

Research on Security Problems and Strategies Brought by Archives Informationization

Huaiwei Zhang

Liaocheng University, Shandong, China

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Abstract: The construction of archives information is a new mode of archives management that has been gradually developed with the progress of science and technology. It can better collect and organize archives information, so as to meet the practical needs of social development for archives information. This article first discusses the advantages of archives information management, then discusses the security problems that may exist in archives information management, and finally explores how to avoid these security problems and really improve the security of archives informationization.

Archives information construction refers to relying on advanced Internet technology, using computers and networks to collect, organize, and preserve archives information, so as to be able to provide the public with better quality archives services. As the future development trend of archive management, archive informatization can realize the long-term preservation of information on the one hand, avoid the various adverse consequences caused by information loss, and on the other hand, can take advantage of archive resources and realize the integration and sharing of resources. In the information age, the types and number of archives are showing a growing trend. If timely adjustments cannot be made according to changes in social development, then the entire archive management work will be in a chaotic and disorderly state, and archives security is even more, There is no guarantee. At present, many file management departments have implemented file information management, but because they are in the initial development stage, they are easily affected by other factors during the implementation process, which will bring certain challenges to the file security. In order to avoid the leakage of file information, the file management department and file management personnel must propose targeted solutions to ensure the security of file information.

1. Advantages of file information management

(1) Improve management efficiency and utilization

In the new era, society is paying more and more attention to the efficiency and utilization rate of file management, and information management can meet this demand. In the era of information inflation, people are exposed to a lot of information every day. If they cannot be screened effectively, it will bring a heavy burden to people's lives and work. File information management has high efficiency, because it does not require a lot of space, and it will not be limited by space and time in information transmission. The high utilization rate of file information management is mainly reflected in that each user can use the file information at the same time, and the effect of the service will not be affected by the slightest.

(2) Information query is fast and accurate

The amount of file information is very large. The traditional file management query is mainly based on manual search by workers, which not only takes a lot of time, but also the accuracy is difficult to guarantee. Taking an enterprise as an example, file information is formed in the process of production and operation of an enterprise, which can provide information support for enterprise decision-making, avoid possible risks, and avoid mistakes in decision-making. However, there is a lot of file information in an enterprise. If you simply rely on the manual query by the file manager, it will consume a lot of time, which is obviously not conducive to the development of the enterprise.

The informationization of archives can effectively make up for this defect, make the query faster and more accurate, reduce the chance of errors, and meet the requirements of people to obtain archives information in a short time. In addition, when inquiring about information materials of the same type, as long as the information is inquired, many related materials can appear, which reduces the time spent on information inquiries and saves the cost of work.

(3) Facilitate information transportation and sharing

The traditional file information needs to be inquired by the relevant departments on the spot or transmitted by fax, which is not only troublesome and causes a waste of time, but also easily causes information loss. File informatization can realize the rapid transmission and sharing of information, and the information you need can be obtained at any time and any place through network retrieval. What is more convenient is that for the same file information, most people can study and search at the same time, and can also complete the steps of posting and archiving simultaneously. The role of archive information is becoming more and more important. The information resources it possesses are an indispensable asset for the development of enterprises. Informationization of archives can enable information to circulate in various departments, thereby transforming this information resource into economic value, which is Development services.

Second, the security problems of file informatization

(1) Security issues brought by the file manager

In the information age, the importance of archive resources is becoming increasingly prominent. More and more people are paying attention to the security of archive information. They are eager to take effective measures to avoid the leakage of archive information in the process of archive management. However, there are still many cases of leakage of archives information in archives management. In the process of archives information management, the most important and critical factor is the archives manager. If they cannot improve their security awareness, they will realize The importance of file information security, then all work will be formal. Taking an enterprise as an example, file information is formed in the process of production and operation of an enterprise, which can provide information support for enterprise decision-making, avoid possible risks, and avoid mistakes in decision-making. However, there is a lot of file information in an enterprise. If you simply rely on the manual query by the file manager, it will consume a lot of time, which is obviously not conducive to the development of the enterprise. In the actual file management work, there are often situations where information files are lost due to operational errors of the staff, or disregarding the rules and regulations of file management, and arbitrarily telling the password or account number to people who are not related to file management, resulting in file information The security situation is worrying.

(2) Security of the file management process

The traditional archive information management is mainly some paper archives, although it occupies a certain space, but the security is guaranteed. The electronic file information is mainly stored in the computer. The service life of computer hardware and software will have a certain impact on the information storage. If the management is not good, or the information is not backed up, it will cause unpredictable losses.

(3) The threat caused by computer viruses

In the Internet+ era, computer technology is widely used in various fields. While bringing certain convenience, it also brings some threats. Computer viruses are one of them. The destructiveness of computer viruses is very large, it will cause the collapse of the entire information system, resulting in information leakage, and there may be cases where data information is tampered. Not only will the entire archive management work not be carried out smoothly, but even serious A devastating blow to the enterprise.

3. Specific measures to improve the security of archives informatization

(1) Improve the safety awareness of archives management personnel

In an information society, archives information management plays a very important role in the production and operation of an enterprise. If it is a little careless, it may lead to mistakes in enterprise decision-making and bring certain economic losses to the enterprise. Therefore, in order to improve the security of file informatization, first of all, staff with professional file management knowledge should be selected, because file management personnel not only need to store files, but also need to store and receive files on the network, but also need to realize the importance of file security, and pay attention to the confidentiality of file information in daily file management. Secondly, enterprises should provide professional training for archive management personnel, so that they can master the confidentiality laws and regulations, and implement them in the specific archive management work. Finally, a corresponding reward and punishment mechanism should be established to mobilize the enthusiasm of archives management personnel by setting up material and spiritual rewards, so that they can carry out archives management work more seriously and responsibly, and by setting up corresponding punishment measures, the archives management personnel should be aware of the file leakage. The severity, thus changing their own concepts, and effectively improving the security of archive information.

(2) Establish and improve file information management system and take corresponding preventive measures

A perfect management system is one of the important measures to ensure the security of archives information. First of all, a complete responsibility management system should be established. A dedicated person is responsible for the security management of archives information, so that the powers and responsibilities are clear. For example, file management personnel should regularly check the use period of computer hardware and software to ensure the security of the file information stored in them. In addition to this, the file information should be backed up in time to avoid other situations. Secondly, work hard on the archiving system, pay attention to inspection, ensure the authenticity of the content of the archives, and avoid the occurrence of errors. In order to ensure the security of archive informationization and reduce the leakage of archive information, specific preventive measures should be taken. First of all, enterprises should invite programmers with higher technology to optimize the process of file information management, so as to achieve program safety. Secondly, in order to avoid the harm of computer viruses, they must choose genuine anti-virus software and disinfect the computer regularly. Finally, they must take Some encryption technology, thus protecting the file information from being tampered with or stolen. The adoption of these measures requires the financial support of the enterprise. However, due to the insufficient attention paid by the enterprise to the archive information, the security of the archive information is often not listed as the focus of the work, and the improvement of the security of the archive information has become empty talk. Based on this, enterprises must change old and backward concepts, and effectively strengthen the security of archives informatization, so as to give play to the important role of archives resources in the process of enterprise production.

(3) Establish network files and strengthen the management of electronic files

The establishment of network files is an effective way to improve the efficiency of file management. To establish network files, the following two points should be achieved: First, take advantage of the website, establish a file website, establish corresponding internal service websites and public service platforms, and increase Propaganda to make the network archives a platform for archive information services. The second is to ensure that there are sufficient hardware facilities. The information-based archive management is based on the application of computer equipment. Therefore, certain computer hardware equipment must be purchased to ensure that the network archive information can be transmitted and shared more quickly and efficiently. The establishment of network archives can make archive management more secure and reliable, and should attract sufficient attention from enterprises and archive management departments. With the development and maturity of computer technology, more and more important documents are stored on the network. While facilitating information storage, it also puts forward higher requirements for the management of electronic documents. First of all, we must deal with the related processing work of electronic files to ensure that archive management personnel can receive and store electronic files in

a timely manner. Second, we must solve the problem of electronic file storage. For documents that need to be stored for a long time, we must copy them in time to avoid the loss of important files. Situation.

Compared with traditional archives management methods, the advantages of archives informationization are more obvious, which is very important for improving the level of archives management, but its security issues also need to arouse enough attention from the society. Aiming at the security problems in archives information management, it is necessary to find targeted solutions. Only in this way can archives management be carried out better on the basis of ensuring information security.

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