

Research on the Dilemma and Countermeasure of Cadre Personnel File Management

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Abstract: Personnel file management, as an effective means of cadre management, involves various links such as file collection and sorting, file review, file search and borrowing, file transfer, etc. In order to give full play to its important role in cadre and talent work, this paper briefly summarizes the current situation and development history of cadre and personnel files, and identifies the existing problems and causes of current archive management. The improvement measures are put forward.

Keywords: Personnel Files; Archives Management; Archives Management Quality.

1. Introduction

Recently, personnel files have been widely concerned by all sectors of society, such as because the mother secretly opened the seal of her daughter's personnel file bag, causing her daughter to collapse and cry in an endless stream of incidents, which is closely related to the state's attention to personnel files in recent years. Personnel files are historical records formed by organizations, personnel, labor (or human resource management) departments in personnel management activities, which describe and reflect the experience, moral performance and work performance of personnel, and are centrally stored in various ways and carriers for reference by individuals [1]. At present, many scholars have conducted related research on the practice and policy of personnel file management, but they still face various complicated situations in the actual work. Moreover, because personnel files involve a wide range of contents and a long time span, the problems arising from the review of personnel files need to consider the comprehensive analysis and judgment of the policies at that time.

2. The Development of Cadre Personnel Files

China's personnel files originated from the Han Dynasty, the relevant management system has been continuously inherited and changed, but from ancient times to modern times, the personnel files have always been implemented a centralized and unified management system. During the Anti-Japanese War, the Communist Party of China proposed the establishment of a cadre archives work and management system, which was gradually improved after the founding of New China. Before the reform and opening up, China was a single public ownership economy, and the entire personnel file was managed in a single way: the Organization Department of the Central Committee was the highest competent body, and the following Party committees and organizational departments at all levels were centrally responsible for management. After the reform and opening up, our country implemented the market economy reform, there appeared a new group -- floating personnel, that is, the personnel outside the system. Their personnel files still retain the centralized and unified management system, but the management is dominated by the Ministry of Human

Resources and Social Security, and under the Ministry of Human Resources and Social Security, there are public employment and talent service agencies, which are responsible for the centralized management of personnel files of mobile workers at different levels[2].

Under the erosion of the reform and opening up for more than 40 years, the flow of population and the change of identity have long exceeded the earlier system design. In the early 21st century, some scholars have also focused on the extreme cases of the malpractices of archives management, and discussed the way of reform. Today, nearly 20 years later, there are many innovative measures in various places, but at the key points of life such as college admission, transfer, promotion, and retirement, the relevant content recorded in the archive may become a hindering force.

3. The Importance of Cadre Personnel File Review Analysis

Personnel files may not reach critical times and nodes, and people are not aware of their usefulness. College graduates, in particular, feel that they will come to work outside the system, as if the file has nothing to do with themselves. But personnel files are still tied to many important matters. According to the textbook "Personnel file Management Practice", apply for graduate students need to issue records of personal experience, education and achievements of the personnel file materials, entry into public enterprises and institutions, apply for civil servants, title assessment, contract authentication, retirement files as a letter, in the five insurance and one fund, the record of the service, salary, treatment, position and other information is also an important basis. Once the file is closed or abandoned, welfare protection will be affected[3].

The types and contents of the cadre personnel files are complex and rich. They are the original records directly formed in the cadre personnel management activities to record personal experience, learning and work, virtue and talent achievements, and are the main carriers to reflect personal information. They are also the important basis for understanding, selecting and using management cadres in a historical, comprehensive and dialectical way[4]. For individuals, the cadre personnel file is the original evidence to witness the growth and development of cadres and safeguard legitimate rights and interests; As far as the

organization is concerned, the cadre personnel file is the basic material to understand, train, inspect and select the cadre personnel, and is an important reference basis to carry out various organizational personnel work.

4. The Existing Problems and Reasons of Cadre Personnel File Review

In 2018, the General Office of the CPC Central Committee issued the Regulations on the Work of Cadres and personnel Archives. The regulation stipulates that such archives shall be in charge of the Organization Department of the CPC Central Committee, and all regions and departments and units shall be responsible and centrally managed according to the administrative authority of cadres[5]. Cadre personnel file management authority changes, files need to be transferred to the new unit. For those who hold cadre personnel files, the importance of files is self-evident. According to the regulations, cadre recruitment, promotion, transfer and other matters need to review the file[6].

4.1. There are Problems

4.1.1. File Quality is Not High

Although we can do a good job of filing, collecting and sorting in accordance with the requirements, there are still some problems such as incomplete collection of personnel file materials, non-standard production, and untimely filing.

4.1.2. The Incidence of Personnel File Problems Still Needs to be Further Reduced

In the identification of "three ages, two calendars and one identity", there are still inaccurate identification of work experience and education background.

4.1.3. Insufficient Understanding of the Importance of Personnel File Review

The lack of sufficient understanding of the purpose and significance of the special audit, the lack of understanding of the importance of supplementary materials, and the lack of timely attention to supplementary materials have affected the accurate identification of the basic information of cadres.

4.2. Reason Analysis

4.2.1. Staff Members have a Poor Sense of Responsibility

Some file management personnel have weak awareness of files, weak sense of responsibility, not timely collection of materials after formation, incomplete collection of archival materials, and non-standard file arrangement. It does not review and proofread the received cadre personnel files, ignores the missing materials and alteration problems in the files, conceals and avoids the "problem files" formed in history, and does not correct them.

4.2.2. Staff are not Trained

Many file management personnel are not full-time personnel, there is no professional knowledge of file management, the cadre file special audit of this professional and technical work is very strong, the staff business is not fine, the policy is unclear, the audit is not strict, can not guarantee the accuracy of the audit results, will directly affect the special audit results and utilization.

4.2.3. The Relevant System and Process are not Perfect

The construction of file system and process is not standardized enough, and the working environment involved in file collection and sorting, file review, file checking and borrowing, and file transfer has not formed a set of

standardized system and process, which makes file management personnel have confusion in management procedures.

5. The Countermeasure Analysis of Cadre Personnel File Review

First, improve the process and standards related to personnel files. Formulate the personnel section process framework around personnel file management, create new file management workflow, carry out file management in strict accordance with the process, and further improve the standardization of personnel file management. According to the working system, the process of personnel archives work involving file collection, file review, file borrowing, file transfer and other work content is fully covered.

The second is to formulate practical audit rules to ensure that "a ruler is measured to the end." According to the phone notice of the Organization Department of the CPC Central Committee, the Guidelines on the Review of Personnel Files in the Tobacco Industry, the Guidelines on the Review of personnel Files in the Tobacco Industry, the Notice on the Supplementary explanation of the content of the Guidelines on the Review of personnel Files in the Tobacco Industry, and other relevant policy documents, the rules for the review and identification of personnel files are formulated, mainly focusing on the key information of "three ages, two histories and one identity". Formed a set of personnel file verification rules covering the date of birth identification, identification of work time, identification of party membership time, identification of academic qualifications, identification of cadre identity and work experience of 6 content, and each of the 6 content is classified and fully discussed in combination with the actual situation to distinguish different situations, forming identification opinions. This set of personnel file audit and identification rules is presented in the form of mind map, which not only realizes the full coverage and no crossover of personnel file audit content from the logical level, but also makes the hierarchy of the set of identification rules clear and easy to understand, which helps to improve the efficiency of personnel file audit.

The third is to improve the professional skills of file management personnel. Training on personnel file knowledge in various forms, such as micro-videos, cartoons and process videos, was carried out to improve the management awareness and work level of archival staff. Archival staff should be deeply aware of the necessity and importance of archival work, establish a sense of honor for archival work, and cultivate the consciousness of self-conscious learning and lifelong learning. It is necessary to carefully study the policy articles such as the Archives Law of the People's Republic of China, the Regulations on the Work of Cadres and Personnel Archives, and the Provisions on the collection and archiving of Cadres and personnel archives

Read books or papers related to personnel file management, do it in school, learn from it, and avoid work omissions due to insufficient knowledge level.

6. Summary

The opposite of file management is abandoned file dead file, human file separation, false file, hostage file, black file and other problems, after nearly 20 years of standardized management, some of the above problems have gradually disappeared, but the problem of abandoned file and false file

still exists. Therefore, how to effectively avoid the above problems is still the key to the next step of personnel file management.

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