Collection and Arrangement of Social Governance Document - A Case Study of Guizhou Minorities

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Abstract: With the introduction of the concept of social governance, China has paid more attention to the corresponding collection and arrangement of social governance document. Based on the above background, this paper proposes the research on collection and arrangement of social governance document. In terms of the collection and arrangement of the social governance document of minorities in Guizhou, it is necessary to highlight the social governance characteristics of minorities. Firstly, the collection principles of social governance document are introduced. Secondly, the collection methods of social governance document are analyzed. Finally, the specific research and analysis of the social governance document's arrangement methods are carried out.

Keywords: Social governance; Collection; Arrangement; Document

1. Introduction

At the Third Plenary Session of the 18th Central Committee, the concept of social governance was first proposed. The session pointed out that while innovating social systems, it is also necessary to promote service innovation and strengthen the social governance system to ensure social security, harmony and order. The concept of social governance mainly means that China pays more attention to economy, politics and culture. The harmonious development of all fields of society is a sign that China has entered a new stage of development. China's social governance concept is very different from other countries' social concepts. It has the characteristics of socialism with Chinese characteristics. At the same time, it is fundamentally different from traditional social management. It has an inseparable relationship with social transformation and change. Under the background of socialism with Chinese characteristics, social governance has its own unique theories and models. The social governance document is a special document that is different from other document and is a true record of the governance process of society in a certain region. Guizhou is a historical and cultural cities with a long history of development and many minorities. The long history has given birth to a unique culture [1]. At the same time, there have been great changes in the development of society, and the social governance system is constantly changing. The collection and arrangement of social governance document has become an important task for government agencies. Therefore, this paper researches and analyzes the collection and arrangement of the social governance document of minorities in Guizhou.

2. Collection Principles of Social Governance Document

Firstly, the Guizhou government screened the social governance document according to the characteristics of the minorities, and selected some representative documents for preservation: the social governance document has obvious regional characteristics, relatively speaking, it involves many contents. The party, the government, and other organizations, rely on the masses of the people, adopt economic, political, cultural, social, educational, administrative, and legal means to conduct education, management, construction, and transformation. The main purpose is to maintain social security and protect social stability. There are many forms of social governance document, coupled with the limitations of manpower and energy in Guizhou government, the government has certain difficulties in collecting social governance document [2]. Therefore, the collection of social governance document should be carried out according to regional characteristics, and seeking the help of local organizations, grassroots organizations, and the people.

Secondly, the social governance document has geographical differences, which is mainly aimed at serving the society. Taking Guizhou minorities as an example, according to Guizhou's overall social governance document, its distribution characteristics are shown in Table 1.

Table 1. Distribution of Guizhou Social Governance Document

Guizgou	The number of social governance document	Social governance document collection scope
Provincial government agency	2000	Comprehensive collection of social governance document in the province
City government agency	1000	Collection of social governance document in the city
County government agency	500	Collection of key social governance document in the county
Minority	300	Collection of characteristic social governance document of minorities

Finally, when collecting the social governance document of minorities, we must highlight the key points. Due to the characteristic management system of minorities, the corresponding social governance document also has corresponding minorities characteristics. Only when the key points are highlighted can the characteristics of Guizhou minorities be displayed, so as to facilitate future management and review [3]. Highlighting key points can not only reflect the social governance characteristics of minorities, but also enhance the quality of social governance document, enhance the collection advantages of social governance document, and better contribute to the development and governance of minorities.

3. Collection Methods of Social Governance Document

There are four main methods to collect the social governance document. The specific situation is shown in Figure 1.
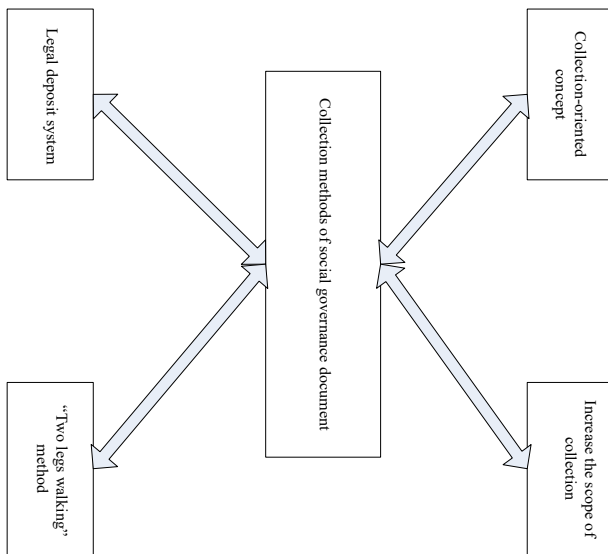

Figure 1. Collection methods of social governance document

3.1. Legal deposit system

Establish a legal deposit system to ensure the collection of social governance document. The party and the country must through various means, such as administrative orders and legal provisions to make the governments at all levels pay more attention to the collection of social governance document, and must specifically address the obligations and responsibilities of the governments at all levels in legal deposit system, so as to ensure the attention of governments at all levels to the collection of social governance document. this method has further strengthened the sense of responsibility and attention of governments at all levels [4].

3.2. "Two legs walking" method

The collection of social governance document is an important task for governments at all levels, and the wide-ranging collection of social governance document is a more labor-intensive project. The government of Guizhou has adopted the "two-legged walking" collection method to solve the problem of insufficient manpower. On the one hand, Guizhou government uses it own manpower to collect relevant social governance document, and on the other hand, they supplement them by asking lower-level governments to report their social governance documents. This method not only solves the problem of insufficient manpower, but also greatly increases the speed and completeness of the collection of social governance document.

3.3. Collection-oriented concept

To collect the social governance document, we must adopt the collection-oriented concept, and pay attention to the promotion and popularization of social governance document. The social governance document of most provincial governments is very rich, but it is usually self-collection, and it is rarely publicized and popularized so much that the outside world has little knowledge of social governance document and it cannot play the role of social governance.

3.4. Increase the scope of collection

The collection of social governance document should not be limited to the region. Although social governance has geographical differences, a good social governance program can always be applied to multiple regions, or can be used for reference. The good or bad of the social governance of a region depends on the collection and arrangement of social governance document to a large extent. In the process of collection and arrangement, we can analyze what kind of social governance program has positive influence on social security and social situation in the region according to the specific situation of social governance, and use more such programs. Conversely, social governance programs that have a negative impact should be modified or directly abandoned[5]. Expanding the

scope of collection of social governance document, we can learn from and refer to good social governance programs, and provide better solutions and ideas for social governance in the region.

4. Collation Methods of Social Governance Document

According to the research, there are three main methods for collecting the social governance document that are commonly used recently. The specific situation is shown in Figure 2.
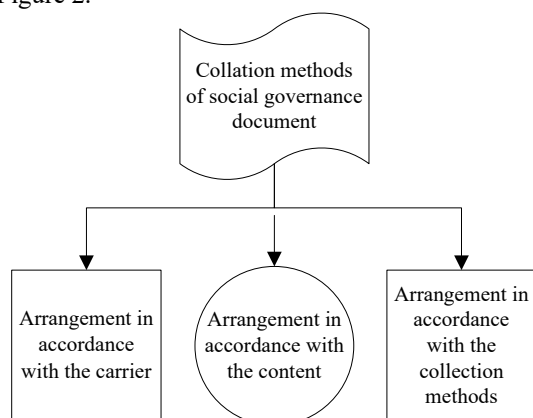

Figure 2. Collation methods of social governance document

4.1. Arrangement in accordance with the carrier

The arrangement of the social governance document can be carried out in accordance with the carrier. The carriers of social governance document include audiovisual materials, paper-based materials and electronic information. Relatively speaking, audio-visual materials have better effects and are more conducive to observation; paper-based materials are more conducive to preservation; and with the development of the Internet, electronic information is beneficial to the sharing of social governance document [6].

4.2. Arrangement in accordance with the content

According to the content, there are mainly first documents, secondary documents and three documents. First documents refer to the original documents. Usually, such documents are generally difficult to collect, and the collection values are relatively high. Generally, they are not allowed to borrow, in order to avoid lost. In addition, in order to avoid damage or loss of the original documents, the original documents are usually scanned or copied, and such documents are secondary documents. The three documents refer to the social governance documents that need to be publicized or exchanged. Therefore, it is necessary to take the social governance documents away from the storage location. Usually, the secondary documents is copied and used. The original documents and

the secondary documents are not allowed to be borrowed outside.

4.3. Arrangement in accordance with the collection methods

The arrangement of the social governance document can also be organized according to the collection methods. The specific collection methods are shown in Figure 1. There are four kinds of social management document collection methods, namely, legal deposit system,"two legs walking" method, collection-oriented concept, and increasing the scope of collection. According to the above-mentioned collection methods of social governance, the social governance documents of the same collection method are put together, which is conducive to the inquiry and arrangement of social governance document.

In order to collect and arrange the social governance document, it is necessary to establish a corresponding collection and arrangement system, and to ensure the collection and arrangement of government agencies. At present, government agencies at all levels collect social governance document, but these government agencies do not communicate with each other, which leads to the omission or duplication of social governance document. Only by establishing a standardized social management document collection and arrangement system can we ensure the integrity and systemicity of social governance document collection and arrangement.

5. Conclusion

This paper mainly researches the collection and arrangement of social governance document, mainly taking Guizhou minorities as an example. Firstly, it introduces the principles and methods of collecting social governance document one by one, and then elaborates on the arrangement method of social governance document, hoping this article will be helpful for the future research.

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