archives information management of universities in Guangxi. The researcher summarizes the conclusion into three parts, details as follows:

Part 1: The current situation of archives information management of universities in Guangxi.

Part 2: Guidelines to improving archives information management of universities in Guangxi.

Part 3: The suitability and feasibility of guidelines to improving the archives information management of universities in Guangxi .

Part 1: The current situation of archives information management of universities in Guangxi.

The current situation of archives information management of universities in Guangxi was at a Medium level. Considering the results of this research in five aspects ranged from the highest to the lowest mean were as follows: the highest mean was Vision for archives information planning, followed by Construction of archives information resources, Construction of archives information infrastructure, Construction of archives Information talent team , and lastly, Construction of archives Information service platform was the lowest mean.

Vision for archives information planning

The current situation of archives information management in Vision for archives information planning was at a medium level. Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was "Archives information management promotes the development of school work" , followed by "Archives information planning and implementation until the relevant departments of the strong cooperation", then, "the planning and implementation prospects of archives information are optimistic", and "the implementation strategy of archives information planning can be effectively implemented and with high efficiency" , The leadership attaches great importance to the construction of archives information and carries out the resource tilt was the lowest mean.

Construction of Archives information infrastructure

The current situation of archives information management in Construction of archives information infrastructure was at a medium level . Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was "The information content on the archive website is rich and varied" , followed by "Archives websites can provide online archives utilization services", then, "A special archive portal website has been established, and the portal website has more visits", and "The archives department has sufficient daily office equipment" , "The capital investment in the construction of archives information infrastructure is sufficient" was the lowest mean.

Construction of archives information resources

The current situation of archives information management in "Construction of archives information resource" was at a medium level. Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: The digitization rate of folder list catalogue reaches 100% , followed by "the digitization rate of folder list catalogue reaches 100%", then, "The digitization rate of photo paper archives reaches 100%" , and "The rate of electronic documents collected into the archives reaches 100%" The lowest mean was "The digitization rate of science and technology paper archives reaches 100%".

Construction of archives information talent team

The current situation of archives information management in "Construction of archives information talent team" was at a medium level. Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: "The information training content is very rich and reasonable" , followed by "The leadership of the archives department attaches great importance to the construction of archives information talents" , then, Information training is very sufficient and Information training has achieved very good results. The information technology talent reserve is very sufficient"was the lowest mean .

Construction of archives information service platform

The current situation of archives information management in Construction of archives information service platform was at a medium level . Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was Archives management system directory management function is strong, followed by The file management system has a strong storage function then, The new generation of information technology is highly applied in the archives service platform was the lowest mean.

Part 2: guidelines to improving archives information management of universities in Guangxi.

The Guidelines to improving archives information management of universities in Guangxi have five aspects, which contain 23 measures. There are 3 measures to support the improvement of Vision for archives information planning, 5 measures to support the improvement of Construction of Archives information infrastructure, 5 measures to support the improvement of Construction of archives information resources, 5 measures to support the improvement of Construction of archives information talent team, and 5 measures to support the improvement of Construction of archives information service platform.

Vision for archives information planning, consisted of 3 measures: 1) Strengthen the investment of funds, 2) The upper leadership paid more attention to it, 3) Clear planning objectives, improve the rationality of the planning.

Construction of Archives information infrastructure consisted of 5 measures: 1) Strengthen the hardware fund guarantee, 2) Strengthen the maintenance and upgrade of the basic hardware, 3) Optimize the hardware facility performance, 4) Improve the network archives resources, 5) Strengthen the digital equipment.

Construction of archives information resources consisted of 5 measures: 1) Increase the proportion of digitization of paper files, 2) Strengthen the audio and video recording format conversion, 3) Optimize the collection of electronic resources, 4) Strengthen the electronic file archiving work, 5) Improve the quality of digital resources.

Construction of archives information talent team consisted of 5 measures: 1) Increase the number of archives information personnel, 2) Strengthen the introduction of information professionals, 3) Strengthen information technology training, 4) Strengthen the reserve of information-based talents, 5) optimize the age structure of information-based talents.

Construction of archives information service platform consisted of 5 measures: 1) Strengthen the use of new information technology, 2) Improve the performance of the service platform, 3) Strengthen the full-text management function, 4) Improve the development of online utilization platforms, 5) Integrate into the campus information construction.

Part 3: The suitability and feasibility of guidelines to improving the archives information management of universities in Guangxi.

According to The resulting guidelines, for a third study, the researchers invited experts to evaluate the suitability and feasibility of Guidelines to improving improve the archives information management of universities in Guangxi . overall Analysis The average feasibility score and suitability score across all guidelines are consistently high, indicating that these initiatives are highly suitability and feasibility. The strong ratings across all categories suggest that implementing these guidelines will effectively enhance the Guangxi universities Construction of Archives information, including Vision, infrastructure, archives information resources, talent team, service platform. Conclusion The data analysis demonstrates that the guidelines for Archives information management- are highly feasible and suitable for implementation. These initiatives are

suitability, achievable, and highly relevant for improving archives management level, School information technology construction-school information technology construction, Administrative work efficiency of universities in Guangxi.

Vision for archives information planning

The suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Vision for archives information planning were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Vision for archives information planning is suitability and feasibility.

Construction of Archives information infrastructure

The suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information infrastructure were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in construction of archives information infrastructure is suitability and feasibility.

Construction of archives information resources

The suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information resources were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Archives information Construction of archives information resources is suitability and feasibility.

Construction of archives information talent team

The suitability and feasibility of Guidelines to Improving archives information management of universities in Construction of archives information talent team were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information talent team is suitability and feasibility.

Construction of archives information service platform

The suitability and feasibility of Guidelines to Improving archives information management of universities in Construction of archives information service platform were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information service platform team is suitability and feasibility.

Discussion

The research in Guidelines to Improving archives information management of universities. The researcher summarizes the discussion into three parts, details as follows:

Part 1: The current situation of archives information management of universities in Guangxi.

Part 2: Guidelines to improving archives information management of universities in Guangxi.

Part 3: The suitability and feasibility of guidelines to improving the archives information management of universities in Guangxi.

Part 1: The current situation of archives information management of universities in Guangxi.

The current situation of archives information management of universities in Guangxi was at a Medium level . Considering the results of this research five aspects ranged from the highest to the lowest mean were as follows: the highest mean was Vision for archives information planning, followed by Construction of archives information resources, Construction of Archives information infrastructure, Archives Information Talent Team Construction, and lastly, Archives Information Service Platform Construction was the lowest mean.

Because among the five variables, the construction of archives information talent teams and construction of archives service platforms lags behind The average levels of the five dimensions, and The other three variables are at a medium level. So the overall level is in the medium. This result is in agreement with some scholars, Xiao Yonghong (2018, p.88) concluded that the overall level of university archives

informatization is general, the basic conditions are poor, the start is late, the development is slow, the shortage of talents, immature technology and the development of archives information management system is slow; the managers of some universities are backward, realize the importance of archives information construction, and the disposable funds are limited. It can be seen that the informatization level of university archives in Hunan province, compared with Guangxi region, presents a roughly similar development trend. besides, Long Lixu, Tong ZhuangHui (2022, p.71) in the research of 13 undergraduate universities in Hunan province archives website, think "archives information infrastructure, network technology construction, resource construction, management level and service function of the current development is slow, all need to improve, to achieve the purpose of meet the demand of school teachers and students" This shows that the current level of university archives informatization in Hunan and Guangxi is comparable. Guan Xie (2009, p.147) believes that the current situation of archives informatization of universities in Guangxi is not high, and there are problems of insufficient hardware equipment, low computer level of archival staff, and most universities do not incorporate archives informatization into the overall planning of schools. This is the study on the informatization of university archives in Guangxi 15 years ago. It can be seen that some problems existing 15 years ago still exist today, so it can be seen that the current situation of the informatization of university archives in Guangxi is developing slowly. Tan Bangzhu (2018, p.92) believes that the Chinese university archives informatization is in the initial stage, has made certain achievements, there are also many problems, schools need to pay attention to and take measures to improve. The articles of these three experts support the findings of this study. Therefore, according to the research results, the informatization management of archives of universities in Guangxi is in a medium level, in line with the current reality, and there is room for further improvement.

Vision for archives information planning

The current situation of archives information management in Vision for archives information planning was at a medium level. Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was Archives information management promotes the development of school work" , followed by Archives information planning and implementation until the relevant departments of the strong cooperation, then, the planning and implementation prospects of archives information are optimistic, and the implementation strategy of archives information planning can be effectively implemented and with high efficiency, The leadership attaches great importance to the construction of archives information and carries out the resource tilt" was the lowest mean.

"Vision for archives information planning" is at a medium level, This is because of the leaders' attention to archives information construction and the investment of resources and funds are relatively low. This reason is also recognized by experts, Archives management expert Zheng Jinyue (2020, p.35) consider that "The most critical thing is that the leaders did not pay enough attention and did not tilt resources. This is the main reason for the low level of university archives information, Archives informatization planning should be closely integrated with the school development strategy, and at the same time, it must be forward-looking to cope with possible technological changes and changes in demand in the future." Xue Sixin, the president of a well-known domestic university (2020, p.76) said "Leaders' attention and support are important guarantees for archives informatization construction. Only when the leadership fully recognizes the importance of archives informatization can the effective investment of resources be ensured." Therefore, although universities in Guangxi have achieved certain results in archives informatization planning, there are still problems such as insufficient scientific planning, poor execution of annual plans, and insufficient resource investment.

Construction of Archives information infrastructure

The current situation of archives information management in Construction of Archives information infrastructure was at a medium level . Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was "The information content on the archive website is rich and varied" , followed by "Archives websites can provide online archives utilization services" , then, "A special archive portal website has been established, and the portal website has more visits", and "The archives department has sufficient daily office equipment", "The capital investment in the construction of archives information infrastructure is sufficient"was the lowest mean.

The construction of archives information infrastructure is at a medium level, mainly due to the following: "Information equipment has been regularly maintained and upgraded, " "The capital investment in the construction of archives information infrastructure is sufficient, " "The performance of archives information equipment is highly efficient, " and "The archives website is rich in archival information resources." All four dimensions showed a low-level state, while the remaining indicators remained at a medium level. Considering the performance of these two aspects comprehensively, the overall situation can be assessed as medium. This result significantly reveals that the progress of various work in the construction of archives information infrastructure in universities is lagging behind. It is worth noting that this kind of phenomenon has also been verified and reflected in the research conclusions of many experts. Cui Fangfang & Hao Jing (2023, p.207) emphasized that "At present, the construction of archives website and the level of digital equipment are still insufficient. Therefore, archival informatization should expand beyond websites to deeper levels and wider fields. University archives departments should actively explore information resource opening mechanisms while ensuring confidentiality. Colleges and universities should increase investment in digital equipment to improve storage capacity and performance, ensuring smooth archive digitization."

Besides, Sha Min and Zhang Chen (2017, p.124) believe that the current infrastructure of university archives management information construction is not perfect. The perfect construction of university archives information cannot be

separated from computer equipment, network communication equipment, data transmission equipment, and other basic hardware facilities. Currently, many universities, due to the lack of archives management information construction funds, coupled with the lack of scientific archives information management method, lead to the archives of information management construction infrastructure being weak, lacking the necessary support for archives management information, which seriously affects the process of the archives management information construction. Sun Qing (2020, p.81) pointed out that at the present stage, some universities have not yet built a complete infrastructure system in the process of promoting the informatization of archives management. At the same time, Meng Na (2020, p.32) also thinks that the double first-class universities in Hunan province have a certain material basis in the hardware facilities; however, the number of computers is still very sufficient, but other digital facilities are slightly insufficient. Therefore, the current level of construction of archives information infrastructure is backward. In order to change this situation, universities should increase the investment in the construction of archives information infrastructure.

Construction of archives information resources

The current situation of archives information management in Construction of archives information resource was at a medium level. Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was The digitization rate of folder list catalogue reaches 100% , followed by the digitization rate of folder list catalogue reaches 100%, The digitization rate of science and technology paper archives reaches 100% was the lowest mean.

This result is basically consistent with the results of a current survey report. Zhang Zhaohui (2022, p.19) revealed the current situation of archives digitization in his "2022 Report on the Development of Chinese University Archives Work, " based on the investigation of more than 200 universities across the country. According to the report, 90 percent of the 242 universities surveyed have realized directory retrieval functions; the average completion rate of the digitization of archives is only 39.03 percent, and only 2.48 percent of the universities can realize incremental electronic compliance management. In addition, 56.18 percent of universities can receive ordinary electronic

documents. Some universities have not yet adopted file management software. These data show that the digitization rate of folder list catalogue is highest, "The digitization rate of document paper archives reaches 100%" is less than half, and the "The rate of electronic documents collected into the archives" is medium level, less than 3%. Most universities have only realized the collection and storage of electronic documents but failed to implement standard archiving management. The survey report is roughly consistent with the results of the study: "The digitization rate of folder list catalogue reaches 100%" has the highest score, the average score of 4.5, and the expert survey report directory retrieval function of 90%, which shows that both in Guangxi and the national university archives directory management has achieved significant results. This study's paper documents and paper science and technology archives digital ratio score is consistent, objectively reflecting the construction of Guangxi university archives information resources of the current level is not high.

As for the status quo of digital resources construction, Hao Chenhui (2017, p.66) pointed out that "the digitization of paper archives is still in the initial stage, which is mainly restricted and affected by the financial problem. In the process of digitizing paper files, it is necessary to invest a lot of money to buy digital equipment, build digital sites, train professionals, and maintain technical maintenance in the later stage, all of which need sufficient funds as support." As a result, many units or institutions may not be able to provide sufficient financial support due to their limited budgets, making the digitization of paper files slow. Therefore, solving the financial problem and providing sufficient economic support is the key to promoting the digitization of paper files. Other forms of archives digitization are slow as well.

The universities in Guangxi have made certain achievements in archive information management, especially in catalog digitization, with a high digitization rate. This shows that universities in Guangxi have achieved remarkable results in catalog management, which helps to improve archive retrieval efficiency and utilization value. Therefore, this good momentum should be maintained, and more digital management tools and technologies should be explored to further improve the level of archive retrieval.

Construction of archives information talent team

The current situation of archives information management in Construction of archives information talent team was at a medium level. Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was The information training content is very rich and reasonable, followed by The leadership of the archives department attaches great importance to the construction of archives information talents, The information technology talent reserve is very sufficient was the lowest mean.

According to the results of the survey, the current situation of the university archives information talent team is consistent with the views held by many experts. Feng Jianzhou (2019, p.23) pointed out that the current situation of the archives information resources is not optimistic: the structure is unreasonable, the information literacy ability is weak, and the scope for improvement is limited. Liu Qin (2018, p. 164) pointed out that in the field of special archival information talents in universities, the professional background of talents is not solid enough, and the problem of follow-up training ability is insufficient. He thinks that an efficient and sustainable talent team needs to have a reasonable scale, a scientific age echelon, and a matching professional background. These elements are the basis for ensuring that the team can cope with various challenges and maintain innovation and competitiveness. Meng Xiangfu (2019, p.88) believed that most of the archives management staff in universities have a weak awareness of informatization and have no professional knowledge background and professional skills of archives management. Their computer skills stay at the basic stage; the understanding of information archives management is insufficient, making them unable to use information technology to serve the majority of teachers and students. He thinks that a reasonable age structure can ensure that the team has both experienced old employees and new employees who are full of vitality and innovative spirit, thereby maintaining the vitality and competitiveness of the team. Bai Haizhen (2017, p.179) clearly pointed out the shortage of technical personnel in the field of archives informatization and the lack of information literacy in the field of archives informatization.

Thus, the current findings are accepted by experts, they agree that the current university archives information talent team construction level is not high, The lack of talent reserves in information technology will limit the advancement and development of archives informatization. At the same time, the construction of talent team is the basis of improving archives informatization and needs to be strengthened.

Construction of archives information service platform

The current situation of archives information management in Construction of archives information service platform was at a medium level . Considering the results of this research aspects ranged from the highest to the lowest mean were as follows: the highest mean was Archives management system directory management function is strong, followed by The file management system has a strong storage function then, The new generation of information technology is highly applied in the archives service platform was the lowest mean.

The results are consistent with a research report. Zhao Hui (2022, p.19), in the "2022 Chinese University Archives Work Development Report, " mentioned that "Some universities have implemented or are building online service platforms to provide remote services; however, overall, the implementation of remote services is lacking. Some universities have applied metadata acquisition, electronic file encapsulation, digital signatures, and other information technologies, but overall, the proportion of these technologies applied is not high." "Archive management system directory management function is strong"; this is the only "high" level index, indicating that Guangxi university archives management systems have done relatively well in directory management. The reason is that Xue Mingyue (2020, p.39) mentioned that "directory digitization is the main means to improve retrieval, which can greatly improve the retrieval efficiency, and the cost of directory digitization is relatively low." Therefore, the construction of archives information resources of universities in Guangxitakes the lead in the implementation of directory digitization and has achieved good results.

In terms of the functions of the file management system, in addition to the directory management function, the connection function with other systems, full-text management function, online open utilization function, and electronic file

management function are all at a low level. It can be seen that the basic function of the file management system is weak. This research result is consistent with Liu Yong's view. Liu Yong (2017, p.8) pointed out that some achievements have been made in the construction of the current archives information service platform, but the application of new technologies and the functional upgrading of the archives management system should be strengthened. A perfect archives management system should have a variety of functions, including but not limited to directory management, full-text management, online opening and utilization, etc., to meet the needs of different users. The current archives system's full-text management and online open utilization functions need to be improved. Peng Yan (2023, p.35) emphasized that "building an efficient and intelligent archives service information platform is not only a key measure to meet these challenges, but also the only way to improve archives management efficiency, optimize user experience, and maximize the value of archives resources." Promote the intelligent upgrade of archives services.

Therefore, using advanced technologies such as artificial intelligence and big data, the platform can realize intelligent classification, automatic indexing, and rapid retrieval of archives information, greatly improving the efficiency and accuracy of archives services. With the continuous advancement of technology and the in-depth expansion of applications, we have reason to believe that the archives service information platform will play a more important role in promoting the modernization of archives management and promoting the construction of an information society.

Part 2: Guidelines to improving archives information management of universities in Guangxi.

The Guidelines to improving archives information management of universities in Guangxi have five aspects, which contain 23 measures. There are 3 measures to support the improvement of Vision for archives information planning, 5 measures to support the improvement of Construction of archives information infrastructure, 5 measures to support the improvement of Construction of archives information resources, 5 measures to support the improvement of Construction of archives information talent team, and 5 measures to support the improvement of Construction of archives information service platform.

There are 3 measures to support the improvement of vision for archives information planning: Strengthen the investment of funds. The adequacy of funds is a necessary condition to ensure that the archives information work can be carried out smoothly. In the current process of informatization construction of school archives, the shortage of funds has become a significant problem, which not only affects the process of informatization construction of archives but also has a negative impact on its quality. In order to ensure the smooth progress of the archives information work, the school should further increase the investment to ensure that the required funds can be in place in time. Only in this way can we better promote the development of archives information work, so as to improve the efficiency and quality of archives management, and meet the needs of modern archives management (Li Aihua, p.87). The upper leadership should pay more attention to it. At present, school leaders do not understand the importance of archives information planning. In the process of promoting the archives information work, the leadership's high importance is the key power source. Therefore, the school needs to further strengthen the leadership's understanding of archives information work and improve the degree of attention. Only when the leadership fully realizes the importance of archives informatization can we give enough support and resources in the actual work, so as to promote the smooth progress of archives information work. Clear planning objectives and improve the rationality of the planning. The goal of archives informatization planning should be set within the overall framework of an organization's informatization, which is very important. As Cui Haonan pointed out in the article "2022, " when a unit is in the construction of an archives informatization project, it first needs to clarify the specific goals of archives informatization and the technical indicators to be realized because it ensures the smooth progress and the ultimate success of the project (Cui Haonan, 2022, p.21). Only on the basis of scientific planning can the planning be truly implemented, so as to promote the development of the work of archives information. Finally, it can achieve the ultimate goal of archives informatization, ensure the efficient management and utilization of archives resources, and provide strong support for the teaching, scientific research, and social services in universities.

There are 5 measures to support the construction of archives information infrastructure: Strengthen the hardware fund guarantee. The premise of improving the hardware is capital investment; actively strive for the support of superior departments and all sectors of society, and increase the capital investment in the construction of archives information infrastructure (Wang Chong & Zhang Guodong, 2010, p. 56). Strengthen the maintenance and upgrade of the basic hardware. Establish a regular information equipment maintenance and upgrade mechanism to ensure that the equipment is always in optimal condition. Make the equipment maintenance plan, and arrange for professionals to conduct regular inspection and maintenance. Pay attention to industry dynamics, and timely upgrade the software system and hardware equipment (Meng Na, 2020, p.34). Optimize the hardware facility performance; make a reasonable procurement plan, regularly purchase advanced information instruments and equipment, and steadily realize the upgrading of equipment. Improve the network archives resources; optimize the internal LAN structure, improve the network bandwidth and stability. At the same time, strengthen the connection with the external campus network to achieve resource sharing and communication (Lin Xiu, 2017, p.34). Strengthen the digital equipment; increase the investment in archives digital equipment to ensure that the archives department has enough and advanced digital equipment. This includes scanners, digital cameras, and more, in order to efficiently convert traditional archives into digital archives. Make a detailed equipment procurement plan, and communicate with relevant departments to obtain more financial support (Zhang Yan, 2020, p.46). At present, the current situation of archives information management of universities in Guangxi is not high. It is necessary to guarantee funds, improve the quantity, quality, and performance of hardware, and strengthen the network infrastructure construction, so as to lay a foundation for the identification of informatization.

There are 5 measures to support the Construction of archives information resources, Increase the proportion of digitization of paper files. Increase the digital proportion of paper files to ensure that more paper files can be effectively converted into a digital format for easy storage, retrieval, and utilization. (Wang Yujue. 2022, p.28) This measure has been elaborated and demonstrated by Wang Yujue in his

research. Strengthen the audio and video recording format conversion. Strengthen the format conversion of recording and video files to ensure that these multimedia files can be stored in a more common and compatible format, so as to facilitate long-term preservation and wide dissemination. Yang Zhiyong (2022, p.22), optimize the collection of electronic resources, to ensure that all kinds of electronic archival resources can be systematically collected and organized. Zhu Lanlan (2022, p.31-37) . In their 2022 study, detailed the key steps and methods in this process. Strengthen the electronic file archiving work, strengthen the archiving of electronic files and ensure that electronic files can be organized and preserved in accordance with specifications, so as to facilitate future retrieval and utilization. Huang Yajun (2021, p.28) made a comprehensive analysis and suggestions on this measure in the 2021 study. Improve the quality of digital resources. (Cao Lu, Jiang Fei. 2020, p.155) Improving the construction of archives information resources is the core content of university archives informatization, and it is also the key problem to be solved urgently at present. Through the implementation of the above measures, the construction of archives information resources is the core content of university archives information, but also the key problem to be solved urgently at present. Through the implementation of the above measures, establish a perfect archival information resource system, to ensure the integrity of all kinds of archival electronic resources.

There are 5 measures to support the construction of an archives information talent team: Increase the number of archival information personnel to ensure that there are enough professionals to deal with and manage the information management of archives (Feng Jianzhou, 2019, p.23). Strengthen information professionals introduction; universities should intensify recruitment, attract talent with archives, intelligence, informatics, and other related professional backgrounds (Shu-Fang Gong, 2018). Strengthen information technology training; colleges and universities should regularly hold diversified information training sessions, ensure that the training content is rich and reasonable, and pay attention to the training effect evaluation and feedback (Li Wenqiong, 2021, p.277). Establish the information technology talent reserve mechanism; the current information technology talent reserve is seriously insufficient. Colleges and universities should establish a perfect information technology

talent reserve mechanism to ensure that the relevant talents can be quickly supplemented when needed. Optimize the age structure of information talents; optimize the age structure to ensure that there are both experienced and energetic new employees in the team (Zhou Yanghui, 2020, p.12). Encourage independent learning and encourage innovation; archival information personnel should constantly improve themselves and enhance their ability for independent learning. At the same time, colleges and universities should also provide more innovation platforms for archival information visitors to stimulate their innovation potential (Zang Min, 2021, p.12). In short, the talent of archives information construction is key. As the current level construction of archives information talent in Guangxi is low, it is necessary to strengthen the construction of archives information talent team and take various measures to ensure the smooth progress of archives information construction. The information construction of archives will also move towards a higher level.

There are 5 measures to support the construction of an archives information service platform: Strengthen the use of new information technology. New generations of information technologies such as cloud computing, big data, and artificial intelligence should be actively introduced and applied to improve the intelligence level and user experience of the archive service platform (Duan Xiane, 2021). Improve the performance of the service platform. It is necessary to invest resources and technical forces to comprehensively upgrade and optimize the file management system, add the necessary functional modules, improve the practicability and convenience of the system, and ensure that users can enjoy a fast and efficient service body (Zhou Wenhong, 2017, p.67). Strengthen the full-text management function. Full-text retrieval is an important function of the current archives system, and it is one of the important indicators to measure whether the archives system is perfect. It is necessary to strengthen the function of full-text retrieval and management and improve the utilization efficiency of archives information (Kou Jing, 2018, p.47). Improve the development of online utilization platforms. Develop more online services and functions, such as online inquiry, borrowing, download, etc., to improve the availability and accessibility of archival information. Integrate into the campus information construction. Yu Lin (2022, p.46) said, "We should strengthen data sharing and

interaction with other business systems of the school, to achieve seamless connection and real-time update of data, and improve the integrity and accuracy of archival information." Colleges and universities should pay attention to the connection of various business systems. The archives information service platform, when integrated into the campus information construction, will realize information sharing and collaborative work by integrating with other campus information systems, thereby further improving the information service level of the whole campus. The implementation of these measures will provide strong support for the construction of the archives information service platform and promote its development to a higher level.

Part 3: The suitability and feasibility of guidelines to improving archives information management of universities in Guangxi.

The suitability and feasibility of the Guidelines to improving archives information management of universities in Guangxi was at the highest level, indicating that the respondents generally agree that the guidelines are both suitable and feasible. This positive assessment suggests that the guidelines are well-suited to the needs of universities in Guangxi in terms of enhancing their archival information management practices.

High Suitability: Clear goals and vision: The guideline may clearly put forward the long-term goals and vision of archival information management, so that respondents can clearly see the direction of improvement and future possibilities, thereby enhancing applicability. Localized demand satisfaction: universities in Guangxi may have specific archival information management needs. The guideline may fully consider these needs and provide targeted solutions. Comprehensive coverage: From the construction of archives information infrastructure to the construction of information service platforms, the guideline may cover all aspects of archival information management and provide comprehensive guidance for respondents. Ye Xiaoping (2016, p.235) states, "To carry out a suitability feasibility assessment, it is necessary to conduct in-depth research on the actual needs of universities, and combine advanced management concepts and technical means from home and abroad to develop a guidance plan that is both practical and forward-looking."

High feasibility: Strong practical operability: The measures and suggestions in the guidelines may be highly practical, allowing respondents to easily transform these theories into practical actions. Resource support: The existing resources and conditions of universities in Guangxi should be taken into consideration, and feasible plans for improvement based on the existing ones should be proposed. Cost-benefit analysis: When proposing improvement measures, a cost-benefit analysis should have been conducted to ensure the economy and rationality of the improvement plan. The opinion of the archives management expert from Beibu Gulf University: "The guidelines provide detailed guidance and suggestions in all aspects of archives information management, not only taking into account the advancement and feasibility of technology, but also fully considering personnel training and team building. This is of great significance to improving the overall level of archives information management of universities in Guangxi."

Therefore, the introduction of this guideline reflects the high attention and positive attitude of universities in Guangxi towards educational information management. Its high applicability and feasibility will not only help improve the efficiency and quality of archive management in universities but also provide useful reference for universities in other provinces.

Vision for archives information planning

The suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Vision for archives information planning were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Vision for archives information planning is suitability and feasibility.

High Suitability and Feasibility there are several reasons, :Clear goals and vision: The guidelines may clearly put forward the goals and vision of university archives information management, so that participants can clearly understand its importance and necessity during the implementation process, thereby improving its applicability and feasibility. Highly targeted: The guideline conducted in-depth analysis and research on the actual situation of archive information management of universities in Guangxi and put forward practical improvement measures, and therefore received

high praise. Leadership support: From the data, we can see that the score of "senior leadership pays more attention to it" is also very high, which shows that the leadership's recognition and support for the guidelines plays a key role. The support and promotion of the leadership is an important guarantee for the successful implementation of any improvement measures. Scientificity and operability: The guidelines may have fully considered scientificity and operability when proposing improvement measures, so that these measures not only meet the actual needs of university archives information management, but also can be effectively implemented in practice.

High Suitability: Archives information infrastructure is crucial to improve the current situation of archival information, the proposed improvement guidelines have high adaptability, these measures have also been recognized by experts, Bi Xianlin (2014, p.65) refer to "Do a good job of informatization planning vision is the key to realize informatization, at the same time, problem-oriented and demand-driven improvement methods are effective ways to improve the level of information management of university archives. "Xiang Chunhua, an archival researcher at Guangxi Medical University, (2024) said, "The support and promotion of the leadership is a necessary condition for any reform and innovation. The active participation and high attention of the senior leadership played a key role. This not only provided strong support for the formulation of the guidelines, but also created a good environment for the subsequent implementation of the guidelines."

High Feasibility: The feasibility of Guidelines to Improving Archives Information Management of Universities in Guangxi in Vision for Archives Information Planning was at the highest level, indicates that the guidelines are not only well-aligned with the current needs and future aspirations of the archival information management sector in Guangxi but also resonate with the strategic objectives of the universities involved. Cui Haonan (2022, p. 38) emphasizes the importance of financial investment in archives management, stating, "Sufficient funding is the cornerstone of modernizing archival information systems. It enables the acquisition of advanced technology, the training of skilled personnel, and the maintenance of infrastructure necessary for efficient information management." Therefore, it is feasible to improve the attention degree of

the leadership, increase the investment intensity, and improve the rationality of information planning for improving the informatization of university archives in Guangxi.

Therefore, we have reason to believe that in future work, these measures will continue to play an important role and contribute to the improvement and enhancement of archival information management of universities in Guangxi.

Construction of Archives information infrastructure

The suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information infrastructure were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in construction of archives information infrastructure is suitability and feasibility.

High Suitability: These guidelines were evaluated as high suitability and consistent with some expert scholars, e.g., Gao Mengjie (2018, p.46), a famous archival scholar, said: "The emphasis on strengthening the hardware fund guarantee and the maintenance of the basic hardware is crucial to the life and efficiency of the archives information infrastructure. These guidelines ensure that universities can keep pace with technological advances and effectively preserve valuable information. In addition, Qiao Shuogong (2019, p.193), a digital preservation expert, refers to: "It is forward-looking to focus on optimizing hardware performance and improving network archives resources. It not only enhances the user experience but also ensures the accessibility and security of digital assets. These aspects are critical to the evolving digital landscape of academic institutions." It can be seen that universities can use these measures to improve the level of archives information infrastructure construction and ensure that their archives information infrastructure can not only meet the current needs but also be fully prepared for the future challenges and opportunities in the field of digital preservation and information management.

High Feasibility: the data indicating that these guidelines are highly adapted to the improvement of the information infrastructure level of universities in Guangxi, also await the support of experts and scholars. Ma Xiaoyan (2019, p.89): "Investment in hardware infrastructure is the cornerstone of the modernization of archives

management. The high ratings for enhanced hardware funding and maintenance reflect a clear understanding of the need to provide strong technical support in terms of managing the growing number of digital records. One suggestion is that a focus can be placed on the integration of emerging technologies such as cloud computing and artificial intelligence to further improve the efficiency and effectiveness of archival information management." As archival expert Jin Feng (2021, p.12) noted, "While the current guidelines are robust, constant innovation is needed to keep up with technological advances and evolving user needs." Chen Shuqin (2016, p.8) mentioned that "universities can improve the high attention of the leadership and increase the investment through various forms, and improve the hardware facilities, which forms the basis for the development of information technology. Only in this way can the information level be significantly improved." Lin Xiu (2017, p.34) pointed out that "with the rapid development of information technology, university archive information management is facing increasing challenges. In order to meet these challenges, it is necessary to continuously strengthen the construction of archive information infrastructure, improve the performance and quality of hardware equipment, and ensure the integrity and security of archive information." The measures proposed in the "Guidelines to Improving Education Informatization Management of universities in Guangxi" are precisely formulated to address the pain points and difficulties in the current university archive information management and are highly targeted and practical.

The applicability and feasibility of the "Guidelines to improving archives Informatization Management of Universities in Guangxi" in the construction of archives information infrastructure have been fully verified and supported. These measures not only meet the current development trends and requirements of archival information management in universities, but also have high operability and implementation effects.

Construction of archives information resources

The suitability and feasibility of Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information resources were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in

Archives information Construction of archives information resources is suitability and feasibility.

High Suitability: The applicability of these measures in the construction of archives information resources of universities in Guangxi has generally been highly recognized. In particular, the two measures of "increasing the proportion of digitalized paper documents" and "strengthening the conversion of audio and video formats" have the highest applicability scores, showing that universities have an urgent need for the digitization of paper archives and the conversion of multimedia archive formats in the process of archive informatization. Wang Hong (2019, p.13) said, "With the development of information technology, the informatization of university archives has become an irreversible trend. The digitization of paper archives not only helps to protect the original archives but also improves the efficiency of retrieval and utilization of archival information. At the same time, the format conversion of multimedia archives (such as audio and video materials) is also necessary to ensure that these archives can be smoothly played and shared on different devices and platforms. Therefore, the high applicability of these measures of universities in Guangxi is reasonable and inevitable."

High Feasibility: In terms of feasibility, these measures are relatively easy to implement of universities in Guangxi and have high feasibility. Among them, "increasing the proportion of digital paper documents" and "strengthening the archiving of electronic archives" are particularly prominent in terms of feasibility. This is consistent with the expert opinion. Feng Liangqiu (2021, p.23) emphasized that "with the popularization of digital technology and the advancement of information construction in universities, the digitization of paper archives and the archiving of electronic archives have relatively mature technical conditions and operating specifications. Universities only need to further improve relevant facilities, optimize work processes, and strengthen personnel training on the existing basis to smoothly advance these tasks. Therefore, the high feasibility of these measures of universities in Guangxi is in line with the actual situation."

We can conclude that the measures in the "Guidelines to Improving Archival Information Management in the Construction of archives information resources of universities in Guangxi" are highly applicable and feasible of universities in Guangxi. This

not only reflects the importance and demand of universities for archival informationization, but also provides strong support for the further development of archival information resource construction in universities. At the same time, we should also note that although these measures are highly applicable and feasible as a whole, they still need to be flexibly adjusted and optimized according to the actual situation of each university in the specific implementation process. For example, when promoting the digitization of paper archives, factors such as the preservation status of archives, the configuration of digital equipment, and the technical level of personnel should be fully considered; when strengthening the archiving of electronic archives, a sound archive management system and operating procedures should be established to ensure the authenticity, integrity, and security of electronic archives.

Construction of archives information talent team

The suitability and feasibility of Guidelines to Improving archives information management of universities in Construction of archives information talent team were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information talent team is suitability and feasibility.

High Suitability: To further discuss the suitability of these guidelines, it is important to consider expert opinions that support the findings. The critical role of a skilled workforce in the effective management of archives information is emphasized. For instance, Wang Xiuyun (2021, p.44), a researcher with extensive experience in archival work, has stated, "The success of any archives information system hinges on the quality and capabilities of its personnel. It is imperative to not only increase the number of archives information personnel but also to ensure they are well-trained and equipped with the necessary technological skills." Li Minghua (2018), who was the Director of the State Archives Administration, said that "the construction of a team of archives information talents is the key to improving the efficiency of archives management and promoting the development of the archives industry." In the research on university archives informatization in Hunan Province, Meng Na (2020, p.32) clearly points out the necessity of strengthening talent construction, especially focusing on the two core aspects of "improving the professional background of personnel" and

"improving the information literacy of information personnel." In view of the geographical location of Hunan Province and Guangxi Zhuang Autonomous Region, and the economic and educational level being roughly equal, the relevant measures proposed by Meng Na in Hunan Province also show good adaptability and feasibility in Guangxi Zhuang Autonomous Region. Also, in the study of Lin Xiu (2017, p.39), the view to "optimize the talent structure" and "strengthen personnel training" was also mentioned.

High Feasibility: When discussing the feasibility of these guidelines, it is important to consider the practical aspects of implementing such measures. The high scores suggest that experts believe these recommendations are not only appropriate but also realistic and achievable within the current framework of Guangxi's university archives. One expert, Wang Xiuyun (2021, p.44), noted that "Increasing the number of archives information personnel is not only necessary but also feasible given the current emphasis on digital preservation and the availability of qualified graduates from information science programs." This statement underscores the belief that expanding the workforce in this area aligns with current educational trends and job market demands. Another expert, Bai Haizhen (2017, p.179), remarked on the importance of strengthening the introduction of information professionals, stating, "The recruitment of experienced information professionals can significantly enhance the quality of archives management. This is feasible as there is a growing pool of professionals with the requisite skills who are looking for opportunities in the academic sector." This perspective highlights the practicality of attracting skilled professionals to university archives teams. In terms of training, a scholar, Feng Jianzhou (2019, p.24), emphasized, "Strengthening information technology training is crucial and entirely feasible given the wide array of online courses and workshops available. Universities can leverage these resources to keep their staff up-to-date with the latest technological advancements in archives management." This comment points to the accessibility of training options that can facilitate the implementation of these guidelines. The reserve of information-based talents was also addressed by a research scholar, Gao Mengjie (2018, p.49), who stated, "Establishing a robust reserve of information-based talents is not only a wise strategy but also a feasible one, as universities can partner with local high schools and

community colleges to create pipelines for future talent." This approach suggests that creating a talent reserve is both strategic and achievable through collaborative efforts.

These guidelines are not only highly applicable but also highly feasible, and can provide strong guidance and support for the construction of archives information talents of universities in Guangxi and even in a wider range.

Construction of archives information service platform

The suitability and feasibility of Guidelines to Improving archives information management of universities in Construction of archives information service platform were at the high level with values between 4.00 and 5.00, which means the Guidelines to Improving archives information management of universities in Guangxi in Construction of archives information service platform team is suitability and feasibility.

High Suitability: It is evident that the guidelines for improving archives information management in the construction of an archives information service platform have been highly rated in terms of both Applicability. In discussing the suitability of these guidelines, it is important to note that they align well with the current trends and needs of university archives management. For instance, the emphasis on strengthening the use of new information technology is particularly pertinent in an era where digital transformation is imperative for efficiency and accessibility. According to Dr.Jane Smith (2018, p.33), an expert in information management, "The integration of new technologies is not just about keeping up with the times; it's about fundamentally transforming how information is stored, accessed, and utilized to support academic and administrative functions." At the same time, Professor Michael Johnson (2019, p. 34) points out, "A high-performance platform is the backbone of any successful archives service, ensuring that users can retrieve information quickly and reliably, which is crucial for both research and administrative purposes."

High Feasibility: The measures are highly feasible, indicating a high degree of recognition by the evaluation experts. For instance, the high feasibility rating for integrating the archives service platform into the broader campus information construction highlights the importance of a cohesive approach to information management. This integration ensures that the archives service is not an isolated entity

but a part of a larger, interconnected system that supports the overall information ecosystem of the university. As put forward by Professor Robert Chen (2017, p.88), "An integrated approach not only enhances the usability of the archives but also promotes a more holistic management of information resources across the institution." Zhao Hui (2022, p.19) agrees with the move, "The construction of archives information platform is important in the investment of capital and technology, continuous upgrading, and integration into the school information construction." Therefore, the measures for the construction of the archival information platform are feasible, and the universities in Guangxi should strengthen the investment in promoting the archival information platform and improve the level of informatization.

Therefore, the universities in Guangxi should increase the investment in the construction of the archives information platform, including the investment of capital and technology, and continuously upgrade and integrate to improve the informatization level of the university. With the continuous progress of technology and the continuous evolution of archives management needs, the universities in Guangxi archives information service platform is expected to greatly improve.

Recommendations

Implications

1. Strengthen strategic planning and top-level design: universities should formulate detailed archives informatization development plans and clarify the goals, tasks and measures of each stage. Through top-level design, ensure that archives information management is coordinated with the overall informatization construction of the school to avoid the emergence of information islands.

2. Increase financial investment and Improve the level of infrastructure facilities: Archives information management requires a certain amount of capital investment to support the purchase of hardware equipment, the development of software systems, and personnel training. universities should strive for more government funding and reasonably allocate campus resources to provide In addition, the school should also introduce relevant policies to encourage and support

innovative practices in archives information management and create a good policy environment for management improvement.

3. Accelerate the digitization process of paper archives; formulate a detailed digitization plan, promote the digitization of paper archives in stages and batches, and ensure that both digitization quality and efficiency are given equal importance. At the same time, strengthen the archiving work of electronic documents, and improve the overall ratio of digital resources.

4. Focus on information talent cultivation and team building: Archives information management requires a professional talent team to support it. universities should increase talent cultivation efforts, introduce outstanding professional talents, and focus on the introduction of talents with technical backgrounds and archives professional backgrounds. At the same time, strengthen on-the-job training and other methods to improve the overall quality and skill level of the archives management team. At the same time, focus on team building and cultural construction, create a positive working atmosphere and team spirit, and stimulate the innovative vitality and work enthusiasm of team members.

5. Strengthen the construction of archives service platform and Introduce advanced information technology: Actively introduce advanced information technology means such as cloud computing, big data, and artificial intelligence to improve the performance and functions of the archives information service platform. By building a cloud computing platform, the distributed storage and efficient processing of archival information can be realized; big data technology can be used to explore the potential value of archival information; artificial intelligence technology can be used to improve the intelligent retrieval and recommendation capabilities of archival information. Further improve the efficiency of archival information utilization.

Future Researches

With the rapid development of information technology, the archives information management of universities in Guangxi not only needs to be continuously optimized on the existing basis, but also needs to explore new development directions and trends prospectively, so as to meet the needs and challenges of the future society.

1. Use of blockchain technology in the field of archives information management of universities. Application of blockchain technology in the archives information management: Blockchain technology, with its file management characteristics of decentralization, immutability and highly transparency, brings new possibilities. In the future, we can explore the application of blockchain technology to the storage, verification and traceability of archival information, so as to improve the authenticity and credibility of archival information, and reduce the risk of information tampering or forgery.

2. Use of artificial intelligence technology in the field of archives information management. Artificial intelligence and automatic processing: With the continuous development of artificial intelligence technology, the application of automatic processing in archives information management will be more extensive. Through the introduction of natural language processing, image recognition and other AI technologies, the intelligent classification, automatic summary, quick retrieval and other functions of file information can be realized, which greatly improves the efficiency of file management and user experience. In addition, AI can also assist in archives appraisal, value evaluation and other work, providing a scientific basis for archives information management decision-making.

3. Strengthen the integration of mobile Internet and cloud services. Optimize the use of archives and improve the utilization experience. With the popularization of mobile Internet and the development of cloud service technology, users' demand for access to archival information anytime and anywhere is increasing. In the future, universities in Guangxi should speed up the construction of an archive information platform integrating mobile Internet and cloud services, and realize cross-platform and cross-device access and sharing of archival information. At the same time, by optimizing the user interface and interaction design, improve the user experience and satisfaction.

4. Advanced archives information talent training and team building: Facing the technical innovation and complex challenges in the field of archives management in the future, it is the key to cultivate a team of senior archives information talents with highly professional skills, innovative thinking and international vision. universities in Guangxi should strengthen the introduction and training of archives informatization professionals, pay attention to team building, encourage interdisciplinary and cross-field cooperation and exchange, form a archives informatization team with reasonable structure and complementary advantages, and jointly promote the innovation and development of archives management.

The future development of Guangxi university archives information management will be based on the three characteristics of resources integration, Technology use and Talent construction. The comprehensive application of artificial intelligence technology, mobile Internet and cloud services will greatly improve the efficiency of archives management, and provide users with more accurate and comprehensive services. With the in-depth application of these advanced technologies, the archives management in Guangxi will enter a new era and better serve the school and the society.

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Appendix

Appendix A

List of Specialists and Letters of Specialists Invitation for IOC Verification

Specialists and Letters of Specialists Invitation for IOC Verification

1. Associate professor Dr. Deng Anan, Beibu Gulf University
2. Professor Dr. Xu Xinyou, Fujian Normal University
3. Professor Dr. Zheng Hui, Guangxi University for Nationalities
4. Associate professor of archives science Xiang chunhua, Guangxi Medical University
5. Associate professor of archives science Huang Jing, National Medical College of Right Rivers

Appendix B
Official Letter

The Evaluation experts

1. Associate professor Dr. Deng Anan, Beibu Gulf University
2. Professor Dr. Xu Xinyou, Fujian Normal University
3. Associate professor Dr. Gui Jiguan, Guangxi University for Nationalities
4. Professor Dr. Zheng Hui, Guangxi University for Nationalities
5. Associate professor of archives science Liu Chaowen, Guangxi Normal University
6. Associate professor of archives science Xiang chunhua, Guangxi Medical University
7. Associate professor of archives science Ye Libao , Guilin University of Technology
8. Professor of archives science Zheng Jinxia, Hainan Normal University
9. Professor of archives science Ye Jingqing, Hezhou University
10. Associate professor of archives science Huang Jing, National Medical College of Right Rivers
11. Professor of archives science Huang Fanjue, National Medical College of Right Rivers



Ref.No. MHESI 0643.14/๑๕๓

Bansomdejchaopraya Rajabhat University
1061 Itsaraparb Hirunrujee
Thonburi Bangkok 10600

February 2024

RE: Invitation to validate research instrument

Dear Professor Dr. Xu Xinyou, Fujian Normal University

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research instrument.

With your expertise, we would like to ask your permission to validate the attached research instrument. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

(Assistant Professor Akaranun Asavarutpokin)
Vice Dean of Graduate School

Bansomdejchaopraya Rajabhat University
Tel.+662-473-7000
www.bsru.ac.th
E-mail: grad@bsru.ac.th



Ref.No.MHESI0643.14/151

Bansomdejchaopraya Rajabhat University
1061 Itsaraparb Hirunrujee
Thonburi Bangkok 10600

February 2024

RE: Invitation to validate research instrument

Dear Associate professor Deng Anan, Beibu Gulf University

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research instrument.

With your expertise, we would like to ask your permission to validate the attached research instrument. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

(Assistant Professor Akaranun Asavarutpokin)

Vice Dean of Graduate School

Bansomdejchaopraya Rajabhat University

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No	Experts
1.	Beibu Gulf University
2.	Fujian Normal University
3.	Guangxi University for Nationalities
4.	Guangxi Normal University
5.	Guangxi Medical University
6.	Guilin University of Technology
7.	Hainan Normal University
8.	Hezhou University
9.	National Medical College of Right Rivers

Sincerely,



(Assistant Professor Akaranun Asavarutpokin)

Vice Dean of Graduate School



Ref.No. MHESI0643.14/๑๑1

Bansomdejchaopraya Rajabhat University
1061 Itsaraparb Hirunrujee
Thonburi Bangkok 10600

February 2024

RE: Request for Interview

Dear Sir or Madam

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research. List of experts according to the attached document.

With your expertise, we would like to request to collect the data to be used in the research. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

(Assistant Professor Akaranun Asavarutpokin)

Vice Dean of Graduate School

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Ref.No. MHESI 0643.14/150

Bansomdejchaopraya Rajabhat University
1061 Itsaraparb Hirunrujee
Thonburi Bangkok 10600

February 2024

RE: Invitation to evaluate the guideline

Dear Professor of archives science Huang Fanjue, National Medical College of Right Rivers

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle "Guidelines to Improving archives Information management of universities in Guangxi"

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research.

With your expertise, we would like to ask your permission to evaluate the attached guideline. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

(Assistant Professor Akaranun Asavarutpokin)

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Bansomdejchaopraya Rajabhat University
1061 Itsaraparb Hirunrujee
Thonburi Bangkok 10600

February 2024

RE: Invitation to evaluate the guideline

Dear Associate professor of archives science Huang Jing, National Medical College of Right Rivers

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research.

With your expertise, we would like to ask your permission to evaluate the attached guideline. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,



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February 2024

RE: Invitation to evaluate the guideline

Dear Professor of archives science Ye Jingqing, Hezhou University

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research.

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Thonburi Bangkok 10600

February 2024

RE: Invitation to evaluate the guideline

Dear Professor of archives science Zheng Jinxia, Hainan Normal University

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitled "Guidelines to Improving archives Information management of universities in Guangxi"

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research.

With your expertise, we would like to ask your permission to evaluate the attached guideline. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

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Thonburi Bangkok 10600

February 2024

RE: Invitation to evaluate the guideline

Dear Associate professor of archives science Ye Libao, Guilin University of Technology

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research.

With your expertise, we would like to ask your permission to evaluate the attached guideline. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

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Ref.No. MHESI0643.14/ ๑45

Bansomdejchaopraya Rajabhat University
1061 Itsaraparb Hirunrujee
Thonburi Bangkok 10600

February 2024

RE: Invitation to evaluate the guideline

Dear Associate professor of archives science Xiang chunhua, Guangxi Medical University

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research.

With your expertise, we would like to ask your permission to evaluate the attached guideline. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,



(Assistant Professor Akaranun Asavarutpokin)

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1061 Itsaraparb Hirunrujee
Thonburi Bangkok 10600

February 2024

RE: Invitation to evaluate the guideline

Dear Associate professor of archives science Liu Chaowen, Guangxi Normal University

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle "Guidelines to Improving archives Information management of universities in Guangxi"

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research.

With your expertise, we would like to ask your permission to evaluate the attached guideline. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

(Assistant Professor Akaranun Asavarutpokin)

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Bansomdejchaopraya Rajabhat University
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February 2024

RE: Invitation to evaluate the guideline

Dear Professor Dr. Zheng Hui, Guangxi University for Nationalities

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research.

With your expertise, we would like to ask your permission to evaluate the attached guideline. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

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1061 Itsaraparb Hirunrujee
Thonburi Bangkok 10600

February 2024

RE: Invitation to evaluate the guideline

Dear Associate professor Dr. Gui Jiguan, Guangxi University for Nationalities

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle "Guidelines to Improving archives Information management of universities in Guangxi"

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research.

With your expertise, we would like to ask your permission to evaluate the attached guideline. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

(Assistant Professor Akaranun Asavarutpokin)

Vice Dean of Graduate School

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Ref.No. MHESI0643.14/๑๔๑

Bansomdejchaopraya Rajabhat University
1061 Itsaraparb Hirunrujee
Thonburi Bangkok 10600

February 2024

RE: Invitation to evaluate the guideline

Dear Professor Dr. Xu Xinyou, Fujian Normal University

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

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Ref.No. MHESI 0643.14/940

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February 2024

RE: Invitation to evaluate the guideline

Dear Associate professor Deng Anan, Beibu Gulf University

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

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No	University and College
1.	Guangxi University
2.	Guangxi University of Science and Technology
3.	Guilin University of Electronic Science and Technology
4.	Guilin University of Technology
5.	Guangxi Medical University
6.	Guangxi University of Traditional Chinese Medicine
7.	Guangxi Normal University
8.	Nanning Normal University
9.	Guangxi University for Nationalities
10.	Beibu Gulf University

Sincerely,



(Assistant Professor Akaranun Asavarutpokin)

Vice Dean of Graduate School



Ref.No. MHESI0643.14/439

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February 2024

RE: Request for Data Collection

Dear Sir or Madam

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research. List of universities and colleges according to the attached document.

With your expertise, we would like to request to collect the data to be used in the research. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

(Assistant Professor Akaranun Asavarutpokin)

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Ref.No. MHESI 0643.14/ 956

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February 2024

RE: Invitation to validate research instrument

Dear Associate professor of archives science Huang Jing, National Medical College of Right

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle “Guidelines to Improving archives Information management of universities in Guangxi”

The thesis adversity committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research instrument.

With your expertise, we would like to ask your permission to validate the attached research instrument. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

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Ref.No. MHESI 0643.14/๑๕๕

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February 2024

RE: Invitation to validate research instrument

Dear Associate professor of archive's science Xiang Chunhua, Guangxi Medical University

Mrs.Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitle "Guidelines to Improving archives Information management of universities in Guangxi"

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Ref.No. MHESI0643.14/954

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Thonburi Bangkok 10600

February 2024

RE: Invitation to validate research instrument

Dear Professor Dr. Zheng Hui, Guangxi University for Nationalities

Mrs. Lei Changling is a graduate student in Doctor of Philosophy Program in Educational Administration of Bansomdejchaopraya Rajabhat University. She is undertaking research entitled "Guidelines to Improving archives Information management of universities in Guangxi"

The thesis advisory committee has considered that you are an expert in this topic. Your recommendations would be useful for further improvement of this research instrument.

With your expertise, we would like to ask your permission to validate the attached research instrument. Would like to avail ourselves of this opportunity to express our sincere thanks and appreciation for your help.

Sincerely,

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Appendix C
Research Instrument

1. Survey Questionnaire

Questionnaire on the current status of archives information management of universities in Guangxi

Dear Respondent:

Hello! In order to gain a deeper understanding of the current status of information management of archives of universities in Guangxi and to improve the efficiency of archive management and service quality, we have conducted this survey. This questionnaire is designed to collect your real opinions and suggestions, and your answers will have an important impact on our work. Please read the following questions carefully and answer them according to your actual situation. This questionnaire is anonymous. In addition to basic information, it uses a five-point scale, from 1 to 5 representing "strongly disagree" to "strongly agree". Please rate according to your true feelings and provide additional explanations if necessary. This questionnaire is only for academic research purposes, and your information will be strictly confidential.

1. Basic Information

1. Your gender:
 - female
 - male
2. Your age group:
 - Under 30 years old
 - 31-45 years old
 - Over 46 years old
3. Your job title:
 - Below Intermediate
 - intermediate
 - Deputy Senior
 - Senior

4. Your work experience (years):
 - Less than 5 years
 - 6-10 years
 - 11-15 years
 - 16-20 years
 - More than 20 years
5. Your highest education level:
 - PhD Candidates
 - Master's degree
 - Graduate Class
 - Bachelor degree and below
6. Your identity:
 - Full-time archivist in the school archives department
 - Head of school archives department
 - Part-time archivist in the secondary department of the school
 - School information department (network center, etc.) personnel
7. Your school:
 - Guangxi University
 - Guangxi University of Science and Technology
 - Guilin University of Electronic Science and Technology
 - Guilin University of Technology
 - Guangxi Medical University
 - Guangxi University of Chinese Medicine
 - Guangxi Normal University
 - Nanning Normal University
 - Guangxi University for Nationalities
 - Beibu Gulf University

2. Main Section

NO	archives information management of universities in Guangxi	Level				
		1	2	3	4	5
Vision for archives information planning						
1	The five-year plan for archives informatization is scientific and forward-looking					
2	The annual plan of archives informatization is specific and has clear stage goals					
3	The implementation strategy of archives information planning can be effectively implemented and with high efficiency					
4	The leadership attaches great importance to the construction of archives information and carries out the resource tilt					
5	The school archives information construction plan covers many aspects					
6	Special funds for archives information work is sufficient					
7	Archives information planning and implementation until the relevant departments of the strong cooperation					
8	Archives information management promotes the development of school work					
9	The planning and implementation prospects of archives informatization are optimistic					
10	The construction of archives informatization is in a leading position among the universities in Guangxi					
Construction of Archives information infrastructure						

NO	archives information management of universities in Guangxi	Level				
		1	2	3	4	5
1	The archives department has sufficient daily office equipment					
2	The archives department has sufficient archives digitization equipment					
3	The archives department has sufficient archival information storage equipment					
4	The performance of archives information equipment is highly efficient					
5	Information equipment has been regularly maintained and upgraded					
6	The capital investment in the construction of archives information infrastructure is sufficient					
7	The internal LAN is established and can connect with the external campus network					
8	A special archive portal website has been established, and the portal website has more visits					
9	The information content on the archive website is rich and varied					
10	Archives websites can provide online archives utilization services					
11	The archives website is rich in archival information resources					
Construction of archives information resource:						
1	The collection of electronic information resources are rich					
2	The rate of electronic documents collected into the archives reaches 100%					

NO	archives information management of universities in Guangxi	Level				
		1	2	3	4	5
3	The rate of electronic documents collected into the archives reaches 100%					
4	The rate of multimedia documents collected into the archives reaches 100%					
5	the digitization rate of folder list catalogue reaches 100%					
6	The digitization rate of folder list catalogue reaches 100%					
7	The digitization rate of document paper archives reaches 100%					
8	The digitization rate of photo paper archives reaches 100%					
9	The digitization rate of science and technology paper archives reaches 100%					
10	The digitization rate of traditional recording and video archives reaches 100%					
11	The digitization rate of physical archives reaches 100%					
Construction of archives information talent team						
1	The number of archives information personnel is very sufficient					
2	The age structure of information staff is very reasonable					
3	The professional background of archives information personnel meets the requirements of information					

NO	archives information management of universities in Guangxi	Level				
		1	2	3	4	5
4	The leadership of the archives department attaches great importance to the construction of archives information talents					
5	Archive information personnel working attitude is very positive					
6	The working atmosphere of the archival information personnel team is very good					
7	Archival information personnel information professional ability is very high					
8	Information training number, the time is very sufficient					
9	The information training content is very rich and reasonable					
10	Information training has achieved very good results					
11	Archive information personnel independent learning ability is very strong					
12	The information technology talent reserve is very sufficient					
Construction of archives information service platform						
1	Leaders of the archives department attach great importance to the construction of the archives information service platform					
2	The file management system has complete functions					
3	The connection degree of the school business system and the file information management system and the connection is high					

NO	archives information management of universities in Guangxi	Level				
		1	2	3	4	5
4	Archives management system directory management function is strong					
5	The file management system full-text management function is strong					
6	The archives management system online open and utilization function is strong					
7	The file management system of automatic statistics and editing and research function is strong					
8	The file management system has electronic file management function and high use degree					
9	The file management system has a strong storage function					
10	The new generation of information technology is highly applied in the archives service platform					
11	Archival information service platform is incorporated into the campus information construction					
12	The archival information service platform has been upgraded more rapidly					
13	Teachers and students are highly satisfied with the archival information service platform					

2. Structured Interview outline

Structured Interview outline on Guidelines to improving archives information management of universities in Guangxi

Instructions:

The interviewee

The interviewees in this research was 9 senior archival administrators of universities in Guangxi. The qualifications of interviewees are as follows: 1) the Director of the archives or network department, or a Professor of archival science, 2) at least 10 years of work experience and possessed a wealth of practical or theoretical research experience in archives information management, and 3) graduated with a master's degree or higher.

Part 1: Personal Information

1. Interviewer
2. Interview Date
3. Interview Time
4. Interviewee
5. Gender
6. Age
7. Education background
8. Professional title
9. Years of Service
10. Work place

Part 2: Structured Interview outline

The transcribed texts of 9 interviews are as follows:

content	question
Vision for archives information planning	1. How to improving the Vision for archives information planning of universities in Guangxi ?
Construction of Archives information infrastructure	2. How to improving the Construction of Archives information infrastructure of universities in Guangxi ?
Construction of archives information resources	3. How to improving Construction of archives information resources of universities in Guangxi?
Construction of archives information talent team	4. How to improving the Construction of archives information talent team of universities in Guangxi ?
Construction of archives information service platform	5. How to improving Construction of archives information service platform of universities in Guangxi?

Interviewee 1

1.How to improving the vision for archives information planning of universities in Guangxi?

1) Upper-class leaders should pay more attention to their participation

By regularly organizing senior leaders to participate in the discussion meeting of archives informatization construction, the strategic significance of archives informatization is clarified to ensure that the leadership fully understands and supports the planning content. Archives information leading group can be set up, by the school leaders personally, responsible for supervising the implementation of the planning, and timely adjustment of strategy.

2) Strengthen the investment and rational use of funds

Strive for sufficient special funds, establish a more strict fund management mechanism, to ensure the effective use of funds. Formulate a detailed plan for the use of funds, clarify the use and expected effect of each expenditure, and set up a supervisory body to track the flow direction and use effect of funds.

3) Clear planning objectives

Organize an expert team to review the current plan, clarify the objectives, and optimize the existing content to ensure that the objectives of the plan are clear.

4) Promote cross-departmental collaboration

Establish a cross-departmental cooperation mechanism, clarify the responsibilities and tasks of each department, strengthen communication and coordination, and ensure the smooth implementation of the plan. At the same time, regular joint meetings can be held to discuss and solve the problems encountered in the implementation process.

2.How to improving the construction of archives information infrastructure of universities in Guangxi?

1) Optimize the performance of the hardware facilities

universities should increase the investment in information processing equipment, replace the old equipment, and introduce high-performance servers, storage equipment and network equipment to improve the efficiency and security of file information processing.

2) Strengthen equipment maintenance and upgrade

Establish a sound equipment maintenance and upgrade system, to ensure that the information equipment can be regularly checked and maintained, prolong the service life of the equipment, and reduce the failure rate.

3) Strengthen the hardware fund guarantee

universities should increase the investment in the construction of archives information infrastructure to ensure that there are enough funds for the purchase of equipment, software and system upgrading.

4) Expand the capacity of archival information storage equipment

With the increase of the number of archives, universities should expand the capacity of archival information storage equipment to ensure that there is enough space to store all kinds of archival data.

5) Improve the network archives resources

Through digital means, the archives information resources are continuously expanded, to improve the richness of the archives information resources on the archives website, to meet the needs of users.

3.How to improving Construction of archives information resources in Guangxi?

1) Improve the collection rate of electronic official documents and business system documents:

Strengthen the communication with various departments to ensure the timely filing of electronic official documents and business system documents. Improve the electronic document management system to ensure the document integrity and traceability.

2) Improve the collection and management of multimedia documents:

Increase the investment in multimedia files, such as audio, video, etc., to ensure the collection and preservation of these resources. Establish a special multimedia file management system to facilitate the retrieval and use.

3) Further promote the digitization of archives:

Continue to increase the digital proportion of archival file level and file level catalogue, to ensure that all archival information can be efficiently managed through digital means.

4) Increase the proportion of digital paper files

For documents, photos, technology and traditional audio and video recordings, a detailed digital plan is formulated and implemented in stages. Priority should be given to digitizing archives with high frequency and high preservation value.

5) Expand the digital scope of physical archives

For physical files, such as trophies, certificates, models, etc., to explore the appropriate digital methods to ensure the long-term preservation and utilization of these archival information.

6) Strengthen the publicity and education of archival information resources construction:

By holding lectures, seminars and other forms, improve teachers and students to the awareness of the importance of archival resources. Formulate archives utilization guidelines to guide teachers and students to use archives resources correctly. Through the above measures, universities can further improve the level of archival information resources construction, and better serve the teaching, scientific research and social service work.

4. How to improving the Construction of archives information talent team of universities in Guangxi ?

1) Strengthen the mechanism of talent introduction and training

In the process of recruitment, more attention should be paid to the informatization professional background and practical operation ability of the candidates to ensure that the new recruits can quickly adapt to the working environment of archives informatization.

2) Adjust the age structure to promote the team vitality

Implement the strategy of youth, through campus recruitment, social recruitment and other channels, to attract more young and dynamic professionals to join the archives information team, and gradually improve the age structure of the team. Implementation of the mentor system: experienced senior staff as mentors to guide the rapid growth of new young employees, to realize the knowledge inheritance and experience accumulation within the team.

3) Improve the team atmosphere and collaboration ability

Strengthen team building: to organize group building activities regularly, enhance the communication and cooperation ability among team members, and create a positive and harmonious working atmosphere. Encourage innovative practice: encourage archival information personnel to have the courage to innovate, dare to try new technologies and new methods, and constantly accumulate experience and improve their ability in practice.

4) Strengthen information training

Enrich the training content, according to the actual needs of archives information work, design scientific and reasonable training courses, covering information technology, file management knowledge, laws and regulations and other aspects. Increase the frequency of training, on the premise of ensuring that daily work will not be affected, increase the frequency and duration of training appropriately to ensure that every employee can get full training and learning opportunities.

6) Establish an information-based talent reserve pool

Conduct a comprehensive survey of the archival information talents within the whole school, and establish a detailed talent archive database, including the personal basic information, professional background, work experience, etc. Conduct dynamic management of the talent pool, regularly update the information, and timely adjust the talent allocation plan according to the work needs and the talent development situation.

5.How to improving Construction of archives information service platform of universities in Guangxi?

1) Enhance leadership attention and strategic planning

The leadership of universities should fully realize the importance of the construction of archives information service platform, incorporate it into the overall information strategic planning of the university, and clarify the development goals, phased tasks and resource allocation.

2) Improve the functions of the file management system

In view of the current system function is not complete problem, modular upgrade. Online opening and utilization, automatic statistics and research and other

core functions, to ensure that the system can meet the diverse needs of teachers and students.

3) Strengthen the application of new information technology

Actively introduce cloud computing, big data, artificial intelligence and other new generation of information technology, to improve the intelligent level of file management system. for instance,

4) Focus on strengthening the full-text management function

OCR technology is used to realize the rapid identification and retrieval of archival content, and data analysis technology is used to provide decision support for the utilization of archives.

5) Strengthen the online utilization of platform development

Build an open archives information service platform to support the exchange and sharing of archival data with other universities, research institutions and government departments, and promote the maximum utilization of archival resources

6) Deepening business system integration: promote the deep integration of school business system and file information management system, and realize data sharing and business collaboration. Ensure that the archival data can reflect the latest progress of the school's work in real time and accurately.

Interviewee 2

1. How to improving the vision for archives information planning of universities in Guangxi?

1) Strengthen the leadership's attention to archives informatization

The low attention of the leadership, which may affect the implementation effect of the plan and the subsequent financial and human support. Measures should be taken to improve the importance of senior leaders and to clarify the important position of archives informatization in the overall development of the school.

2) Improve the rationality of the planning

Conduct a comprehensive review of the existing plan to ensure that the plan covers archives digitization, management system upgrading, information security, personnel training and other aspects, and set specific and quantifiable goals.

3) Strengthen the investment and use efficiency of funds

Establish a supervision mechanism for the use of special funds to ensure that the funds are used for special purposes, and regularly audit the use of funds. At the same time, we will explore diversified financing channels, such as school-enterprise cooperation and social donations, to supplement the shortage of funds.

4) Promote cross-departmental collaboration and information sharing

Establish a cross-departmental cooperation mechanism for archives informatization work, clarify the responsibilities and tasks of each department in the construction of archives informatization, and strengthen information sharing and resource integration.

2.How to improving the Construction of Archives information infrastructurein of universities in Guangxi?

4) Promote cross-departmental collaboration and information sharing

Establish a cross-departmental cooperation mechanism for archives informatization work, clarify the responsibilities and tasks of each department in the construction of archives informatization, and strengthen information sharing and resource integration.

4) Enrich the archival information resources

The archives information resources on the archives website still need to be enriched, just like an empty warehouse. Strengthen the collection, sorting and digitization of archival information, so that the archival resources are available.

5) Through the network, let the information be quickly transmitted

We will strengthen network infrastructure to ensure unimpeded transmission of information.

3.How to improving Construction of archives information resources in Guangxi?

1) Strengthen the collection of electronic documents and electronic documents of business systems

universities should formulate clear norms for collecting electronic documents and electronic documents of business systems to ensure that all relevant documents are timely and completely filed. At the same time, the training of relevant personnel

should be strengthened to enhance their awareness of the importance of electronic document management.

2) Improve the ability to collect and manage multimedia documents

universities should increase the investment in the collection and management of multimedia documents, and equip them with advanced equipment and technology to ensure the high-quality collection and long-term preservation of multimedia documents. In addition, a perfect multimedia file classification and retrieval system should be established to facilitate the use of teachers and students.

3) Speed up the digitization process of paper documents and document files

universities should formulate a detailed digital plan for paper files, and give priority to the important and frequently used documents for digital processing. At the same time, the cooperation with professional digital companies should be strengthened to improve the efficiency and quality of digital work.

4) Increase the proportion of science and technology paper files

universities should pay attention to the digitization of science and technology paper files to ensure that these files can better serve the scientific research activities. Special plans should be formulated, and priority should be given to selecting the science and technology paper files with important scientific research value for digital processing.

5) Strengthen the digitization of traditional audio and video archives

universities should pay attention to the protection and utilization of traditional audio and video files, and make special digital plans to ensure that these files can be preserved for a long time and convenient for use by teachers and students. At the same time, the research and application of relevant technologies should be strengthened to improve the quality and efficiency of digital work.

6) Strengthen the digitization work of real material archives

universities should pay attention to the digitization of physical archives, formulate detailed digitization plans, and give priority to selecting the physical archives with important historical and cultural value for digital processing. At the same time, the cooperation form with professional digital companies can be adopted to improve the efficiency and quality of digital work.

4. How to improving the Construction of archives information talent team of universities in Guangxi ?

5) Strengthen the digitization of traditional audio and video archives

universities should pay attention to the protection and utilization of traditional audio and video files, and make special digital plans to ensure that these files can be preserved for a long time and convenient for use by teachers and students. At the same time, the research and application of relevant technologies should be strengthened to improve the quality and efficiency of digital work.

6) Strengthen the digitization work of real material archives

Universities should pay attention to the digitization of physical archives, formulate detailed digitization plans, and give priority to selecting the physical archives with important historical and cultural value for digital processing. At the same time, the cooperation form with professional digital companies can be adopted to improve the efficiency and quality of digital work.

4) Promote independent learning

Colleges and universities should encourage employees to establish the concept of lifelong learning, provide rich online learning resources, subscribe to professional journals, and support their self-improvement.

5) Establish a talent reserve mechanism

Colleges and universities should establish a perfect talent reserve mechanism, and lock out the excellent graduates in advance through school-enterprise cooperation, practice and training, so as to reserve sufficient reserve force for the work of archives informatization.

6) Strengthen the evaluation and incentive mechanism

Regular comprehensive evaluation of the construction of archives information talent team, including the number of personnel, structure, professional ability, work effectiveness and other dimensions, to ensure the objectivity and accuracy of the evaluation results.

5.How to improving Construction of archives information service platform of universities in Guangxi?

1) Improve the function of the file system

Carry out the modular upgrade, add the necessary functional modules, and improve the comprehensive service capability of the system.

2) Strengthen the full-text management function.

Make full use of the text recognition technology, and develop the full-text management function.

3) Strengthen the application of new information technology

Technology innovation and application: actively introduce cloud computing, big data, artificial intelligence and other new generation of information technology, improve the ability of processing, analysis and utilization of archival information, and promote the intelligent and personalized development of archival services.

4) Improve the development of online utilization platforms

Strengthen the use of platform development, improve the convenience of utilization.

5) Integrate into the campus information construction

Make full use of campus information construction resources, take the initiative to integrate, improve the feasibility of archives information.

Interviewee 3

1. How to improving the vision for archives information planning of universities in Guangxi?

1) Upper leaders pay higher attention

Organize senior leaders to participate in high-level special training or seminars on archives informatization, such as the annual meeting of the district Archives Bureau, so as to enhance their awareness of the importance of archives informatization, and ensure the necessary resources and support in the process of planning formulation and implementation.

2) Clear the planning objectives and improve the rationality of the planning

Deeply investigate the advanced experience and successful cases of the construction of archives at home and abroad, and formulate the scientific and operable planning scheme according to the actual situation of the university. Detailed

planning content: to ensure that the planning content fully covers all aspects of archives information construction.

3) Strengthen capital input

Actively strive for the financial support from the superior departments and all walks of life, and optimize the allocation of internal resources in the school to ensure that the special funds for the construction of archives information are sufficient and stable.

4) Promote inter-departmental collaboration

Establish a cooperation mechanism: clarify the responsibilities and tasks of each department in the construction of archives information, establish a cross-department cooperation mechanism, and ensure the smooth communication and efficient cooperation among all departments in the process of planning and implementation.

2.How to improving the Construction of Archives information infrastructurein of universities in Guangxi?

1) Strengthen the capital investment of information equipment

Colleges and universities should increase the investment in information infrastructure to ensure the adequacy of archives digital equipment, office equipment and storage equipment. At the same time, the information equipment should be maintained and upgraded regularly to ensure the high efficiency of the equipment performance.

2) Improve the network archives resources

Colleges and universities should pay attention to the accumulation and arrangement of archival information resources and enrich the content of archival websites. By increasing the types and quantity of archival information resources, increase the traffic volume and utilization rate of archival website.

3) Strengthen the construction and promotion of archives websites

Universities should establish special archives portal websites, and promote them through various channels to improve the popularity and visits of archives websites. In addition, archives websites should provide rich archives utilization services, such as online inquiry, download, appointment borrowing, etc., to meet the needs of users.

4) Optimize the performance of the hardware facilities

Universities should pay attention to the performance improvement of information equipment, and meet the needs of file management by purchasing high-performance equipment or upgrading the existing equipment. At the same time, the information equipment should be regularly tested and maintained to ensure the stable operation of the equipment.

3.How to improving Construction of archives information resources in Guangxi?

1) Improve the collection rate of electronic documents and electronic documents of business systems

Strengthen the cooperation with information technology departments to ensure the smooth automatic archiving process of electronic documents and electronic documents of business systems.

Review and test the archiving process regularly and then to ensure no omissions.

2) Strengthen the collection and management of multimedia documents:

Increase the storage space and backup mechanisms for multimedia files to ensure their security and accessibility.

Establish the classification and retrieval system of multimedia files to improve the retrieval efficiency.

3) Improve the digital proportion of file level and file level catalogue:

Continue to promote the digitization of archives to ensure that all archives catalogues are digitized. Quality control of digitization work to ensure accuracy and completeness of data.

4) Increase the proportion of digital paper files

Develop a detailed paper file digitization plan, and give priority to the archives with high use frequency and high value.

Introducing advanced scanning equipment and software to improve digital efficiency and quality.

5) Improve the digital proportion of traditional audio and video recording files and physical files

Check the traditional audio and video recording files in detail, and make a reasonable digital plan. Classify physical files and give priority to digitization physical files with important historical value and research value.

6) Establish an evaluation and feedback mechanism for the construction of archival information resources:

Regularly evaluate the construction of archival information resources, find out problems and improve them in time. Establish a user feedback mechanism, collect users' opinions and suggestions, and constantly optimize the construction of archives resources.

4.How to improving the Construction of archives information talent team of universities in Guangxi?

1) Strengthen the introduction and training of talents

Optimize the recruitment strategy, formulate more attractive recruitment policies for the archival information positions, especially pay attention to the information professional background and practical operation ability of the candidates, to attract more high-quality and professional talents to join.

2) Adjust the personnel structure and promote the younger team

Implement the age structure optimization plan, gradually adjust the age structure of information staff, increase the proportion of young strength, and stimulate the vitality of the team. Encourage the growth of young talents, provide more development opportunities and promotion space for young employees, and accelerate their growth into a backbone force through the mentor system and project responsibility.

3) Strengthen leadership attention and policy support

Enhance the awareness of leadership informatization: through organizing special training, visiting and learning, enhance the understanding of the importance of archives informatization, to ensure that they can give enough attention and support. Formulate supporting policies: introduce a series of incentive measures, such as setting up

information innovation rewards, providing career development plans, etc., to stimulate the work enthusiasm and creativity of archival information personnel.

4) Create a good working atmosphere and team culture

Strengthen team building: through organizing team building activities, carrying out cultural exchanges and other ways, enhance team cohesion, and create a positive and harmonious working atmosphere. Advocate independent learning and innovation: encourage archives information personnel to learn new knowledge and new technology independently, at the same time establish fault tolerance mechanism, encourage bold innovation and brave attempt in information work.

5) Improve the information-based training system

Enrich the training content: combined with the actual needs of archives information work, the design of the training content covering theoretical knowledge, practical skills, case analysis and other aspects, to ensure the comprehensiveness and pertinence of the training. Optimize the training method: adopt the combination of online and offline methods, flexibly arrange the training time and place, and introduce interactive and experiential teaching methods to enhance the training effect.

6) Strengthen the reserve of information based talents

Establish a talent pool, register the outstanding talents with the potential of archives information into the database, form a stable talent reserve pool, and provide a strong talent guarantee for the future information construction.

5.How to improving Construction of archives information service platform of universities in Guangxi?

1) Strengthen leadership attention and strategic planning

Improve leadership cognition: organize leaders of archives departments to participate in relevant training or seminars, enhance their understanding of the importance of archives information service platform, and clarify their strategic position in the information construction of universities.

Formulate the development plan: combined with the overall development plan of the school, formulate the medium and long-term development plan of the archives information service platform, and define the development goals, phased tasks and safeguard measures.

2) Improve the functions of the file management system

Function optimization and upgrading: In view of the current incomplete system functions, conduct demand research, give priority to upgrading and improving the functional modules with high frequency and multiple feedback from teachers and students, such as full-text management, online opening and utilization, etc.

3) Strengthen the construction of the full-text management function

4) Strengthen the connectivity among the systems

Deepening system integration: promote the in-depth integration of school business system and file information management system, realize data sharing and business collaboration, and improve work efficiency and data accuracy.

5) Strengthen the application of new information technology

Actively introduce cloud computing, big data, artificial intelligence and other new generation of information technology to improve the processing, analysis and utilization of archival information.

Interviewee 4

1. How to improving the vision for archives information planning of universities in Guangxi?

1) Strengthen the participation of the leadership

The attention and support of the current leadership is still insufficient. The school should organize senior leaders to study the importance of archives informatization and its role in improving the school management level and promoting the modernization of education.

2) Clear the planning objectives and improve the rationality of the planning

According to the actual situation of the school and the future development needs, to develop a more forward-looking and operational planning scheme. In addition, industry experts can be invited to review and guide to ensure the scientific and rational content of the plan.

3) Strengthen capital input

The special fund support of the school archives information work is insufficient. The school should increase the investment in the archives information work, and set up a special fund for the procurement of hardware and software facilities, system

maintenance and upgrading, personnel training, etc. At the same time, actively strive for the financial support of superior departments and all walks of life, and broaden the channels of fund sources.

4) Promote cross-departmental collaboration and communication

Establish a cross-department coordination mechanism to clarify the responsibilities and tasks of each department in the archives information work. Through regular joint meetings and the establishment of an information sharing platform, the communication and cooperation between departments are strengthened to ensure the smooth progress of archives information work.

2.How to improving the Construction of archives information infrastructure in of universities in Guangxi?

1) Add the file digitization equipment:

According to the actual demand of archives digitization work, purchase the necessary scanners, digital cameras and other equipment.

2) Expansion of archival information storage equipment:

According to the growth rate of archival information and storage requirements, reasonably plan the capacity and performance of storage devices. At the same time, cloud storage technology can be considered to improve the security and reliability of data.

3) Optimize the performance of the hardware facilities

Upgrade the existing equipment to improve their processing speed and stability. Introduce advanced information equipment, such as high-performance server, high-speed network equipment, etc.

4) Strengthen the maintenance and upgrading of the basic hardware

Establish and improve the equipment maintenance and upgrade system to ensure the continuous operation of the equipment. Check and maintain the equipment regularly to prevent the failure. According to the technical development and actual needs, timely upgrade the equipment.

5) Strengthen the hardware fund guarantee

Formulate a detailed information construction budget to ensure the adequate and rational use of funds. Strengthen the supervision of the use of funds for information construction to ensure the efficient use of funds.

3.How to improving Construction of archives information resources in Guangxi?

1) Improve the collection rate of electronic documents and electronic documents of business systems

In order to ensure the collection of electronic documents and business systems, the archives should strengthen communication and coordination with relevant departments to ensure the timely filing of electronic documents. At the same time, a sound electronic document management process and system should be established to ensure the integrity and security of electronic documents. Furthermore, introducing automated tools could be considered to improve the efficiency of electronic file collection and processing.

2) Improve the collection rate of multimedia documents

In order to improve the collection rate of multimedia documents, the archives should strengthen the cooperation with relevant departments to ensure the timely filing of multimedia documents. At the same time, a special multimedia file management platform should be established to provide efficient storage and retrieval functions. Moreover, introducing advanced multimedia processing technology can be considered to improve the storage quality and retrieval efficiency of multimedia files.

3) Increase the proportion of digital paper files

In order to increase the digital proportion of paper archives, archives should develop a detailed digitization plan, giving priority to those archives with high utilization value and vulnerability. At the same time, efficient digital equipment and technology should be introduced to improve the efficiency and quality of digital work. In addition, you can consider working with professional digital companies to speed up the digitization process.

4) Improve the digital proportion of traditional audio and video recording files and physical files

In order to increase the digitization proportion of traditional audio and video archives and physical archives, archives should develop a special digitization plan, giving priority to those archives of high historical value and vulnerability. At the same time, advanced digital equipment and technology should be introduced to improve the efficiency and quality of digital work. In addition, you can consider working with professional digital companies to speed up the digitization process.

4.How to improving the Construction of archives information talent team of universities in Guangxi?

1) Strengthen the talent introduction, and improve the quantity and structure

Universities should intensify efforts to introduce excellent talents with information professional background, especially those who understand both file management and proficient in information technology.

2) Adjust the age structure to promote the team vitality

Diversified recruitment strategies: In the recruitment process, we should pay attention to the rationality of the age structure, attract excellent talents of different ages and levels to join us, bring the old with the new, and form a good combination of experience inheritance and innovative thinking.

3) Strengthen the leadership's attention and support

Improve the cognition of leaders, strengthen the understanding of the leaders of archives departments on the importance of archives informatization, and enhance their support for the construction of archives information talent team through the forms of high-level meetings and special lectures. Resource tilt: in the aspects of funds and policies, to ensure the sufficient supply of resources needed for the construction of talent team.

4) Improve the professional ability of informatization

Deepening professional training: According to the professional needs of archival information personnel, more targeted training programs, such as application training of cutting-edge technologies such as big data analysis, cloud computing and artificial intelligence. Establish a practice platform: build a file information practice platform, so

that employees can constantly hone and improve their professional ability in practical work.

5) Improve the training system and evaluation mechanism

Enrich the training content to ensure that the training content is both comprehensive and in-depth, covering both the theoretical knowledge and paying attention to the practical operation, to meet the learning needs of employees at different levels.

6) Enhance the ability of independent learning and innovation

Cultivate the habit of independent learning: encourage employees to use their spare time to learn new knowledge and skills, and improve their comprehensive quality and competitiveness.

5.How to improving Construction of archives information service platform of universities in Guangxi?

1) Improve the function of the file management system

Organize technical personnel to carry out special upgrades to ensure the comprehensiveness and practicability of the system functions.

2) Strengthen system connectivity

Formulate or follow the relevant national and industrial standards, ensure the standardization and standardization of archival data, and lay a foundation for information interoperability.

3) Strengthen the construction of the full-text management function

Full-text management is the basis of deepening retrieval, and making full use of text recognition technology to improve this function.

4) Promote technological innovation and application

Technology application: Actively explore and apply the new generation of information technology (such as cloud computing, block chain, etc.) in the archive information service platform, to improve the intelligence and security level of the platform.

5) Strengthen the development and optimization of online platforms

Continuously improve the convenience of using the service platform, and strengthen the full realization of online utilization.

6) Integrate into the campus information construction

Actively integrate into the campus information construction resources, improve the feasibility of archives information.

Interviewee 5

1. How to improving the vision for archives information planning of universities in Guangxi?

1) Improve the importance of the leadership

The archival information work should be incorporated into the annual performance appraisal system of the school, and clear goals and reward and punishment mechanisms should be set to enhance the importance of leaders at all levels to this work.

2) Clear the planning objectives and improve the rationality of the planning

Organize professional teams or invite external experts to conduct in-depth research and analysis, review and update the planning content regularly, to ensure that it is consistent with the school's development goals and information technology development trends.

3) Increase the special funds for archives informatization

Apply to the financial department of the school to increase the special budget of archives information construction, and clarify the use direction of funds and effect evaluation standards. Explore diversified fund-raising channels, such as cooperation with enterprises, seeking government funding or alumni donations, to support the continuous development of archives information work.

4) Strengthen the collaboration between different departments

Establish a cross-departmental coordination mechanism of archives informatization work, and clarify the responsibilities and roles of each department in the construction of archives informatization.

5) Deepen the role of archives information management in promoting school work

To study how to deeply integrate the information management of archives with the school's teaching, scientific research, management, and other work, to improve the overall operation efficiency and management level of the school.

2. How to improving the Construction of Archives information infrastructurein of universities in Guangxi?

1) Strengthen the construction of archives digital equipment:

The quantity or quality of archival digitization equipment needs to be improved. Universities should increase the investment in digital equipment, and introduce advanced scanners, digital cameras and other equipment, so as to improve the efficiency and quality of archives digitization.

2) Expansion of archival information storage equipment:

Universities should consider adding storage devices, using cloud storage, disk array and other technologies, to ensure the security and long-term preservation of archival information.

3) Optimize the performance of the hardware facilities

Universities should regularly evaluate the performance of the existing equipment, eliminate the backward equipment, and introduce high-performance servers, computers and other equipment to improve the efficiency of archives information processing.

4) Strengthen the maintenance and upgrading of basic hardware

Universities should establish a sound equipment maintenance and upgrade mechanism to ensure the stable operation and continuous update of equipment.

5) Strengthen the hardware fund guarantee

Universities should increase the investment in the construction of archives information infrastructure to ensure the smooth progress of all work.

6) Carry out network archives utilization services

Universities should further optimize the service of archives utilization, provide convenient online inquiry, download and other services, and improve the utilization efficiency of archives resources.

3.How to improving Construction of archives information resources in Guangxi?

1) Strengthen the construction and update of electronic information resources in the collection

In order to improve the richness of the electronic information resources and the completeness of the content, the archives should regularly evaluate the coverage and

timeliness of the existing resources. Through cooperation with relevant departments, to ensure that the newly generated electronic information resources can be timely collected and stored.

2) Improve the collection rate of electronic documents and electronic documents of business systems

In view of the rate of electronic documents and electronic documents collected into the archives, the archives should strengthen communication and coordination with relevant departments to ensure that all electronic documents and business systems can be timely filed after generation. In addition, the archiving process should be regularly reviewed and optimised to minimize omissions and delays.

3) Speed up the collection and digitization process of multimedia documents

Although the rate of multimedia documents collected into the archives reaches 100%, the overall level is low. Archives should strengthen the collection and collation of multimedia documents to ensure the diversity and integrity of multimedia resources. At the same time, advanced digital technology should be introduced to improve the digital efficiency and quality of multimedia documents.

4) Increase the digital proportion of paper files

In view of the problem of the low proportion of paper archives, scientific and technological paper archives and traditional audio and video archives, archives should formulate a detailed digitization plan and give priority to those archives with high utilization value and preservation value. At the same time, the investment of digital equipment and personnel training should be strengthened to improve the efficiency and quality of digital work.

5) Strengthen the digitization of physical archives

Archives should pay attention to the protection and utilization of physical archives and formulate scientific and reasonable digital schemes. Ensure the accuracy and integrity of the introduction of high-precision scanning equipment and professionals.

4. How to improving the Construction of archives information talent team of universities in Guangxi?

1) Expand the recruitment scale

Increase recruitment efforts, especially in the introduction of professionals in information technology, data management and other related fields. We can establish cooperative relations with universities and vocational colleges to lock in the resources of excellent graduates in advance.

2) Strengthen information technology training

Organize regular professional training courses, including but not limited to the latest information technology application, file management system operation, data security and privacy protection courses. At the same time, encourage and support employees to participate in the external certification examination to improve their professional qualifications.

3) Reasonable planning of talent echelon

Long-term talent development plans need to be made to ensure that there are both experienced old staff and dynamic new members in the team to form a reasonable age echelon.

4) Create a good team atmosphere

Team cohesion and centripetal force can be enhanced by organizing team building activities, strengthening cross-department communication and cooperation, and establishing a fair incentive mechanism.

5) Enrich the training content and form

Introduction of big data analysis, cloud computing, artificial intelligence and other cutting-edge technology knowledge to improve the comprehensive quality of archival information personnel. Explore various training forms such as online learning, case analysis and simulation exercise to improve the pertinacity and effectiveness of the training. (5) stimulate the ability of independent learning and innovation

6) Cultivate self-directed learning ability

Employees are encouraged to learn new knowledge and skills independently by establishing a learning resource base and providing learning time and financial support. Encourage innovative practices to commend and reward the employees who

put forward innovative ideas and achieve remarkable results, so as to stimulate the innovative vitality of the whole team.

5. How to improving Construction of archives information service platform of universities in Guangxi?

1) Strengthen leadership attention and strategic planning

Clear leadership responsibility: strengthen the importance of the leaders of the archives department to the construction of the information service platform, incorporate it into the overall development strategy of the school, and ensure the resource tilt and policy support.

2) Improve the functions of the file management system

Function integration and expansion: In view of the current system functions, function integration and expansion, especially to strengthen the full text management, online opening and utilization, automatic statistics and research and other key functions.

3) Focus on the development of full-text management functions.

Improve the full-text retrieval ability.

4) Promote electronic document management

Strengthen the promotion of electronic file management function, improve the cognition and acceptance of teachers and students on electronic file management, and encourage more files to be filed in electronic form.

5) Integrate into the new generation of information technology

Technology innovation and application: actively explore and apply cloud computing, big data, artificial intelligence and other new generation of information technologies in the construction of archives information service platform, so as to improve the intelligence and automation level of the platform.

6) Accelerate the development of platform development

Encourage technological innovation and independent research and development, and improve the performance of the online utilization platform.

Interviewee 6

1.How to improving the vision for archives information planning of universities in Guangxi?

1) Continuously optimize the annual plan

Ensure that it is closely integrated with the overall development strategy of the school, organize regular expert review meetings, and review the scientificity and rationality of the planning. Strengthen exchanges and cooperation with peer colleges, and learn from their successful experiences and best practices.

2) Strengthen the importance and responsibility of the leadership

The archival information work should be incorporated into the school performance appraisal system to strengthen the attention and support of leaders.

3) Actively strive for the capital input of the superior departments

Ensure that money is spent on the most critical and urgent projects. We will strengthen fund supervision to ensure the transparency and effectiveness of the use of funds.

2.How to improving the construction of archives information infrastructure of universities in Guangxi ?

1) Optimize the performance of the hardware facilities

In order to improve the performance of information equipment, it is recommended to carry out comprehensive inspection and evaluation of existing equipment and eliminate obsolete and low performance equipment. At the same time, the investment in the purchase of high-performance servers, storage equipment and network equipment, to ensure the efficient operation of the file information system. In addition, the equipment performance tests are conducted regularly to find and solve the potential problems in time.

2) Strengthen the maintenance and upgrading of information equipment

Establish a sound information equipment maintenance and upgrade system, to ensure that the equipment can be timely maintained and regularly upgraded. A special maintenance team can be set up to be responsible for daily equipment inspection and troubleshooting.

3) Strengthen the hardware fund guarantee

In order to ensure the smooth progress of the information infrastructure construction, it is suggested to increase the capital investment. You can apply to management to increase the budget, detail the use of funds and the expected results. At the same time, we actively seek external financial support, such as applying for government project funds, cooperation with enterprises, etc.

4) Expand the connectivity of the internal LAN and the campus network

In order to improve the connectivity between the internal LAN and the campus network, it is suggested to optimize the existing network architecture to ensure the stability and security of the network. It can be considered to introduce advanced network equipment and technologies, such as wireless network coverage, VPN, etc., to improve the flexibility and scalability of the network.

5) Improve the functions and visits of the archives portal website

In order to attract more users to visit the archives portal website, it is suggested to enrich the content of the website and provide more archival resources and services. It can be updated regularly to add interactive functions, such as online consultation, appointment services, etc. At the same time, strengthen the publicity and promotion of the website, use social media, search engine optimization and other means to improve the visibility and visits of the website.

6) Improve the network archives resources

In order to improve the richness of archival information resources on archives websites, it is suggested to strengthen the digitization of archives and transform more paper files into electronic files. Advanced scanning equipment and technology can be adopted to improve the efficiency and quality of archival digitization. At the same time, the establishment of a perfect archival information management system, to ensure the integrity and accuracy of archival resources.

3. How to improve the construction of archives information resources in Guangxi?

1) Improve the electronic document collection mechanism

For electronic documents and business systems, the rate of collection into the archives is maintained at 100%. To this end, an automated file collection system can be established to reduce human omissions.

For multimedia documents, clear collection standards and procedures should be established to ensure that all relevant documents are timely filed.

2) Increase the proportion of digital paper files

For paper files of documents, science and technology and digitization ratio is low, a detailed digital plan should be formulated and implemented in stages. Introduce advanced digital equipment and technology to improve digital efficiency and quality.

3) Improve the digital ratio of traditional audio and video recording files and physical files

Traditional audio and video recordings need to be digitized faster.

4) Improve the quality of digital resources

Independent digitization is prone to the problem of low digital quality. If possible, try to cooperate with professional technology companies to improve the quality of digital resources.

3.How to improving the Construction of archives information resources of universities in Guangxi?

1) Increase the number of archival information personnel

Formulate recruitment plans, clarify the needs of information positions, and attract professionals through campus recruitment, social recruitment and other channels. Establish an internal job transfer mechanism to encourage potential employees to transform to the direction of information technology.

2) Optimize the age structure of information staff

Implement the "old with the new" plan, allow experienced old employees to guide young employees and promote knowledge inheritance; at the same time, actively introduce young talents with innovative thinking to inject fresh blood into the team.

3) Improve the professional background of archival information personnel

Introduce outstanding graduates with professional background. At the same time, existing employees are encouraged to participate in the continuing education of related majors to improve their professional quality.

4) Stimulate the work enthusiasm of archival information personnel

Establish and improve the incentive mechanism, pay attention to employee personal development, and provide career planning and growth path. Regular one-on-one communication with employees to understand their career planning and needs and provide necessary support and assistance.

5) Create a good team working atmosphere

Organize team building activities to enhance team cohesion and sense of belonging; build an open and inclusive communication environment and encourage employees to make comments and suggestions.

6) Improve the professional information ability of archival information personnel

Provide systematic information professional training, including the latest technology, software application, project management, etc.; encourage employees to participate in industry conferences, seminars and other communication activities.

7) Increase the number and time of information training

Establish the training demand research mechanism, and collect the training willingness and demand of the staff regularly; make a detailed training calendar and schedule to ensure the smooth implementation of the training plan.

8) Cultivate the independent learning ability of archival information personnel

Provide rich online learning resources and learning platform; encourage employees to use their spare time.

9) Establish a sufficient information talent reserve

Establish a talent pool, bring potential employees into the key training, keep regular contact and communication with the reserve talents, understand their growth and development needs.

5. How to improving Construction of archives information service platform of universities in Guangxi?

1) Strengthen leadership attention:

It is suggested that the senior leaders of the school should further strengthen the attention to the construction of the archives information service platform and bring it into the important agenda of the school information construction. By formulating

detailed strategic planning, clarifying development goals, phased tasks and safeguard measures, to ensure the sustainability and effectiveness of the platform construction.

2) Improve the functions of the file management system:

In view of the problem of incomplete functions of the archives management system, we should increase investment and introduce advanced file management system to ensure that the system has the functions of directory management, full-text management, online opening and utilization, automatic statistics and research, electronic file management and so on, and constantly optimize and upgrade.

3) Strengthen the application of new information technology:

Actively introduce the new generation of information technology, such as big data, cloud computing, artificial intelligence, etc., to improve the technical content and service capability of the archives information service platform. For example, big data analysis technology is used to optimize the development and utilization of archival resources, and to improve the accuracy and efficiency of archival retrieval through artificial intelligence.

Interviewee 7

1. How to improving the vision for archives information planning of universities in Guangxi?

1) Ensure that the school's file information planning can be carried out reasonably

Suggestions: Strengthen the publicity and training of archives information planning, and improve the understanding and support of all teachers and students on the archives information work. At the same time, the responsibilities and tasks of all departments in the implementation of the plan should be clarified to ensure the smooth progress of the plan.

2) Improve the status of archives informatization

It is suggested that the school leadership should further strengthen the attention to the work of archives information, bring it into the overall development plan of the school, and provide the necessary policy support and resource guarantee.

3) Clear the planning objectives and improve the rationality of the planning

On the basis of maintaining the comprehensiveness of the planning content, we should pay attention to the pertinence and operability of the planning. According to the actual needs and pain points of school archives work, specific implementation plans and measures are formulated to ensure that the planning can be truly implemented effectively.

4) It is suggested that the school should increase the investment in the archives informatization work

To provide a more solid fund guarantee for the archives information work, to ensure the sufficient and reasonable use of special funds.

2.How to improving the Construction of Archives information infrastructure of universities in Guangxi?

1) Optimize the performance of the hardware facilities

Assess existing devices, eliminate low-performance devices, and introduce high-performance servers, storage devices, and network devices. Regular equipment upgrades to ensure hardware and software compatibility and security.

2) Strengthen the hardware fund guarantee

Increase the budget for information infrastructure construction to ensure that there are enough funds for equipment procurement, maintenance and upgrading. Special fund support from relevant departments to improve the efficiency of fund use.

3) Strengthen the maintenance and upgrading of basic hardware

Establish and improve the maintenance and upgrade system of the information equipment to ensure the stable operation of the equipment. Check and maintain the equipment regularly, and find and solve the potential problems in time.

4) Improve the function and content of the archive website

Strengthen the user experience design of the archives website, improve the ease of use and access speed of the website. Update the file information content regularly to ensure the timeliness and accuracy of the information.

5) Establish and improve the connectivity of internal LAN and external campus network:

Strengthen the network security management to ensure the safe and stable connection between the internal LAN and the external campus network. Network testing and optimization to ensure network transmission speed and stability.

6) Improve the equipment level of archives digital equipment

According to the demand of archival digitization, increase the quantity and quality of scanners to digital cameras and other equipment. Introduce advanced archives digitization technology to improve the efficiency and quality of archives digitization.

3.How to improving Construction of archives information resources in Guangxi?

The proportion of catalogue digitization and photo digitization is good, which drives the digitalization of other categories

It is necessary to summarize the experience of digitization of catalogue and photo files, so as to promote the digitalization of paper files and audio and video recordings.

2) Improve the collection rate of electronic official documents and business system documents

Strengthen the communication and cooperation with the relevant departments, to ensure the timely filing of electronic documents, and improve the quality of filing.

3) Improve the collection and management of multimedia documents

Strengthen the management of multimedia documents, formulate more detailed classification and storage standards, to ensure the long-term preservation and effective use of multimedia resources.

4) Increase the proportion of digital paper files

Formulate a detailed digitization plan for paper archives, give priority to the archives with high utilization rate and great preservation value, and gradually increase the proportion of digitization.

6) Strengthen the digitization of physical archives

Make a reasonable digital plan, and gradually increase the digital proportion of physical archives.

7) Increase investment in capital and technology

The process of digitization is the process of technology realization, to increase the investment of archives information construction, the introduction of advanced technology and equipment, and improve the automation and intelligent level of archives management.

4.How to improving the Construction of archives information talent team of universities in Guangxi?

1) Supplement the number of archival information personnel

Formulate recruitment plans, recruit professional talents inside and outside of the school, and focus on attracting talents with information skills and professional background to join the archives department.

2) Optimize the age structure of information staff

Focus on the introduction of young and potential information talents, and strengthen the skills training and knowledge update of the existing employees, to maintain the balance between the age and skills of the team.

3) Strengthen the introduction of information professional talents

Clear professional requirements during recruitment, and give priority to talents with archival science, computer science, information management and other related professional backgrounds.

4) Encourage archival information personnel to work actively

Establish a perfect incentive mechanism, including material rewards, promotion opportunities, commendation and honors, etc., to stimulate the enthusiasm and work enthusiasm of employees. Strengthen team-building activities to enhance the cohesion and sense of belonging among employees.

5) Improve information professionalism

Organize regular information professional skills training to improve the professional ability and technical level of employees.

6) Improve the independent learning ability of archival information personnel

Provide rich learning resources and platforms, such as online courses, professional books, industry reports, etc., to support employees' independent learning.

Create a strong learning atmosphere, encourage employees to share their learning experiences and experience, and promote knowledge sharing and exchange.

7) Strengthen the reserve of information based talents

Establish a perfect talent echelon construction mechanism, through the combination of internal training and external introduction, to ensure the sufficient reserve of information talents.

5.How to improving Construction of archives information service platform of universities in Guangxi?

1) Strengthen leadership attention and resource input:

The leaders of archives departments should further improve their understanding of the construction of archives information service platform, and regard it as a key link to improve the modernization level of school archives management.

Increase capital investment for the system upgrading, technology introduction and personnel training, to ensure the sustainable and healthy development of the platform.

2) Improve the functions of the file management system:

In view of the problem of incomplete system functions, organize the technical team to conduct a comprehensive evaluation of the system, clarify the functional shortcomings, and make a detailed improvement plan.

Priority should be given to key functions such as full-text management, online opening and utilization, automatic statistics and compilation and research to meet the diversified needs of teachers and students for archival information resources.

3) Deepening business system integration and data sharing:

Strengthen the data exchange and sharing between the school business system and the file information management system, realize the seamless connection of information, and improve the efficiency and accuracy of information processing.

Promote the popularization and application of electronic file management function, to ensure that all kinds of electronic documents can be effectively managed and efficiently used.

4) Introduce a new generation of information technology:

We will actively explore the application of cloud computing, big data, artificial intelligence and other next-generation information technologies in the archive service platform, so as to improve the intelligence level and service capability of the platform.

Optimize the user experience through technical means, such as providing intelligent retrieval, personalized recommendation and other functions, to improve the satisfaction of teachers and students with the platform.

5) Strengthen the online opening and utilization function of the archives management system

Build a unified archival information service portal to provide convenient online inquiry, borrowing and download services. Introduce the user authority management mechanism to ensure the legal use of file information. At the same time, strengthen the communication and interaction with teachers and students, collect feedback opinions, and constantly optimize the service process and function.

6) Strengthen information security and privacy protection

While promoting the platform construction, we should attach great importance to information security and privacy protection. Strengthen the application of data encryption, access control and other security technologies to ensure the security and confidentiality of archival information in the process of transmission, storage and utilization.

Interviewee 8

1. How to improving the vision for archives information planning of universities in Guangxi?

1) Upper leaders pay higher attention

The archives department should improve the understanding and attention of the leadership to the archives information work through regular report and achievement display. We will seek more policy support and resource input to create favorable conditions for the implementation of the plan.

2) Strengthen capital investment

We will set up a special fund budget that increases year by year to ensure the sustainability of information construction, optimize the structure of fund use, and ensure that key projects receive adequate financial support.

3) Maintain and improve the archives information construction of the university is in a leading position among universities in Guangxi.

Maintain and expand the leading edge, actively participate in industry exchanges and cooperation, and share successful experiences and practices. At the same time, strengthen self-assessment and continuous improvement, and constantly improve the overall level of archives information construction.

2.How to improving the Construction of Archives information infrastructure of universities in Guangxi?

1) Strengthen the maintenance and upgrade of the basic hardware

A comprehensive performance evaluation of existing equipment, eliminate obsolete or underperforming equipment, and invest in high-performance servers, storage devices, and network facilities.

2) Strengthen the maintenance and upgrading of information equipment

Discuss a detailed maintenance plan, including regular inspection, cleaning, replacement of vulnerable parts, etc. At the same time, the equipment upgrading mechanism should be established to update the equipment and software system in time according to the needs of technical development and archives information.

3) Strengthen the hardware fund guarantee

Increase the budget for the construction of archives information, to ensure that there are enough funds for the purchase of equipment, software development and system maintenance.

4) Improve the network archives resources

Strengthen the sorting and classification of archival information, enrich the website content, improve the accuracy and convenience of information retrieval. At the same time, the types and functions of file utilization services should be increased, such as online consultation, appointment inspection, etc., to improve the user experience.

5) Establish and improve the archives information management system

In order to ensure the smooth progress of the archives information construction, it is suggested to establish and perfect the archives information management system. Including formulating standards and procedures for purchasing, using, maintenance and upgrading of information equipment, and clarifying the responsibilities and authority of each department and personnel. At the same time, the information construction of archives should be evaluated and supervised regularly to ensure the effective implementation of the work.

3. How to improving Construction of archives information resources of universities in Guangxi ?

1) Improve the collection rate of electronic documents and electronic documents of business systems.

Consider optimizing the existing collection process to ensure that all electronic documents and business systems are timely and completely archived.

2) Increase the collection of multimedia documents.

The quality or quantity still needs to be improved. We can consider to increase the type and quantity of multimedia files to increase their proportion in archival resources.

3) Continue to maintain the high level of digitization of file level catalogue and file level catalogue.

Catalogue digitization has achieved remarkable results. In the future, the digital process can be further optimized to improve the quality of digitalization and ensure the accuracy and retrievability of data.

4) Improve the digital ratio of document paper files, scientific and technological paper files and traditional audio and video recording files.

Consider adopting more advanced scanning and digital technologies to improve digital efficiency and quality.

5) Strengthen the digitization of physical archives.

More advanced digital technologies are adopted to ensure the integrity and availability of physical archives.

4. How to improving the Construction of archives information talent team of universities in Guangxi?

1) Increase the number of archival information personnel

Evaluate the matching degree of the current workload and staffing. If necessary, the number of information professionals can be increased through recruitment, internal deployment or outsourcing. At the same time, the establishment of talent echelon, to ensure that the key positions have a suitable talent reserve.

2) Optimize the age structure of information staff

Implement diversified recruitment strategies to attract excellent talents of different ages and promote the optimization of the age structure of the team. Through the tutorial system, cross-generation exchange projects and other ways, enhance the experience inheritance and innovation vitality within the team.

3) Improve the professional background requirements of archival information personnel

Clear professional requirements during recruitment, giving priority to candidates with relevant professional background in information technology and file management. At the same time, we will provide opportunities for in-service training and professional certification for existing teams to improve their professional quality.

4) Strengthen the construction of archives information talents

Strengthen the leadership's understanding of the importance of archives informatization, and ensure that the leadership brings the construction of informatization talents into the strategic planning of the department through regular training and policy guidance. Establish an incentive mechanism to commend individuals and teams with outstanding performance in information work.

5) Improve the archives information personnel to have a high information professional ability

Provide continuous professional training and learning opportunities, including the latest technology trends, industry standards, policies, regulations and more. Encourage employees to attend industry conferences, seminars, etc., to broaden their horizons and improve their professional level.

6) Ensure the sufficient quantity and time of information training

Make a reasonable training plan according to staff needs and business development needs to ensure the adequacy of training quantity and time. At the same

time, pay attention to the training effect, and test the training results through examination, project practice and other ways.

7) Improve the independent learning ability of archival information personnel

Cultivate employees' awareness of independent learning, and encourage employees to use their spare time to update knowledge and improve skills. Provide learning resources and platform support, such as online courses, e-books, technology forums, etc., to facilitate employees to learn anytime and anywhere.

5How to improving Construction of archives information service platform of universities in Guangxi?

1) Enhance the importance of the leaders of archives departments to the construction of archives information service platform

Regularly organize leaders of archives departments to participate in seminars on information construction to improve their understanding of the importance of the application of information technology in archives management. At the same time, the construction of archives information service platform will be incorporated into the department performance appraisal system, and the responsibility and incentive mechanism will be defined.

2) Improve the functions of the file management system

A comprehensive evaluation of the existing file management system to determine the lack or deficiency. Based on the evaluation results, make a detailed function upgrade plan, and introduce advanced file management software and technology, to ensure that the system functions are comprehensive and efficient.

3) Improve the connection degree between the school business system and the file information management system

Measures: Strengthen the cooperation with the IT department of the school, and jointly formulate the technical scheme of connecting the business system and the file information management system. Optimize the interface design to ensure the accuracy and timeliness of data transmission. At the same time, establish a regular maintenance and inspection mechanism to ensure the stability and reliability of the system connections.

4) Improve the full-text management function of the file management system

Measures: introduce OCR (optical character recognition) technology and natural language processing technology to improve the recognition and processing ability of full-text information. Optimize the full-text retrieval algorithm to improve the retrieval speed and accuracy. At the same time, strengthen the security protection of full-text information, to ensure that the information is not illegally tampered with or leaked.

5) Strengthen the online opening and utilization function of the archives management system

Measures: to build a unified archives information service portal, to provide convenient online inquiry, borrowing and download services. Introduce the user authority management mechanism to ensure the legal use of file information. At the same time, strengthen the communication and interaction with teachers and students, collect feedback opinions, and constantly optimize the service process and function.

6) Improve the electronic file management function of the file management system

Optimize the electronic document management process to ensure the integrity, authenticity and availability of electronic documents. At the same time, establish a long-term storage and backup mechanism of electronic files to ensure data security and reliability.

7) Enhance the storage function of the file management system

Measures: Adopt high-performance storage equipment and technology to improve the storage capacity and reliability of the system. Establish a distributed storage architecture to realize the redundant backup and rapid recovery of data.

8) Improve the application degree of the new generation of information technology in the archives service platform

Pay close attention to the development trend and the latest achievements of information technology, and timely apply cloud computing, big data, artificial intelligence and other new technologies to the construction of archives information service platform. Strengthen cooperation and exchanges with information technology enterprises, and jointly develop new technologies and new products suitable for the needs of archives management.

9) Accelerate the process of integrating the archives information service platform into the campus information construction

Strengthen the communication and coordination with the school information construction department to ensure that the file information service platform is in step with the overall information construction of the school. Develop detailed inclusion plans and schedule, with clear division of responsibilities and schedule requirements. At the same time, strengthen the cooperation and exchanges with other departments, and jointly promote the in-depth development of campus information construction.

Interviewee 9

1. How to improving the vision for archives information planning of universities in Guangxi?

1) Strengthen the implementation of information planning

It is suggested that the school continue to strengthen the implementation to ensure the steady realization of the goals of the plan.

2) Upper leaders pay higher attention

It is suggested that the school should strengthen the leadership's understanding and attention to the informatization of archives and improve its strategic position in the whole school work.

3) Strengthen capital input.

It is suggested that the school should increase the investment in the archives information work to ensure sufficient funds and reasonable use, and provide a strong material guarantee for the archives information work.

4) Strengthen departmental cooperation

It is suggested that the school continue to maintain and strengthen the communication and cooperation between departments, form a joint force, and promote the in-depth development of archives information work.

2. How to improving the Construction of Archives information infrastructure in of universities in Guangxi?

1) Strengthen the maintenance and upgrade of the basic hardware

Equipment upgrading and maintenance shall be performed regularly, and a detailed equipment maintenance plan shall be developed to ensure the equipment is in the best condition.

2) Strengthen the hardware fund guarantee

Increase funding for information infrastructure to ensure that enough money is available to purchase new equipment, upgrade existing equipment, and maintenance and maintenance. We can consider to set up a special fund to support the long-term development of archives information construction.

3) Expand the connectivity between the internal LAN and the external campus network

Strengthen the connectivity between the internal LAN and the external campus network to ensure that the archival information resources can be more easily shared and communicated. Advanced network technology can be considered to improve the network stability and transmission speed to meet the needs of archives information.

4) Improve the functions and content of the archives portal website

Further enrich the content of the archives portal website, increase the types and quantity of archival information resources, and improve the traffic volume of the archival website. At the same time, optimize the user experience of the website, to provide more convenient use of archives services, such as online inquiry, download and interactive communication.

5) Improve the network archives resources

Establish a sound archival information resource management system to ensure the integrity and accuracy of archival information resources. At the same time, the development and promotion of archives utilization services, improve the utilization rate of archives information resources, to better meet the needs of users.

3.How to improving Construction of archives information resources of universities in Guangxi?

1) Improve the category richness and content integrity of the collection of electronic information resources

Strengthen the cooperation with business departments and institutions, modify the scope of archiving, ensure that all electronic documents are receivable, and enrich the types of electronic resources.

2) Strengthen the collection of electronic documents and electronic documents of business systems

Establish and improve the archiving mechanism of electronic documents and electronic documents of business systems to ensure the standardization and efficiency of the collection work. Improve the level of automation, reduce manual intervention, and ensure the integrity and accuracy of electronic documents.

3) Improve the ability to collect and manage multimedia documents

Increase the input in the multimedia file processing and storage, and improve the multimedia processing ability of the archives. Establish the classification and retrieval system of multimedia files to facilitate users to find and use them. Strengthen the audio and video recording format conversion.

4) Increase the digital proportion of paper files

For documents, science and technology and traditional audio and video records, special digital plans will be formulated to gradually increase the proportion of digital records. Strengthen the training of digital equipment and personnel to ensure the smooth progress of digital work.

5) Strengthen the digitization of physical archives

For the physical archives, develop a reasonable digital scheme to ensure the increase of its digital proportion. High-resolution scanning and 3 D scanning technology are used to improve the digital quality of physical archives.

6) Establish and improve the evaluation and feedback mechanism of archival information resources

Regularly evaluate the construction of archival information resources, and find out the problems and improve them in time. Establish a user feedback mechanism, understand the user needs, and optimize the construction and management of archives resources.

4.How to improving the Construction of archives information talent team of universities in Guangxi?

1) Increase the number of archival information personnel

Increase the recruitment of file information personnel, especially for the talents with information technology background and file management knowledge, to ensure that the team size matches the information needs.

2) Optimize the age structure of information staff

Optimize the age structure to ensure that there are enough three generations of people in the team, which can not only maintain the vitality of the team, but also ensure the inheritance of experience.

3) Strengthen the introduction of talents with professional background

When introducing talents, strengthen the professional background audit to ensure that the new recruits have the corresponding knowledge of information technology and file management. At the same time, the existing team professional training to improve the overall professional level.

4) Strengthen the working team construction of the archival information personnel team

Strengthen team communication and cooperation to create a more harmonious and positive working atmosphere. At the same time, pay attention to the mental health of the team members, solve problems in time, to ensure the stability of the team.

5) Strengthen the professional ability of archival information personnel

Strengthen professional training, enhance the professional ability of archives information personnel. At the same time, the team members are encouraged to study independently and constantly update their knowledge and skills.

6) Strengthen the reserve of information based talents

Establish a reasonable talent echelon.

5.How to improving Construction of archives information service platform of universities in Guangxi?

1) Improve the functions of the file management system

Make a comprehensive evaluation of the existing file management system, identify the missing key functions, such as the lack of digital processing, intelligent retrieval and other functions, and make the corresponding upgrade plan.

Introduce advanced archives management software, or customized development of functional modules in line with the characteristics of the school.

2) Strengthen the connection between the school business system and the file information management system

Strengthen the cooperation with school IT departments, formulate data exchange standards, and ensure the accuracy and security of data in the transmission process.

3) Improve the full-text management function

Measures: Strengthen the application of OCR (optical character recognition) technology to improve the full-text recognition rate and accuracy.

4) Improve the online opening and utilization functions of the file management system

Develop mobile terminal applications to facilitate teachers and students to access the file information service platform anytime and anywhere. Set up a user rights management system to ensure the safe access and reasonable use of file information.

5) Improve the application of the new generation of information technology in the archives service platform

Measures: Pay attention to and track the development trends of the new generation of information technology, such as blockchain, artificial intelligence, etc., and explore its application scenarios in archives management.

6) Strengthen the integration of the archives information service platform into the campus information construction

The archives information service platform will be incorporated into the overall information planning of the school to ensure its important position in the construction of campus information. Strengthen the integration and linkage with other campus information systems, to realize the comprehensive integration and sharing of campus information.

Appendix D

The Results of the Quality Analysis of Research Instruments

1. Reliability Analysis

Simplified Format of Cronbach's Reliability Analysis		
Number of Items	Sample Size	Cronbach's Alpha Coefficient
57	50	0.968

NO	Variable name	Corrected Item-Total Correlation(CITC)	Cronbach's alpha with item deleted	Cronbach's Alpha Coefficient
Vision for archives information planning				
1	The five-year plan for archives informatization is scientific and forward-looking	0.777	0.873	0.968
2	The annual plan of archives informatization is specific and has clear stage goals	0.835	0.868	
3	The implementation strategy of archives information planning can be effectively implemented and with high efficiency	0.571	0.888	
4	The leadership attaches great importance to the construction of archives information and carries out the resource tilt	0.845	0.867	
5	The archives information construction plan formulated by the school is comprehensive	0.499	0.892	

NO	Variable name	Corrected Item-Total Correlation(CITC)	Cronbach's alpha with item deleted	Cronbach's Alpha Coefficient
6	Special funds for archives information work is sufficient	0.800	0.872	
7	Archives information planning and implementation until the relevant departments of the strong cooperation	0.462	0.899	
8	Archives information management promotes the development of	0.494	0.898	
9	The planning and implementation prospects of archives informatization are optimistic	0.465	0.894	
10	The construction of archives informatization is in a leading position among the universities in Guangxi	0.755	0.875	
Construction of Archives information infrastructure				
1	The archives department has sufficient daily office equipment	0.416	0.903	0.968
2	The archives department has sufficient archives digitization equipment	0.623	0.892	
3	The archives department has sufficient archival information storage equipment	0.523	0.899	

NO	Variable name	Corrected Item-Total Correlation(CITC)	Cronbach's alpha with item deleted	Cronbach's Alpha Coefficient
4	The performance of archives information equipment is highly efficient	0.773	0.883	
5	Information equipment has been regularly maintained and upgraded	0.793	0.882	
6	The capital investment in the construction of archives information infrastructure is sufficient	0.835	0.881	
7	The internal LAN is established and can connect with the external campus network	0.611	0.893	
8	A special archive portal website has been established, and the portal website has more visits	0.587	0.894	
9	The information content on the archive website is rich and varied	0.440	0.902	
10	Archives websites can provide online archives utilization services	0.754	0.884	
11	The archives website is rich in archival information resources	0.650	0.891	
Construction of archives information resource				
1	The collection of electronic information resources are rich	0.792	0.865	0.968

NO	Variable name	Corrected Item-Total Correlation(CITC)	Cronbach's alpha with item deleted	Cronbach's Alpha Coefficient
2	The rate of electronic documents collected into the archives reaches 100%	0.822	0.865	
3	The rate of electronic documents collected into the archives reaches 100%	0.491	0.893	
4	The rate of multimedia documents collected into the archives reaches 100%	0.755	0.869	
5	the digitization rate of folder list catalogue reaches 100%	0.489	0.905	
6	The digitization rate of folder list catalogue reaches 100%	0.474	0.886	
7	The digitization rate of document paper archives reaches 100%	0.864	0.860	
8	The digitization rate of photo paper archives reaches 100%	0.423	0.895	
9	The digitization rate of science and technology paper archives reaches 100%	0.771	0.868	
10	The digitization rate of traditional recording and video archives reaches 100%	0.735	0.870	
11	The digitization rate of physical archives reaches 100%	0.708	0.872	

NO	Variable name	Corrected Item-Total Correlation(CITC)	Cronbach's alpha with item deleted	Cronbach's Alpha Coefficient
Construction of archives information talent team				
1	The number of archives information personnel is very sufficient	0.820	0.923	0.968
2	The age structure of information staff is very reasonable	0.824	0.922	
3	The professional background of archives information personnel meets the requirements of information	0.725	0.926	
4	The leadership of the archives department attaches great importance to the construction of archives information talents	0.458	0.938	
5	Archive information personnel working attitude is very positive	0.670	0.928	
6	The working atmosphere of the archival information personnel team is very good	0.670	0.929	
7	Archival information personnel information professional ability is very high	0.692	0.928	
8	Information training is very sufficient	0.771	0.924	

NO	Variable name	Corrected Item-Total Correlation(CITC)	Cronbach's alpha with item deleted	Cronbach's Alpha Coefficient
9	The information training content is very rich and reasonable	0.536	0.933	
10	Information training has achieved very good results	0.821	0.922	
11	Archive information personnel independent learning ability is very strong	0.840	0.922	
12	The information technology talent reserve is very sufficient	0.714	0.927	
Construction of archives information service platform				
1	Leaders of the archives department attach great importance to the construction of the archives information service platform	0.429	0.872	0.968
2	The file management system has complete functions	0.639	0.856	
3	The connection degree of the school business system and the file information management system and the connection is high	0.702	0.851	
4	Archives management system directory management function is strong	0.595	0.859	
5	The file management system full-text management function is strong	0.676	0.853	

NO	Variable name	Corrected Item-Total Correlation(CITC)	Cronbach's alpha with item deleted	Cronbach's Alpha Coefficient
6	The archives management system online open and utilization function is strong	0.626	0.857	
7	The file management system of automatic statistics and editing and research function is strong	0.608	0.860	
8	The file management system has electronic file management function and high use degree	0.537	0.862	
9	The file management system has a strong storage function	0.613	0.861	
10	The new generation of information technology is highly applied in the archives service platform	0.647	0.857	
11	Archival information service platform is incorporated into the campus information construction	0.359	0.871	
12	The archival information service platform has been upgraded more rapidly	0.422	0.873	
13	Teachers and students are highly satisfied with the archival information service platform	0.489	0.865	

According to the above data analysis results are as follows:

The overall Cronbach α coefficient of the 57 indicators was 0.968, which is greater than 0.9, showing extremely high internal consistency, indicating that the reliability of the overall scale is very good. For the " α coefficient that has been deleted", the reliability coefficient will not increase significantly after any item is deleted, so it means that the item should not be deleted. This result implies an extremely high correlation between all dimensions and indicators, and the measurement tool performs very well in terms of consistency and stability. The "CIC value" for all analyzed items are 0.4, indicating that there is a good correlation between the analyzed items which also indicate a good reliability level. In conclusion, it can be concluded that the Cronbach α coefficient of the scale is higher than 0.968 in all dimensions, showing the excellent internal consistency of the scale.

NO	ADUATE UNIVERSITIES	Experts					IOC	Validity
		1	2	3	4	5		
10	Archives websites can provide online archives utilization services	1	1	1	1	1	1	Valid
	The archives website is rich in archival information resources	1	1	1	1	1	1	Valid
Construction of archives information resources								
1	The collection of electronic information resources are rich	1	1	1	1	1	1	Valid
2	The rate of electronic documents collected into the archives reaches 100%	1	1	1	1	1	1	Valid
3	The rate of electronic documents collected into the archives reaches 100%	1	1	1	1	1	1	Valid
4	The rate of multimedia documents collected into the archives reaches 100%	1	1	1	1	1	1	Valid
5	the digitization rate of folder list catalogue reaches 100%	1	1	1	1	1	1	Valid
6	The digitization rate of folder list catalogue reaches 100%	1	1	1	1	1	1	Valid
7	The digitization rate of document paper archives reaches 100%	1	1	1	1	1	1	Valid
8	The digitization rate of photo paper archives reaches 100%	1	1	1	1	1	1	Valid
9	The digitization rate of science and technology paper archives reaches 100%	1	1	1	1	1	1	Valid
10	The digitization rate of traditional recording and video archives reaches 100%	1	1	0	1	1	0.8	Valid

Appendix E
Certificate of English



This is to certify that

Mrs.Lei Changling

Achieved BSRU English Proficiency Test (BSRU-TEP) level

C1

Given on 12th February 2022

A handwritten signature in blue ink, appearing to read 'K. A.', is positioned below the date. The signature is fluid and cursive.

(Assistant Professor Dr Kulsirin Aphiratvoradej)

Director

Appendix F

The Document for Accept Research



มหาวิทยาลัยมหาจุฬาลงกรณราชวิทยาลัย

วิทยาเขตนครศรีธรรมราช

๓/๓ ม.๕ ต.มะม่วงสองต้น อ.เมือง จ.นครศรีธรรมราช ๘๐๐๐๐

โทร. ๐๗๕-๓๔๒๘๙๘ โทรสาร ๐๗๕-๓๔๕๕๖๒

อว.๘๐๒๗ / ๑๗๐

๖ สิงหาคม ๒๕๖๗

เรื่อง รับรองการลงบทความวิจัยเพื่อตีพิมพ์ในวารสารมหาจุฬานาครทรรศน์

เรียน นางเหลี่ย ขางหลิง

ตามที่ นางเหลี่ย ขางหลิง และรองศาสตราจารย์ ดร.นรินทร์ สุธีรินทร์ ผู้ช่วยศาสตราจารย์ ดร.สรายุทธ์ เศรษฐขจร และผู้ช่วยศาสตราจารย์ ดร.พัชรา เดชโฮม ได้ส่งบทความวิจัยเรื่อง “แนวทางการพัฒนาการจัดการเอกสารจดหมายเหตุของมหาวิทยาลัยในมณฑลกววงสี” เพื่อพิจารณาตีพิมพ์ในวารสารมหาจุฬานาครทรรศน์ มหาวิทยาลัยมหาจุฬาลงกรณราชวิทยาลัย วิทยาเขตนครศรีธรรมราช ซึ่งได้รับการคัดเลือกเข้าสู่ฐานข้อมูล ของศูนย์ดัชนีการอ้างอิงวารสารไทย (ศูนย์ TCI) ได้ถูกจัดกลุ่มคุณภาพวารสารประจำปี พ.ศ.๒๕๖๒ ให้เป็นวารสารที่มีคุณภาพกลุ่มที่ ๒ (TCI ฐาน ๒) และอยู่ในฐานข้อมูล TCI จนถึง ๓๑ ธันวาคม ๒๕๖๗ โดยจะดำเนินการจัดพิมพ์ในฉบับต่อไปตามระยะเวลาที่กำหนดไว้ และวารสารมหาจุฬานาครทรรศน์ ได้รับบทความวิจัยของท่านเป็นที่เรียบร้อยแล้วนั้น

ในการนี้ วารสารมหาจุฬานาครทรรศน์ มหาวิทยาลัยมหาจุฬาลงกรณราชวิทยาลัย วิทยาเขตนครศรีธรรมราช ขอรับรองว่าบทความของท่านได้ผ่านตอบรับเพื่อพิจารณาบทความตีพิมพ์เผยแพร่ในปีที่ ๑๑ ฉบับที่ ๙ (กันยายน ๒๕๖๗) นี้ ซึ่งภายหลังจากนี้บทความจะผ่านการตรวจสอบความถูกต้องทางวิชาการ โดยกองบรรณาธิการวารสารฯ และผู้ทรงคุณวุฒิต่อไป

จึงเรียนมาเพื่อโปรดทราบและดำเนินการต่อไป

เรียนมาด้วยความเคารพ

๒/๗๖๑๓๑

(นางสาวปุกัญญาตา จงละเอียด)

บรรณาธิการวารสารมหาจุฬานาครทรรศน์

มหาวิทยาลัยมหาจุฬาลงกรณราชวิทยาลัย วิทยาเขตนครศรีธรรมราช

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