



Exploration of Specialized Archives Collection Mechanism for Hainan Universities and Colleges on Serving the Construction of Hainan Free Trade Port

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Abstract

The specialize archives for Hainan colleges and universities on serving the construction of Hainan Free Trade Port have high utilization value, which can help colleges and universities summarize working experience and improve archives governance capability. In serving the construction of the Hainan Free Trade Port, Hainan universities and colleges as important participants and driving forces have natural advantages in disciplines, scientific research, school-enterprise cooperation, and personnel training. In order to promote the high-quality development of archives management and strengthen the collection of specialized archives, this article mainly explores the strategy of establishing specialize archives collection mechanism for Hainan colleges and universities on serving the construction of Hainan Free Trade Port. This article proposes that colleges and universities in Hainan should take the thought of socialism with Chinese characteristics for a new era as the guidance, thoroughly implement the spirit of the decision and deployment of the CPC Central Committee and the important instructions of the General Secretary, improve the system and mechanism, adhere to the innovative leadership, promote the sharing of resources, comprehensively improve the modernization level, and better serve the overall interests of the Party, the country and the people.

Keywords

Universities and colleges, Hainan Free Trade Port, specialized archives, collection mechanism

Specialized archives are historical records in different forms, such as words, charts, audio and video, which are directly formed during the implementation of major specialized work and have preservation value for the country and society. In recent years, under the centralized and unified leadership of the Central Committee of the Communist Party of China, the archives departments of colleges and universities have carried out specialized archives collection work such as poverty alleviation, prevention and control of the COVID-19, and deeply study of the history of the Party, all of which have achieved good results. However, in practice, there are still problems such as incomplete records, incomplete collection, non-centralized storage (Gao, 2022) and inadequate utilization. It is of great significance to collect, custody and make good use of specialized archives for summarizing historical experience, safeguarding national security and social public interests, and promoting the modernization of national governance system and governance capacity.

National leaders and governments attach great importance to archival work. On July 6, 2021, the occasion of celebrating the 100th anniversary of Communist Party of China (CPC), General Secretary of CPC Central Committee (CPC CC) made an important instruction on archival work: Archival work is a noble cause that benefits the country, the people and the future generations. He hoped all archival workers should strengthen the Party's leadership of archives work, implement the new revision of the archives law, promote the development of archives innovation, and better serve our Party, our country's overall work, and the people. On December 26, 2021, the Secretary of the CPC Hainan Provincial Committee issued an remark: The important instruction of General Secretary of CPC CC on archival work has great development strategy, and the Party committees and governments at all levels in Hainan should conscientiously implement it, and record and retain the fighting history of the construction of Hainan Free Trade Port (Shen, 2021)."

The Construction of Hainan Free Trade Port is a major reform and opening up initiative which is put forward by General Secretary of the CPC Central Committee, who has planned, deployed and promoted it by himself (Wang & Pan, 2022). In addition, it is a strategic decision made by the CPC Central Committee in the light of the overall situation of China and the international community through in-depth study, overall consideration and scientific planning to support Hainan in gradually exploring and steadily promoting the construction of the Free Trade Port with Chinese characteristics, and establishing the Free Trade Port policy and institutional system step by step and stage by stage. The construction of Hainan Free Trade Port is continuously advancing forward (Zhao et al., 2022). Archivists should make much more positive efforts, not only collect and sort out relevant data in time, but also provide intellectual support for the construction of Hainan Free Trade Port (Zhao, 2021), so as to give full play to the role of archival work in preserving the history and educating people. Only in this way we can truly reflect the spirit of archivists' initiative and pursuing excellence.

Located in the region of Hainan province, Hainan universities and colleges have the social responsibility to serve the national strategy and regional economic development. Hainan colleges and universities should find out their own position in the comprehensive deepening of reform and opening up in Hainan and the construction of the Free Trade Port with Chinese characteristics. They should combine its own advantages in discipline, scientific research, talent training and social services, etc., effectively transform the ardent expectation of the General Secretary of the CPC Central Committee on establishing virtue and cultivating people into an inexhaustible driving force for the rapid development of the school, resonate with the booming of Hainan Free Trade Port (Zhao & Sun, 2022), actively participate in the institutional integration and innovation and tackling core scientific research projects, strengthen the cooperation between schools and enterprises, promote the transformation of scientific research achievements into the driving force on regional economic development, and effectively shoulder the social responsibility on serving the national strategy and the local economic development of Hainan. For the archives management department of Hainan universities and colleges, they should stand at the height of the overall situation on their own schools' core work, actively taking initiative to comprehensively record the development process while serving the national strategy and Hainan's local economy, especially take the specialized archives of the universities and colleges serving the construction of Hainan Free Trade Port under well work procedures in collection, custody and conservation.

1. The significance of specialized archives for Hainan universities and colleges on serving the construction of Hainan Free Trade Port

1.1 The establishment of specialized archives for Hainan universities and colleges on serving the construction of Hainan Free Trade Port is a concrete action to earnestly study and implement the important instruction of the General Secretary of the CPC Central Committee on archival work.

The important instruction from the General Secretary of the CPC Central Committee on archival work are highly political, ideological, instructive and targeted, which points out the direction and action guideline for archival work in the new era. The archives management departments in colleges and universities should also improve their political standing, shoulder the responsibility and mission on their own, conscientiously implement the important instruction, take the instruction requirements as the basic guidance and action guideline, closely focus on the objectives, and combine the study of the Party history, the understanding of new ideas, the practical work, the new situation, the new initiative, the new responsibility, the new achievements to answer new archival work questions in the new era, actively narrate the fighting story of the Party and colleges and universities on national strategies and make contributions to the high-quality development of Hainan Free Trade Port (Li & Wei, 2022).

1.2 The specialized archives of Hainan colleges and universities on serving the construction of Hainan Free Trade Port are an important part of the archives for colleges and universities running and managing schools, and are also important archives to record the contributions on serving the national strategy. The comprehensive records of the measures and achievements taken by colleges and universities serving the construction of Hainan Free Trade Port are conducive to the optimization of the archives structure system, the enrichment of the archives resources, and the foundation for the development and utilization of the archives.

1.3 The establishment of the specialized archives of Hainan colleges and universities on serving the construction of Hainan Free Trade Port will help colleges and universities to systematically summarize their work experience and laws (Gao, 2022), and carry out the initiative of "check the blocking points, tackling the problems, and promote development" in terms of better serving the national strategy and regional economic development (Kuang, 2021).

1.4 The establishment of specialized archives collection mechanism for Hainan colleges and universities to serve the construction of Hainan Free Trade Port can be beneficial for colleges and universities to take this specialized archives collection mechanism as a study case (Gao, 2022), which can enable universities and colleges to form a mature and long-term specialized archives collection mechanism (Lin, 2022), so as to improve the ability of archives collection and realize the full collection mechanism.

1.5 The establishment of the specialized archives of Hainan colleges and universities serving the construction of Hainan Free Trade Port will help Hainan colleges and universities to further compile and research the archives and propagate the achievements, which can promote the cohesion of all social parties, form a good atmosphere for joint participation in the construction of Hainan Free Trade Port, boost the pace of the construction of Hainan Free Trade Port, and build a beautiful new Hainan.

2. Explore the specialized archives collection mechanism for Hainan universities and colleges on serving the construction of Hainan Free Trade Port

Universities and colleges in Hainan should improve political standing, strengthen organizational leadership and overall coordination, fully implement the spirit of the decision and deployment of the Party Central Committee and the relevant important instructions of the General Secretary, establish a major specialized archives collection mechanism with unified leadership of the Party Committee, joint management of the Party and the government, clear division of responsibilities, and coordination between departments, adhere to the system concept and problem orientation, and ensure that the specialized archival work management are deployed, promoted and implemented together.

2.1 Establish an administrative system for the collection mechanism

2.1.1 Improve the institutional framework construction

Universities and colleges should conscientiously implement the Archives Law and relevant regulations, strengthen the coordination of these laws and regulations, and improve the provisions of the archival work system for specialized archives. They should focus on strengthening the collection mechanism, advance institutional construction to standardize the collection, implement the department filing principle (the departments who producing the archives are responsible for collecting and sorting the archives by themselves), and do a good job in the formation and retention of archives from the source. Only such institutional framework can provide enforceable system guarantee and system basis for the specialized archives collection.

2.1.2 Build a strong, collaborating and efficient team for collecting and managing the specialized archives

The specialized archival collection is highly systematic work involves a wide range of departments, and needs to coordinate all branch departments of the school. Colleges and universities in Hainan should focus on promoting institutional innovation, strengthening organizational leadership and overall coordination, establishing and improving the coordination mechanism of specialized archival work (Gao, 2022), and creating a good environment and guarantee.

The management team on the specialized archives collection should cover three levels.

- 1) As for the level of leadership, colleges and universities should establish a leading group with the main school leaders included. This leadership is responsible for formulating and improving the relevant rules and regulations, comprehensively deploy the archival work, clarify the responsibilities of each branch department, regularly inspect the progress of the collection and management of specialized archives, so as to vigorously promote the implementation of the department filing principle and build a coordinate and shared

mechanism.

- 2) As for level of the archives management department, they should fully implement the deployment made by the school leading group, regularly track and inspect the progress of the collection and management, continuously carry out the initiative of "checking the blocking points, tackling the problems, and promoting the development" (Kuang, 2021), enhance professional training and coaching to promote high-quality development of the collection work (Gao, 2022).
- 3) As for the level of grass-root departments, they produce the archives and form the basic unit of the regular channel of archives collection.

Incomplete records and incomplete collection are the main problems existing in the current specialized archival work. The critical reason is that the school has not issued the specialized archives management requirements, has not designated personnel to be responsible for such archival work in grass-root departments (Gao, 2022), lack of remedial measures and closed loop. They should strictly implement the department filing principle, specify the special personnel responsible for specialized archival work, carry out departments' collection work in a regular manner, fully implement the school's deployment, and ensure the specialized archives comprehensively collected.

- 4) Strengthen the construction of collection team and improve the ability of archives management

The archives management departments of colleges and universities should strengthen the management of the specialized archives collection team, put the person, who is responsible for archives collection in various branch departments that produces archives, into the archives normal and routine management team, hold regular professional training, boost the awareness of archives collecting, offer professional guidance in collection, appraisal, arrangement, transfer and specifications and standards for file arrangement etc. (Gao, 2022), coordinate among various business departments and timely tackle the problems existing in workflow to ensure the fully implementation of the collection mechanism on specialized archives.

2.2 Define the scope of specialized archives collection

2.2.1 Collect major policy documents issued by the CPC Central Committee, the State Council, national ministries and commissions, as well as Hainan Province.

Policy documents are the foundation and important framework of the construction of Hainan Free Trade Port. When collecting policy archives, we should collect the major decisions and notices issued by the Party Central Committee, the State Council, national ministries and commissions, and Hainan Province. We should also collect the important statements from national leaders to build the sound policy framework for the construction of Hainan Free Trade Port.

2.2.2 School-level file collection scope

- 1) Collect relevant policy documents issued by Hainan universities or colleges to serve the construction of Hainan Free Trade Port

All colleges and universities in Hainan are the main body of the construction of Hainan Free Trade Port. They will issue a series of management documents to guide and standardize the branch departments to provide efficient services for advancing the construction of Hainan Free Trade Port. Such school-level management documents should be the key scope of collection.

- 2) Collect institutes specially established by colleges and universities to better serve the construction of Hainan Free Trade Port

The archives department of colleges and universities should include the minutes of the school leaders' meeting, the school-level approval documents for the establishment of such special institutes, and the institutes' operating procedure, including developing goal, responsibilities, running process, and operating measures into the collection scope.

- 3) Collect all kinds of activities' archival data organized by colleges and universities to serve the construction of Hainan Free Trade Port

The archives management departments should strengthen the collection and collation on main documents and materials for holding important conferences and events, including applications for instructions, replies, notices, lists of attendees, schedules, reports, speeches, summaries, resolutions, decisions, conferences minutes, representative speeches, communication materials, briefings, etc.

- 4) Collect scientific research achievements conducted by the universities and colleges.

The scientific research achievements provide intellectual and scientific support for the construction of Hainan

Free Trade Port. The archives management departments should comprehensively collect the scientific research achievements conducted by the universities and colleges in the service of Hainan Free Trade Port in accordance with the filing scope in "Management Regulations on Scientific and Technological Research Archives", issued by National Archives Administration and Ministry of Science and Technology in 2020. The collection scope from the management regulations mentioned above includes project approval, research implementation and process management, final acceptance and performance evaluation, achievement management and important leaders' instructions.

5) Collect talents cultivation measurements related to the construction of Hainan Free Trade Port

The archives department in Hainan universities and colleges should comprehensively collect the teaching management policies, educational mode, and teaching content, teaching measures and outcomes in cultivating qualified talents in line with requirements of Hainan Free Trade Port (Ma & Yang, 2022). These archives comprehensively record full performances in cultivating talents and building a professional, structured and sustainable talent education system.

6) Collect media publicity and honor awards for colleges and universities on serving the construction of Hainan Free Trade Port

Media publicity and honor awards are the affirmation and recognition of the performance for colleges and universities on serving the construction of Hainan Free Trade Port. The archives management departments should comprehensively collect the website information, photos, audio and video files, and medals, certificates, etc. from various level of governments and social parties.

2.3 Establish a recruitment channel for the specialized archives with colleges and universities faculties or students involved and related to Hainan Free Trade Port from the whole society.

Under the publicity and influence from school, many teachers and students spontaneously and consciously participated as an active force in the construction of Hainan Free Trade Port, made outstanding achievements, and even received commendations and awards from the Party committee, governments and relevant departments of municipal level or above. This part of archives may not be known by the regular archives collection channels of their own school. Therefore, universities and colleges are necessary to publicize the collection scope of specialized archives, establish recruitment channels for such special archives, form a combination of regular collection channels with extensive recruitment channels from the society in order to improve the collection mechanism and ensure every piece of document return to schools' archives.

The archives departments of colleges and universities should comprehensively record their schools' work process on serving the construction of Hainan Free Trade Port, strengthen such specialized archives collection, so as to take the social responsibility of preserving the history for the country and their own school. Besides that, they should also give full play to the advantages of archives resources and shoulder the task of serving the major decision-making and administration of their own school to better serve their schools' core work.

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