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Smart Archives Management Solution

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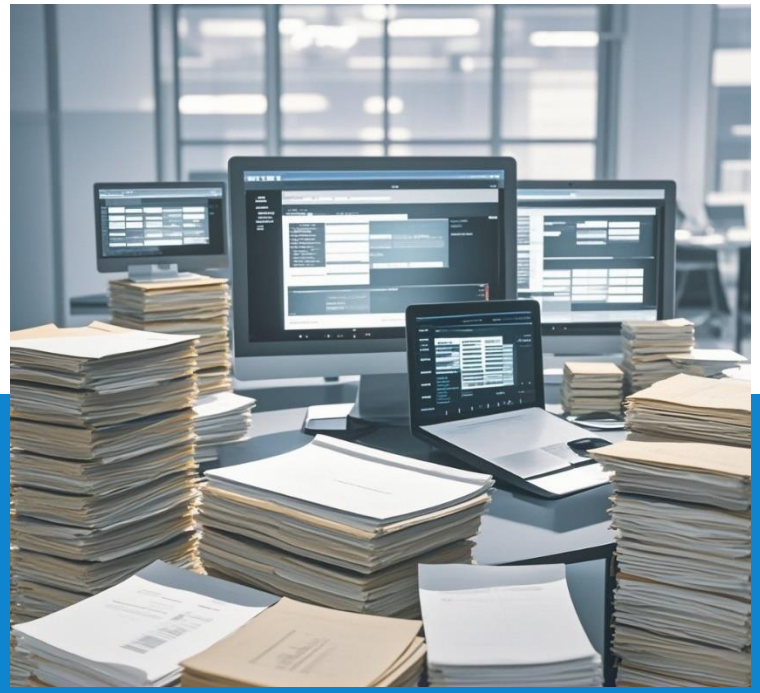
Project Background



Project Background

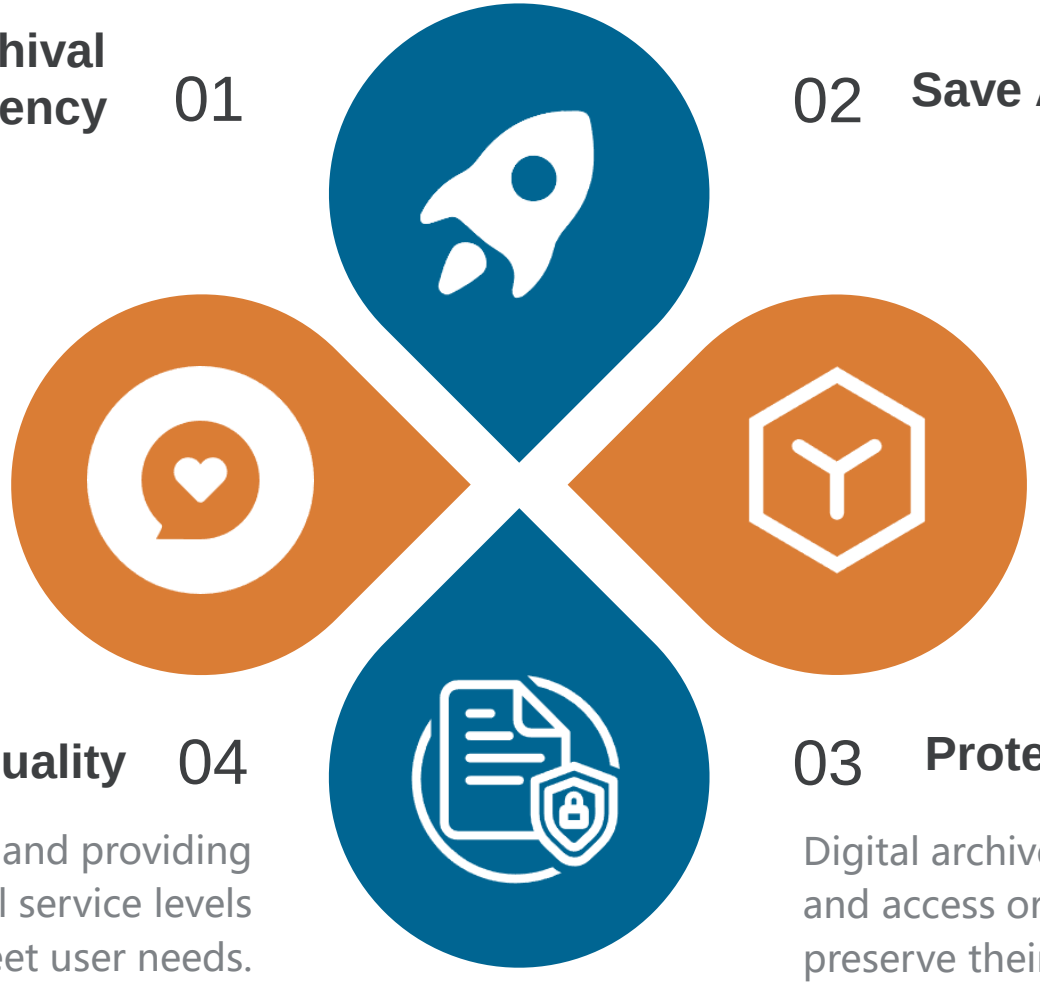
With the rapid advancement of information technology, traditional archives management methods can no longer meet the demands of modern society for efficient archival utilization. To enhance the level of archives management and achieve digitization, standardization, and informatization of archives, this Smart Archives Management Implementation Plan has been specially formulated.

Digital archiving is the cornerstone of modern records management, aiming to transform traditional paper-based records into digital formats through advanced IT and image recognition technologies, thus enabling easy retrieval and browsing of electronic records using computer systems.

Project Benefits

01 Improve Archival Management Efficiency

By digitizing archives and implementing information-based management, quick retrieval and utilization of archives are enabled, thereby enhancing management efficiency.



02 Save Archival Storage Space

Digitized archives can be stored on media such as hard drives or optical discs, significantly reducing the physical storage space required.

03 Protect Original Archives

Digital archives reduce the need to handle and access original documents, helping to preserve their safety and integrity.

04 Enhance Archival Service Quality

By establishing access protocols and providing online search services, archival service levels are improved to better meet user needs.

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Implementation Steps

01 Archive Room Renovation

Complete the renovation of the archive room to meet the requirements for archival storage and management.

02 Archival Digitization and Processing

Digitize and organize existing archives to enhance the efficiency of archival retrieval and utilization.

03 Materials Relocation and Organization

Standardize the archive room to ensure orderly and secure storage of archives.

Archive Room Renovation

Planned Work Items for Archive Room Renovation:

1. Relocate existing archives
2. Install access control system
3. Replace flooring
4. Introduce smart archive cabinets
5. Reconfigure archive room layout
6. Implement temperature and humidity control

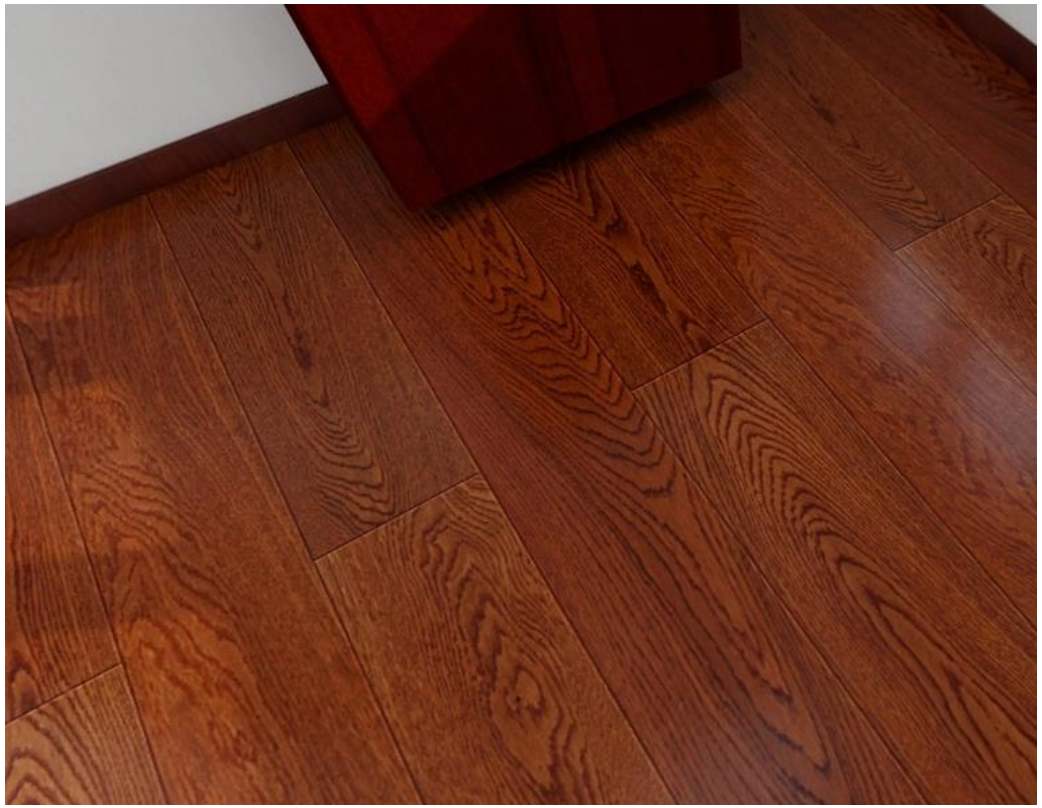
Archive Room Renovation-Install access control system

Access Control System

The access control system can support multiple authentication methods, such as PIN entry, card access (e.g., IC/ID cards), fingerprint recognition, facial recognition, and iris recognition.

- Introducing a high-end iris access control system is key to enhancing archive security during room renovations. Utilizing unique iris patterns for identification, it offers exceptional accuracy and security. The system enables instant, precise authentication to prevent unauthorized access, while its software provides strict access management, activity logging, and real-time monitoring for comprehensive, intelligent protection.

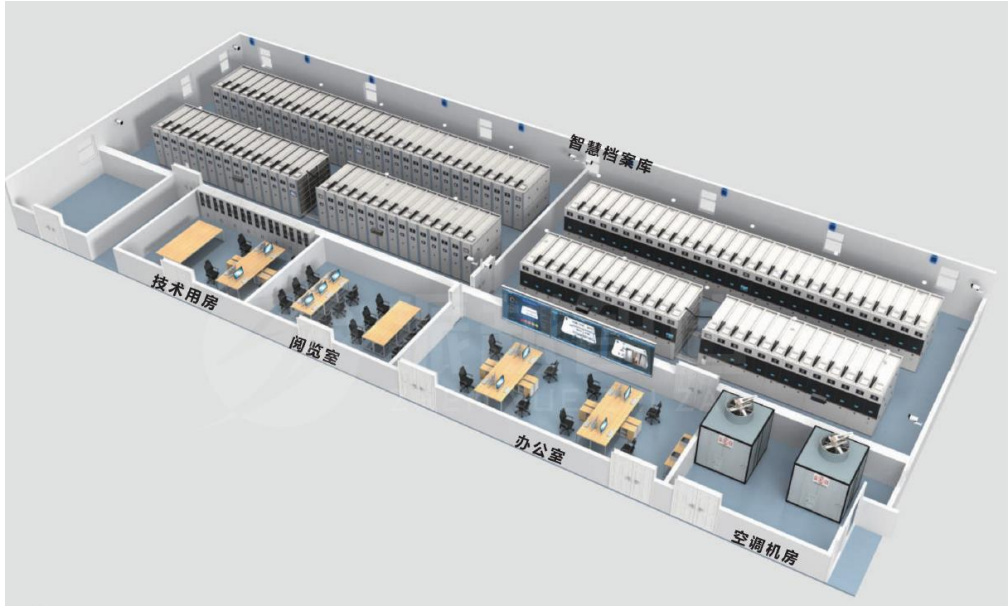
Archive Room Renovation-Replace flooring



- Flooring replacement is a crucial component in enhancing both the functionality and environmental quality of an archive room during renovation.
- The selection of flooring materials carefully considers the room's specific requirements, prioritizing durability, slip resistance, moisture resistance, and anti-static properties.
- The flooring update process involves three key steps: first, removing and cleaning the old floor to ensure a flat, dry, and clean subfloor; second, installing the new flooring using professional tools and techniques suited to the material; and third, applying moisture protection—such as a moisture barrier or damp-proof coating—to prevent ground moisture from rising and safeguard the archives from dampness.

Archive Room Renovation-Introduction of Smart Archive Cabinets

- The introduction of smart archive cabinets is a key initiative in archive room upgrades, significantly enhancing management efficiency and security. Utilizing advanced automation and intelligent control systems, these cabinets integrate high-density storage, fast retrieval, and intelligent management while optimizing space utilization.
- Featuring an intelligent search mode that combines manual and automated controls, the cabinets are equipped with 3D visual positioning and LED guidance to pinpoint exact sections and layers, streamlining document retrieval. Voice recognition further enables hands-free operation, boosting productivity.
- With built-in environmental controls such as temperature and humidity monitoring and automatic ventilation, the cabinets maintain a stable, dry, and odor-free storage environment to ensure long-term preservation of archives.



Archive Room Renovation-Introduce smart archive cabinets

Smart **Archive** Cabinet Reference

Product Features

1、语音打开
用户可在库房内有效距离3米直接用语音命令词（小麦小麦和小芳小芳）唤醒密集架左右移动、关闭、通风、停止操作，

2、灯光标牌
采用PVC或玻璃材质的面板可自定义LOGO)大小为标准A4尺寸（210mm×297mm)

3、指纹和密码
具备固定列指纹和密码锁定、解锁功能，用户可通过指纹解锁进入管理员设置界面。关

4、无刷直流电机驱动
移动列采用≤150W的低压无刷直流电机驱动。▲采用快速启动、高速运行、轻柔合拢的柔性曲线运行方式。架体运行的最高速度、最低速度、提速及降速斜率用户可自由调整，标准80cm通道开启时间≤12秒

5、急停
具备架内急停按钮和脚踢开关的机械紧急停止方式。

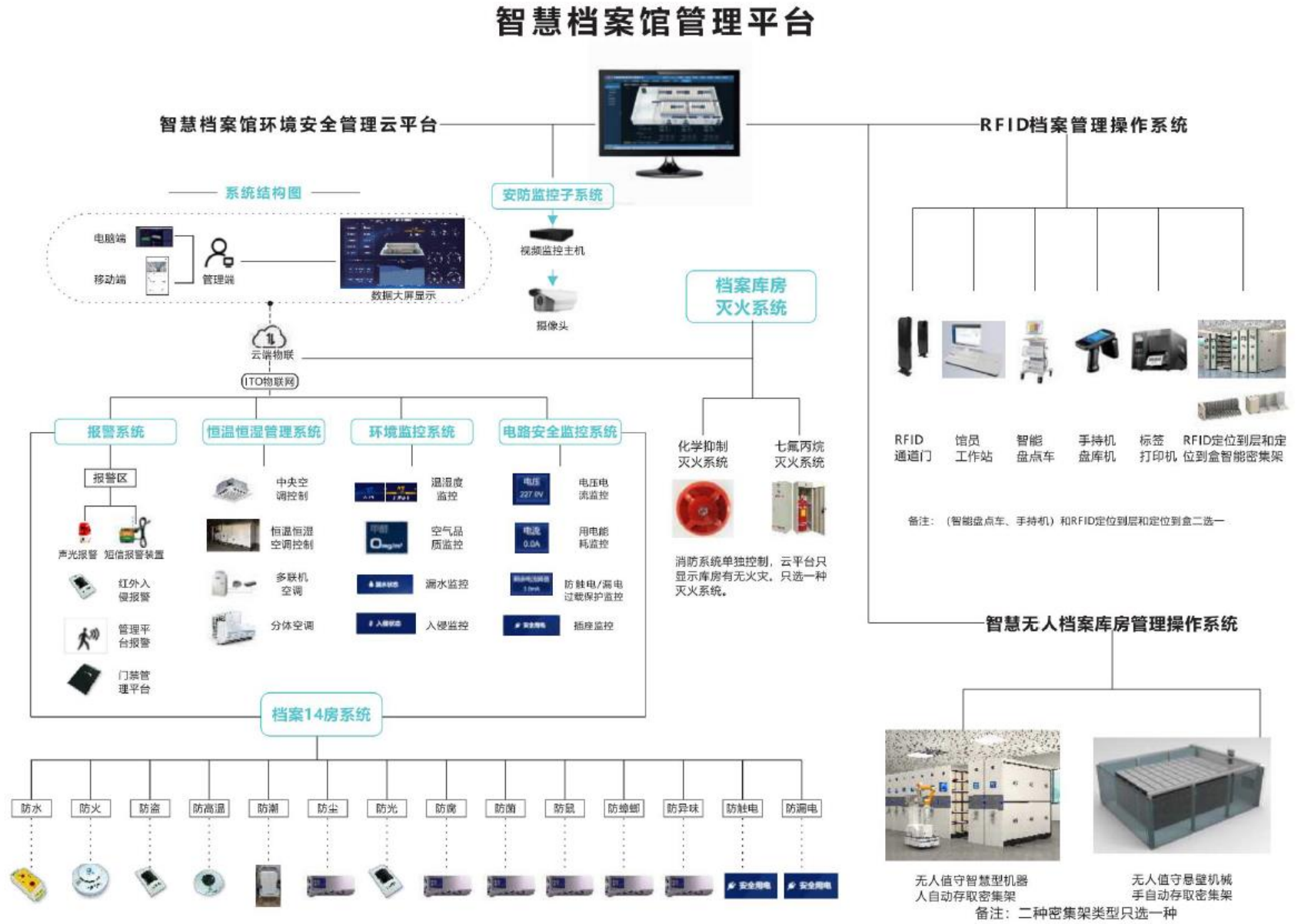
6、安全保护
能准确检测两侧通道内架内人员数量信息，在架内有人时，自动锁定并禁止外面的人手摇及电动操作，架内无人时，自动解锁。架内有人时，液晶屏有图形化信息。架内人员检测应计数准确可靠，用户缓慢进入及快步进入等方式均能可靠计数。

7、侧板灯光
侧板中间安装二条LED灯，让产品更时尚美观

8、手动模式
停电情况下配置手摇打开。带电情况下，无论手摇还是电动，架体打开的距离均在当前列液晶屏上能显示。

9、架体运行
用户可通过液晶屏上的按键、全屏手指滑动（手指左滑，该列左移；手指右滑，该列右移；手指下滑，整个团体关闭；手指上滑，整个团体进入到通风状态。操作应灵敏可靠）

Archive Room Renovation-Introduce smart archive cabinets



Digital Archiving and Processing

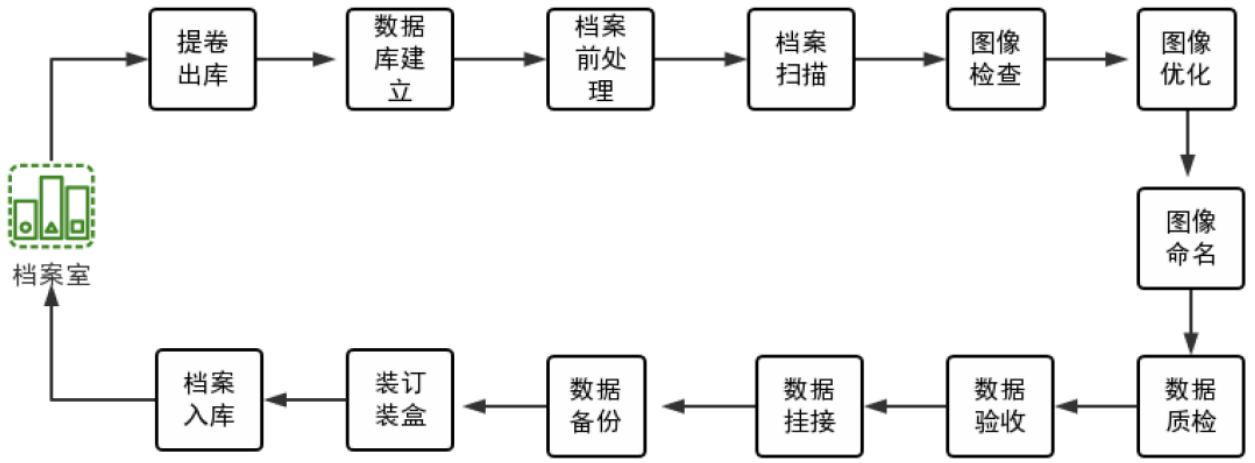
The process of digital archiving and processing involves the following tasks:

1. **Archive Sorting**
2. **Archive Digitization**
3. **Data Entry**

Digital Archiving and Processing

- The preliminary work of archive digitization involves archive sorting, in which classification, numbering, and cataloging are the components requiring specialized digital processing support.
- The workflow of archive digitization includes the following steps: Retrieval of archives from storage—Database creation—Pre-processing of archives—Archive scanning—Image inspection—Image optimization—Image naming and data quality check—Data acceptance—Data linking—Data backup—Binding and boxing—Archival return to storage

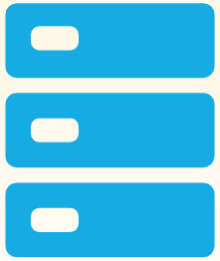
The workflow diagram for archive digitization is as follows:



Digital Archiving and Processing

Data Cataloging

Import catalog files generated during the archive sorting process into the digital archive management system through batch import or individual entry.



Electronic Archive Data Linking

Batch link folders named according to archive codes (created during scanning) to establish one-to-one associations between cataloged data and electronic archives.

Physical Archive Linking

Within the digital archive management system, link the cataloged archive data to the physical storage locations of the archives, creating associations between electronic and paper archives.

Once successfully linked, during physical archive retrieval, the corresponding storage cabinet can be directly opened for integrated operations.

Archive Relocation and Organization

The work involved in archive relocation and organization includes:

1. Archive Relocation
2. Archive Organization
3. Data Backup
4. User Training

Archive Relocation and Organization

Archive Relocation

Develop a relocation plan (schedule, personnel, safety measures) and conduct inventory verification of archives to ensure alignment with the catalog.

Archive Organization

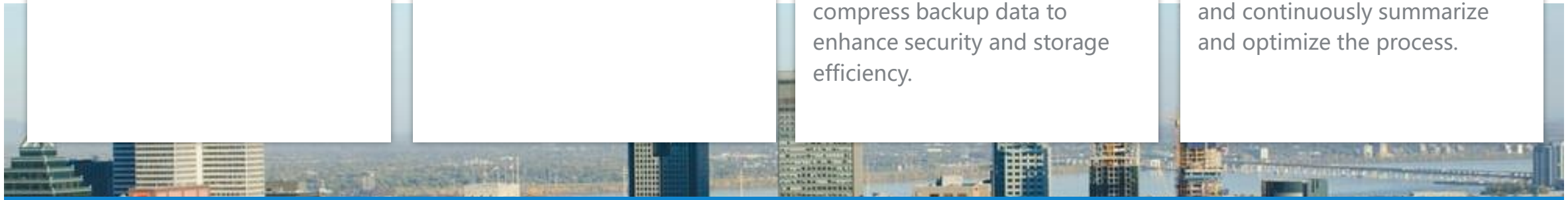
Reorganize archives according to the classification system to achieve accurate categorization and shelve them according to storage rules for easy access and management.

Data Backup

Establish a backup strategy based on the importance of archives, select reliable media (e.g., hard drives, optical discs), perform regular checks and updates, and encrypt and compress backup data to enhance security and storage efficiency.

User Training

Design training content around the application of digital technologies, security protocols, and retrieval methods, implement training through diverse teaching approaches, and continuously summarize and optimize the process.



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Case Studies

人才市场
智能密集架

广东省药检所
RFID智能盘点密集架

佛山市消防救援大队
恒温恒湿（智能密集架）

广州市增城区住建局
智慧库房智能密集架

广西北海机关后勤服务中心
智能密集架

佛山档案寄存公司
智慧型机器人自动存取密集架

广州市污水处理厂
智能密集架

从化监狱
智能密集架

中山市中医院
密集架

广东省财政厅
手动密集架

中船黄埔文冲船厂
3米高密集架

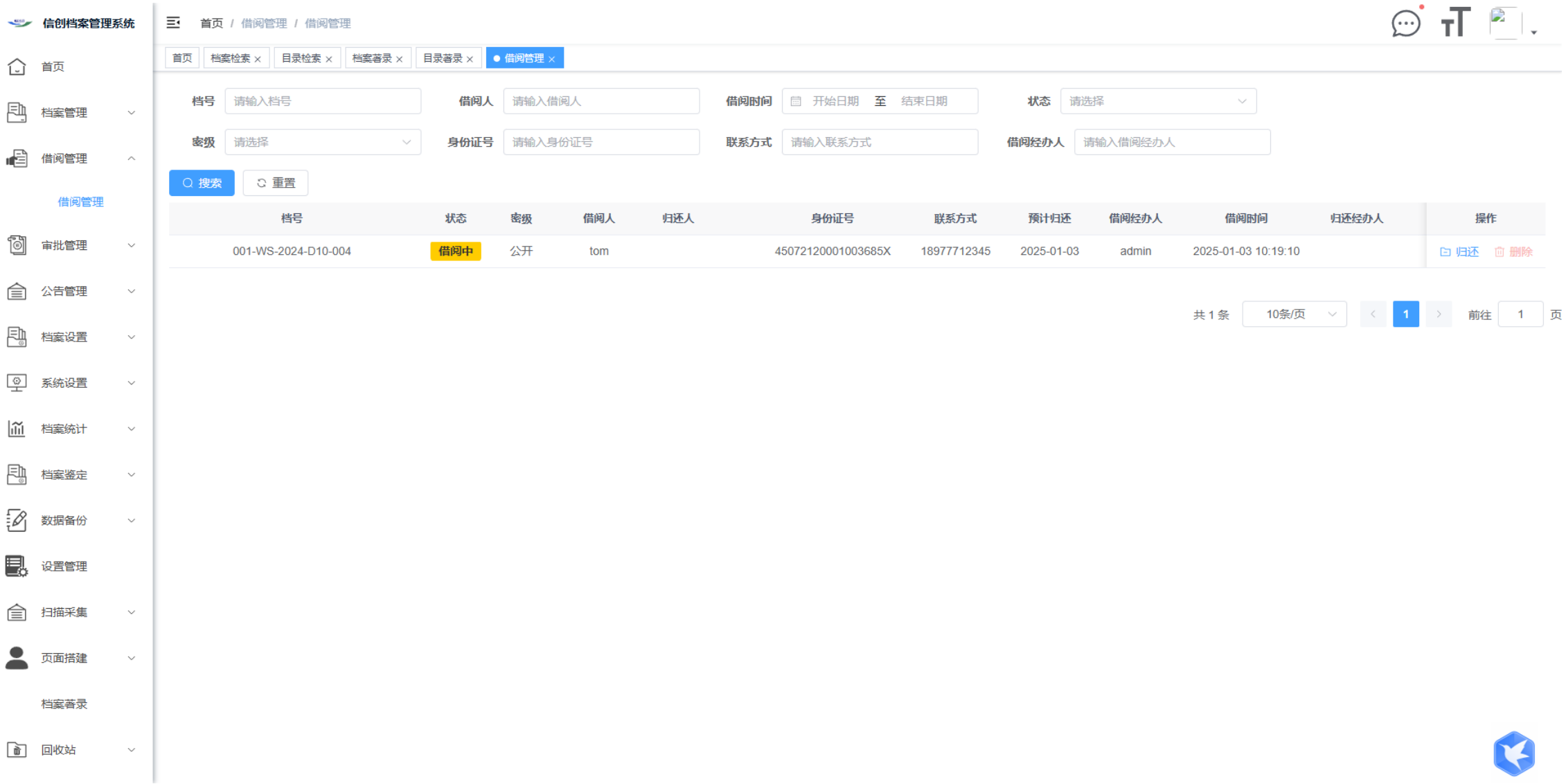
广发银行南海金融中心
档案库房

清远市人才和公共就业服务中心
智慧库档案库房

华南理工大学
档案馆密集架

云浮市新兴县档案馆
防磁柜密集架

System Interface



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