Discussion on the Computer Informationization Construction of Old-age Insurance Files for Urban and Rural Residents

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Abstract. The computer information construction of endowment insurance archives is to transform the entity of Endowment Insurance archives into digital forms, effectively improve the speed of information processing, save storage space, and facilitate the retrieval of archives information. And through the computer information construction of endowment insurance archives for urban and rural residents[1], it can effectively improve the integrity and reliability of file information, comprehensively improve the service level of endowment insurance archives, realize the sharing of endowment insurance file information, and lay a good foundation for the effective utilization of endowment insurance file information resources.

Keywords: Endowment Insurance Files, Computer Information

1. The significance of information construction of endowment insurance archives for urban and rural residents

After the information construction of urban and rural residents; Endowment Insurance Archives, the retrieval and use of archives information is more convenient. File users only need to input keywords in the computer endowment insurance file management system to query the required information, which improves the retrieval efficiency of endowment insurance archives. In addition, it can also use electronic encryption technology to encrypt the information of endowment insurance archives, so as to improve the security of file information.

Promote the scientific management of endowment insurance file information. By strengthening the information construction of urban and rural residents. Endowment Insurance Archives, we can effectively promote the opening process of the endowment insurance file management. The file data is transformed from the traditional storage and utilization work to the collection, management and service work, and the file information is more open. At the same time, it can effectively improve the service level of endowment insurance archives, and play a positive role in promoting the use of information resources of endowment insurance archives.
Information construction can effectively enhance the timeliness of the use of endowment insurance archives. In the process of information construction of endowment insurance archives, remote service can realize the sharing of archives information resources and improve the utilization efficiency of archives information. Moreover, in the process of information construction of endowment insurance archives, file managers should change their ideas in time and strive to improve their professional level and information level, so as to better complete the information management of archives information resources and enhance the timeliness of the use of endowment insurance archives.

Figure 1. Information construction of archives management

2. Problems in information construction of endowment insurance archives for urban and rural residents

2.1. Lack of attention to the information work of Endowment Insurance Archives

In the information construction of endowment insurance archives, some file management personnel are deeply influenced by traditional thinking and lack of understanding of the importance of archives informatization construction, which restricts the process of informatization construction of endowment insurance archives to a certain extent. Some people do not master the advanced technology, and there is a certain degree of psychological resistance to the application of advanced technology, which brings great obstacles to the informatization construction of endowment insurance archives.

2.2. The informatization level of endowment insurance archives is not high

In the current endowment insurance file management work, the file drafting, modification and printing and distributing work are basically completed on the computer, and the file data is also stored electronically, which provides more convenience for the use of file information. However, in the actual work, the information construction of endowment insurance archives is still at the primary level, and there are still many problems and drawbacks in the process of information construction, so it is urgent to improve the informatization level of endowment insurance archives.

2.3. Lack of perfect laws and regulations and rules and regulations

At present, in the process of information construction of endowment insurance archives, there are still some problems in the software, especially the problems of computer software, machines and accessories
are not consistent and the quality difference is big. At the same time, there is also the phenomenon that the development language is not unified. There are not perfect laws, regulations and rules to regulate this problem, which not only affects the standardization and standardization in the information management of endowment insurance archives, but also hinders the process of information construction of endowment insurance archives.

2.4. On the shortage of personnel training of archives information management

At present, there is a lack of talents who are familiar with endowment insurance knowledge, archives knowledge and information technology. At present, both the government and colleges have not paid enough attention to the training of archives informatization talents, which also leads to the current lack of endowment insurance archives management talents. [3] (See figure 2)

![Figure 2. Basic construction of Archives Informatization](image)

3. Measures to strengthen the informatization construction of Endowment Insurance Archives of urban and rural residents

3.1. Increase investment in information construction of Endowment Insurance Archives

The information construction of endowment insurance archives management needs manpower. With the support of material and financial resources, it is necessary to increase investment, further improve the equipment required for the information management of endowment insurance archives, select appropriate software, and provide necessary conditions for the informatization construction of endowment insurance archives, which is not only conducive to the improvement of the efficiency of archives management, but also provides more convenient conditions for the use and confidentiality of archives.
3.2. Improve the service mode of information work of Endowment Insurance Archives

In the current information construction of urban and rural residents Endowment Insurance Archives, it is necessary to further innovate the service mode of endowment insurance archives, speed up the construction of computer information management service, and formulate the system and standard for celebration. At the same time, the use of micro technology services to protect and store the precious file information. In addition, the public network service system can also be used to improve the service level of endowment insurance archives information with the help of public network. [4]

3.3. Establishing standardized and standardized information mechanism of Endowment Insurance Archives Management

If we want to establish a standardized and standardized information mechanism of endowment insurance file management, we must ensure the security of the file management network. We can make great efforts to innovate the file management system, improve the various mechanisms of file management, gradually unify the work standards, refine the work, and formulate various security measures. Unified file management standards, so as to ensure the normal establishment of file resource database, make the whole file information network work smooth, and smoothly realize the sharing of Endowment Insurance Archives resources. Further improve the database system, the insured units and individuals of all relevant information input into the computer, the establishment of endowment insurance archives information database. In this way, we can not only improve the work efficiency, but also carry out rapid statistics and analysis of these information materials, so as to provide convenient and systematic services for leaders; decision-making; we can also open the website of the Endowment Insurance Archives Information Center, so long as we input our own endowment insurance number, we can inquire about our endowment insurance payment and other situations, providing convenience for people. [5]

3.4. Strive to expand the coverage of archival information system

The ultimate goal of urban and rural residents Endowment Insurance archives information construction is to improve the utilization value of endowment insurance archives. Therefore, it is necessary to expand the coverage of endowment insurance archives information system and deeply explore the service functions of endowment insurance archives. We can build the archives service network at all levels, and accelerate the sharing of archives information resources on the basis of ensuring the security of archives information. In order to provide more effective information service for the public, the file management system should be more effective.

3.5. Building a professional file management information team

In the process of information construction of urban and rural residents Endowment Insurance Archives, file management personnel should have strong professional ability. It not only requires the archives management personnel to have professional file management knowledge, but also to understand the information network technology and be able to use it flexibly in practical work. Therefore, it is necessary to pay attention to the training of archives management personnel, provide more learning and reeducation opportunities for file management personnel, enhance their theoretical level and practical work ability, build a professional endowment insurance archives information management team, and comprehensively improve the level of pension insurance file informatization.
4. Strengthening archives information management is an inevitable trend

In recent years, with the reform of social endowment insurance system in China, the file management work is also further improved and developed, especially the urban and rural residents pension insurance must rely on modern management technology to improve the efficiency of file management. Only in this way can the archives of urban and rural residents endowment insurance play its greatest value. Therefore, the archives management of urban and rural residents endowment insurance must be based on the pace of the times and the pace of development in the future, and at the same time, comprehensive application of various advanced equipment and management system to ensure the efficiency of file management. Therefore, we need to study the status quo of urban and rural residents. Endowment Insurance file management, and comprehensively analyze the measures to strengthen the file management. \[6\]

In the management of endowment insurance archives, information construction has become an inevitable trend. By transforming paper-based endowment insurance files into digital information archives, we can effectively improve the speed of file information processing, save a lot of storage space, and make the archives access to enjoy more convenience. By improving the level of information management of endowment insurance archives, we can keep high-value archives permanently, and improve the reliability and integrity of file information. This requires the archives management departments to pay more attention to it, change the working methods of archives management, and play the role of modern information technology, so as to create more favorable conditions for the development and utilization of endowment insurance archives.

Figure 3. Information technology association diagram

Figure 4. Document information processing
5. Conclusion

To sum up, it is very important to manage the endowment insurance files of urban and rural residents in China, but there are still many problems in this aspect. Therefore, in the archives information management to continue to strengthen, first of all, to improve the network construction, build a unified file management system platform.[7] Secondly, it is necessary to improve the service mode of archives information management to meet the needs of the market. Thirdly, it is necessary to continuously enhance the management awareness of archives management personnel and improve the management methods. Finally, it is necessary to improve the legal system of file management, so that the file management work has laws to follow. Through the analysis and research of this paper, the archives formed by various insurance systems of urban and rural residents in China can play a certain role in information management.

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