

Model of Preventive Preservation Archives in Realizing the Good Governance at the Bank Indonesia Office Prov. Indonesia's West Sumatra

Armida Silvia, Yulna Dewita, Elsa Oktaviani

Fakultas Ekonomi
Universitas Negeri Padang
Padang, Indonesia

mimiasriel@gmail.com, yulnadewitahia@gmail.com, oktavianielsa84@gmail.com

Abstract—One indicator for the realization of good governance, namely an information system that ensures public access to information that contains policies and is supported by an effective, accountable and transparent government administration system. This article provides an overview of how the preventive preservation archives model made by Bank Indonesia of West Sumatra Province in providing information and expanding the value of the use of all archive collections in the Central Archive Room (SKA). The existence of the Treasury Center Archive Room (SKA) equipped with adequate facilities and infrastructure. The implementation of fumigation carried out in a periodic twice a year is intended for early prevention activities of damaged records / termites eating in the archives due to the temperature and humidity of the room. The implementation of good and systematic preventive archive preservation activities is one proof that the representative office of Bank Indonesia of West Sumatra Province has implemented an indicator for the realization of good governance, namely by maintaining, protecting and expanding the archive value for good fiscal special value physical or information contained in the archive.

Keywords—preventive; preservation archives; good governance

I. INTRODUCTION

One of the indicators for good governance is the existence of an information system that ensures people's access to information that contains policies and is supported by an effective, accountable, and transparent government administration system. Therefore, in the system of government administration and modern management, archival management has a position and a strategic role, although so far not get a proportional attention.

There is no archive (document), then there will be no administration otherwise there is no administration without the presence of archives. Archives and administration are like two sides of a coin that one another contribute to each other. Administration works well with archive support and archives will be created with organizational activity. In addition, archives are not only a legacy of the past but archives also provide information about the past that is needed for today and the future. Therefore, the existence of the archive needs to be

organized, managed, and carried out the maintenance of any damage and destruction.

Law No. 43 of 2009 on Archives, the management of static archives consists of four activities: static archive acquisition, static archive processing, static archive preservation and static archive access. Management is a unity to realize the goal of archival institutions, namely preserving the archive for the benefit of society, nation and state. The archive has a purpose as an institution's collective memory, the archive must be well managed so that the physical and archive information can avoid any damage. In addition, for information in the archive can be useful as a reference material main information needed by the agency creator. Therefore, it is necessary to rescue the archive called archive preservation. Preservation is the most strategic activity of the four static archive management activities, as revealed by Azmi [1]. That is because, the availability of the archive is closely related to the results of the acquisition that is maintained properly so that it can be processed and accessed for the user.

Preservation is an attempt to retain and retain archives of either content or media for longer and longer life. Preservation can be defined as 'all managerial, technical and financial considerations applied to retard deterioration and extend the useful life of (collections) materials to 'asset availability' [2]. Preventive measures can considerably extend the useful life of collections, and are often much more cost-effective than intervention measures taken to remedy damage after deterioration has taken place. In the general sense can be translated preservation is a consideration made by the leadership in doing activities to slow the damage and extend the useful life of all collections.

This paper describes how the preservation model of archive prevention conducted by the Office of the Representative of Bank of West Sumatera Province in providing information and extend the useful value (useful life) of all existing archive collection in Sentral treasury Archive (SKA), so it can be used as a model or reference for office- office serving the public.

A. Problems

Some of the obstacles that prevent optimization of preventative preservation in research object are caused by: 1) Human resources that have not background as archivist, 2) Low level of employee awareness, 3) Unavailability of special time for archive management. The results of this study also prove that the Standard Operating Procedures (SOP) that is used has not been detailed about the implementation steps of preventive preservation archives.

II. METHOD

The object of this study is the Central Chamber of Khazanah Archive (SKA) contained in the Representative Office of Bank Indonesia Prov. West Sumatra. As for how the selection of informants in this study is snowball sampling technique, where this sampling technique in the early stages of small samples then this sample was told to choose his friends to be sampled, so on so that the number of samples more and more. This technique is like a rolling snowball, which was initially small but grew larger as it rolled over the wet snow. The initial determination of the sample starts from one informant who becomes the key informant, but the writer considers the information obtained from the key informant is not yet complete, so the researcher finds other party which is considered more understanding and comprehend and can complete the information given by the previous informant about preservation of preventive archives. This process continues until the number of samples becomes more and more. Sugiono, snowball sampling is a sampling technique that initially amounted to small, then this sample was asked to select his friends to be sampled and so on [3].

This study uses primary and secondary data. Acquisition of primary data through interviews and observation. The secondary data is through a book on preservation of archive preventive, journal and research articles. Methods of data collection research using in room observation Central Khazanah Archive (SKA) because this room archive preventive preservation activities carried out. In addition, the researchers interviewed each employee associated with preservation of archive preventive in the SKA room. The author also uses literature studies through books, journals / articles, and documents relating to archive preservation precautions.

Data analysis that researchers use the data analysis model Miles and Huberman. There are three kinds of activities in qualitative data analysis namely data reduction, presentation (data display), withdrawal or verification conclusion, here is the explanation:

A. Data Reduction

The definition of data reduction according to Emzir is "a form of analysis that sharpens, selects, focuses, discards and compiles data in a way in which final conclusions can be described and verified". Researchers do data reduction to focus the important things and principal to provide a clear picture. This is because not all data obtained by researchers in accordance with the theme of research [4].

B. Data Presentation

According to Miles and Huberman in Idrus display data is "a set of arranged information that gives the possibility of drawing conclusions and taking action" [5]. In this study, researchers used narrative text and supported by a matrix that contains research questions, answers informants and interpretation.

C. Withdrawal Conclusion

The final step in qualitative research data analysis is the withdrawal or verification of conclusions. Conclusions in qualitative research are new findings that have not previously existed, the findings can be a description or description of an object that was previously dim or dark so that after examined it becomes clear can be a causal relationship, hypothesis or theory [6].

Test the validity of data in this study using a triangulation approach. In this study, especially using source triangulation. According to Patton in Moleong triangulation source is "compare and check back the degree of confidence of an information obtained through time and different tools". Researchers test the validity of data by checking using various data sources, such as primary and secondary data sources, checking using data collection methods, such as observation, interviews, literature study [7].

III. FINDINGS AND DISCUSSION

In archival concepts, the term "archival preservation" is often used as a substitute for the term "preservation of archives" or vice versa. Both of these terms are essentially actions taken to enable both physical archives and information to be retained and maintained over a long period of time in archival institutions. Darmono stating that preservation or preservation are elements of management and finance covering several things such as storage, supporting tools, required manpower, background policies and methods used to preserve documents concerning information contained therein [8].

The International Federation of Library Association (IFLA) in Martoatmodjo, said preservation involves all efforts to preserve documents, documents, finances, labor, steps and procedures for their implementation and storage systems [9]. In addition Martoatmodjo also states that preservation or preservation of documents depends on several factors such as the quality of the document-making basis, the storage environment, and the factors causing damage to documents such as animals, insects, fungi and humans, but archival damage occurs on a large scale caused by natural disasters such as floods, fires, and others [9].

Another statement that expresses the preservation sense is Dureau and Clements in Vina which states preservation is a preventive effort, curative and understand the factors that influence the preservation of bibliography [10]. Preservation also includes elements of financial management, storage methods and auxiliary equipment, the required level of labor, its policies, techniques and methods applied to preserve library materials and the information contained therein.

MacKenzie provides a very broad definition, which more or less covers all areas of conservation [11]:

- Preservation, in the current sense in the archive world, refers to anything that contributes to the physical well-being of the collection;
- Conservation, or direct physical intervention with matter, is just one part of conservation;
- Indirect preservation including buildings, archive storage methods, security against threats, and handling;
- Preservation by substitution or reformatting. This means making copies of recordings, usually on microfilm, and then using copies in their original places, thereby reducing wear and tear on the latter and maintaining their condition.

Some interesting survey findings: only a few countries have national policies for library preservation, or have initiated a nationally coordinated co-operative conservation program, 6 libraries reply that they make efforts to raise national conservation awareness, 3 libraries have pro-microfilm in pro mme, 2 libraries consider emergency preparedness very important, and many libraries request support, information and training from NDL and PAC Regional Center [12].

Based on the above exposure, the means used to formulate and decide on resource allocations or some important aspects of the preservation of static archives and the steps taken to achieve preservation goals. Some aspects that must be considered in implementing archive preservation strategy are guidance, stakeholder development, preservation method, human resource development, modernization of facilities and infrastructure, socialization, cooperation and funding.

A. Guidelines for Archive Preventive Preservation Activities

ISO 15489 Policy on Records Management which contains about:

1) Document wrapping

- Every employee finished doing the work, should be directly archived.
- Prior to storage, documents are first sorted, then documents are put together by type such as bank documents, proof of payment, notes, notes, memos and so on.
- The next step is that archived documents shall be stamped or stamped by Bank Indonesia on the back of the archived documents. This is done to make it easier to find out if there are missing archives.
- The documents are archived and entered into a system called Bank Indonesia Record Management System (BI-RMS).

2) Document storage

- The archive is compiled in the archive, accompanied by archive code, Archive Retention Schedule (JRA) and the place of storage is included in the box that holds the archive.

- The filing procedure of the archive is also by type. The budget and financial documents are kept in the sticky bundles, letters and memoranda stored in folders, storage cabinets, and filing cabinets whereas computer processed products are stored in the planner menu.
- Archives contained in the work units will be stored in the archive storage space contained in the unit for 3 years after it was transferred to the SKA room.

B. Archive Preventive Preservation Activities

Archive preservation activities include maintenance, storage and protection of information content, materials and equipment used. Archive preservation activities include the following activities:

- Maintenance, maintenance and maintenance of archives against various destructive factors of the archives, whether caused by internal factors or external factors (actions that are preventive or preventive).
- Maintenance and repair of the archives in case of any damage (curative or corrective action).
- Security and protection especially to the archived information.

The archive preventive preservation activity at the Indonesian bank office refers to the ISO 15489 policy on Records Management. While the preservation preventive preservation activities according Martoatmodjo [9] as follows:

- Fumigation is one way to preserve documents by bloat documents to avoid the growth of fungi, dead animals, and other documents in order to prevent damage to the archive.
- Deacidification (deacidification) is a document preservation activity by stopping the acidity process found on the paper. With outside air compounds, especially air that is dirty by dust, gas, car exhaust, or industrial waste, it can damage paper.
- Lamination is the activity of coating the document with special paper for library material or archive becomes more durable. Acidity processes that occur on paper or library materials can be stopped by a literature or archival coating comprising oplas film, cromton paper, or other coating paper. Coatings of library materials or archives can withstand pollution or dust attached to library materials or archives so as not to oxidize with pollutants.
- Encapsulation is one way of protecting paper from the physical damage of documents such as fungi and the physical fragility of documents.
- Binding is the activity of attaching the loose documents.

From archive preventive preservation activities submitted by Martoatmodjo, there are some activities that have not been done such as deacidification, lamination, encapsulation [9]. According to the authors of the Office of the Representative of Bank Indonesia Prov. West Sumatera should be able to

implement these three activities in order to optimize the implementation of archive preventive preservation because the archive preventive preservation activities described by Martoatmodjo are mutually related to each other. With the implementation of a comprehensive and systematic preventive preservation can extend the value of both physical archival and archive information contained in the archive [9].

C. SOP for Preventive Preservation Activities at Indonesian Banks

Preservation activities at the Representative Office of Bank Indonesia Prov. West Sumatra is an activity to maintain, maintain, and protect archives that are preventive in order to extend the value of the archive and slow the occurrence of archival damage. This Statement supports the opinion of the International of Library Association (IFLA) in Martoatmodjo on archive preventive preservation activities stating that preservation is an all-encompassing effort to preserve, safeguard, protect documents, finance, human resources, and techniques used as well as document storage techniques [9].

D. Preservation Facilities and Infrastructure

Facilities and infrastructure are an important resource for carrying out an activity, as well as archiving preservation activities. According to the Regulation of the Head of the National Archives of the Republic of Indonesia Number 23 of 2011 concerning the Guidelines for Preservation of Static Files, Preservation Facilities and Preservation consists of static archive maintenance facilities, infrastructure for restoration and static archive management facilities.

Facilities and infrastructure available at Bank Indonesia which are used as supporting facilities for the implementation of preventive preservation archives:

1) Supporting facilities: The supporting facilities for archive preventive preservation activities in SKA consist of:

- Archive storage special room that is SKA bullet
- Tool to keep temperature and humidity i.e. AC while tool to measure temperature and humidity that is Thermogeometric
- Hygiene kits broom, mop, duster, duster, and vacuum cleaner
- Security guards consist of: APAR and CCTV
- Materials used in the preservation of archive preventive activities i.e. camphor and kimi substances to conduct fumigation.
- Equipment required among them filing cabinet storage / filling cabinet / storage cabinet inside consists of boxes, folders, folders, and other. Then that is not less important is the use of light so that light does not directly use the sun.

Good archive preventive preservation activities need to be supported by adequate facilities and infrastructure in accordance with applicable standards. According Ladiawati in ANRI [13] facilities and infrastructure should be owned in the preservation activities archive is:

- Building and storage space that can represent the correct and proper archive storage space (representative)
- Guidelines and standards for preservation / preservation of archives
- Laboratory
- Equipment, equipment and media transfer
- Archive rack, filing cabinet, air conditioner, dehumidifier, thermometer, hygrometer, thermohydrometer, trolley, leaf caster, rewinder, video tape cleaner, film cleaner, telecine, stein back, microfilm camera, process engine, computer, scanner.
- The archive container consists of cribs, envelopes, and folders.

Based on ANRI's provisions in 2007, there are still supporting facilities that are not available in the Bank Indonesia Provincial Office of West Sumatra, especially the SKA room that is the guidelines and special standards for archival preservation, over archival media can be in the form of scanners, computers, microfilm cameras, and processed machines. Apart from that, the overall availability of supporting facilities for archive preventive preservation activities at the Representative Office of Bank Indonesia Prov. West Sumatra has been optimal and adequate.

This is in line with Ladiawati's opinion in ANRI [13] stating that the facilities and infrastructure that must be possessed in the preservation of preventive archives are:

- The building and storage area that can represent the correct and proper archive storage space (representative)
- Guidelines and standards for preservation / preservation of archives
- Laboratory
- Equipment, equipment and media transfer
- Archive racks, filing cabinets, air conditioners, dehumidifiers, thermometers, hygrometers, video tape cleaners, film cleaners, microfilm cameras, process machines, computers and scanners.
- Archive storage containers consist of cribs, envelopes, and folders.

Based on the provisions of ANRI in 2007, there are still facilities and infrastructures that are not available in the Representative Office of Bank Indonesia Prov. West Sumatra, especially in the Central Chamber of Khazanah Archive (SKA), which is a guideline and standard of preservation archives. This is related to the policy adopted by the Representative Office of Bank Indonesia Prov. West Sumatra in archive management refers to ISO 15489 policy on Records Management. This policy does not yet contain detailed archive preventive preservation activities, but still contains general archive maintenance. Therefore, in the implementation of preventive preservation activities archives still do not have

standards and specific guidelines in the implementation but still refers to the general maintenance activities.

In addition, at the Representative Office of Bank Indonesia Prov. West Sumatra has not been transferred to archive media which means transferring archive form from one media to another. This can be done with the help of a scanner or in the form of a CD ROM. Based on the observations that researchers do, at the Representative Office of Bank Indonesia Prov. West Sumatra has implemented a digital archive system that is the Bank Indonesia Records Management System (BI-RMS) system, but it has not been used as the transfer of archive media from conventional form to digital form. In the system, there are only folders containing the name of the document without the form of a digital document.

2) *Utilization and maintenance of supporting facility system:* This is related to the understanding of human resources in performing preservation archive techniques. To improve human resources who understand preservation, Bank Indonesia has conducted socialization and training on Document Management Bank Indonesia (MDBI). Based on the literature, Azmi socialization preservation archives can be done through public publications such as presentations, publishing articles, posters, leaflets, the second the creation of specific guides on various preservation topics, archival preservation slides and scientific meetings archive preservation archives [14].

E. Preventive Preservation Model

Eden in Trusts, preservation can be defined as 'all managerial, technical and financial considerations are applied to slow the damage and extend the useful life (collection) of materials to ensure its continued availability. Preventive measures can extend the useful life of the collection, and usually much more cost-effective than the interventive measures taken to repair the damage after damage has occurred [15].

The International Federation of Library Association (IFLA) in Martoatmodjo which says preservation involves all efforts to preserve documents, documents, finance, manpower, measures and procedures for implementation and archive storage systems used [9]. One of the preservation activities is to care for the destructive value of the archive and to benefit the community, government, institutions, researchers, and users of future archives and generations of research activities [16]. The implementation of archive preservation methods involves two types of preservation records: preventative preservation and curative / restoration preservation. Preventive preservation is precautionary preservation of archive damage through provision of infrastructure and facilities, archive protection and archive maintenance methods [17].

Before determining the type of preservation, please note and identify the damage to the archive, including the factors causing the damage. According to Maziyah destructive factor archives include natural factors such as temperature, air humidity, chemical / physical factors that is the acid content in paper, air pollution, dust particles, magnetic disturbance, biological factors i.e. fungi, rodent insects, and errors storage

i.e. archive storage management [18]. Some of the factors causing archival damage according to some experts:

1) *Physical factors:* One example is light. Sunlight will make the paper archive light to yellow, brownish, brittle and damaged. Ultraviolet light and electric light / lamp can damage the physical and printed material. Archives are endeavored to avoid direct rays. Then, humidity and temperature. Also required temperature and humidity adjusted for eligibility to store and maintain archives. Temperatures that result in decreased humidity that can lead to fragile archives. High humidity will cause the paper arch to become moist and the cause of fungi (micro organisms).

Besides dust. Particles of dust and metal will eventually result in kinia factor, ie high acidity of paper, archive will easily fragile and damaged. Dust and logas are mixed with kelambaban will result in the emergence of fungus. Therefore, archives should be placed in a clean location and avoid dust entry.

2) *Chemical factor:* In paper: the acid content contained in the paper due to the use of chemicals when the manufacturing process of paper such as lingnin, zak bleach, alum-rosin sizing and others, causing the paper to be brown. Further ink, the acid source may also be derived from iron gall inks made from a mixture of tannic acid and iron salt (ferro sulphate). The acid content in the ink causes the paper to erode and form a hole in the written ink portions.

3) *Biota factor:* Function / Mushroom: kerta consisting of cellulose is an ideal place to be seized by spores. Humidity exceeding 70 percent and sufficient temperature will make the spores grow and spread over the surface of the paper. Fungi secrete enzymes that hydrolyze cellulose polymer chains into small fractions. The fungus also produces oxalic acid, citric acid, formic acid which causes the paper to become acidic and brittle. It also forms a brownish red stain (foxing) that is difficult to remove.

4) *Chilling:* In our place hundreds of species of insects live with food sources such as cauliflower, emitting dark liquid that is difficult to lose. Silverfish, laying eggs on paper. Termites, spent paper in no time. Bok lice (nerds), putting eggs on paper. Book worms, put eggs on paper and make a hole. Muds waps, making nests on paper, and rodents like paper-damaging mice.

5) *The wrong usage and handling factors:* Human beings as information managers are often mistaken in the use and use of archives, such as storage, reproduction of archives (photocopy), transit, use and exhibition.

6) *Natural and disaster factors:* Need to pay attention to security factors including anticipatory measures and reactions to disaster-induced damage and disaster to minimize damage and loss.

Based on the above points, the cause of damage to the archives at the Representative Office of Bank Indonesia Prov. West Sumatra is a factor of chemistry and physics, although the precautionary pre cautionary preservation activities carried out have been done well and systematically. This can be seen

from the handling of archives in the archive storage is done by storing the archive in the folder / map / bundle paste and then inserted into the archive boxes are equipped with a list of archive names posted on the side of the box as an identification of archives stored in it. The archive storage room is an adequate Central Chamber of Khazanah Archive (SKA) equipped with air temperature and humidity regulation by using air conditioning and thermogeometric as well as a regular schedule for checking temperature and humidity. In addition, the room is also equipped with lights to reduce air humidity in the SKA room.

Sentral Khazanah Arsip (SKA) is similar to the records center of archives that Ricks, Swafford and Gow have documented as a facility designed for active archives. There are several targets to be achieved by placing the inactive archive into the records center [19]. This goal is also intended to realize an efficient dynamic archive management. Security archives to avoid termites, dust, or even disaster then the archive is stored in anti-fire iron, the cabinet is always locked if the archive inside is not used. These keys are stored by authorized personnel. Tools that support archive security such as APAR, CCTV, vacuum cleaner, thermogeometric, and air conditioner. Preventive preservation activities carried out include SKU room 3 times a week, daily temperature and humidity adjustment and checking, camphor use in filing cabinets, and fumigation activities conducted twice a year to prevent archives from being eaten by termites or insects.

What is interesting from the case at the Bank Indonesia Representative Office above so that it becomes a model? The answer is that the archives management in the office is systematic and it is very important for SKA's unit managing staff to work with other staff related to information and office systems [20]. The functional role of the archivist or staff working on the SKA to always:

- Determining the need for records management for business activities of the existing work unit, which determines what archives should be created and how long the shelf lives.
- Develop business rules and standards to support the creation and recording of complete and accurate records.
- Develop systems and controls and monitoring to ensure an informative record of records that fits internal and user needs
- Develop efficient services to access the archives
- Ensure that organizations are ready to receive audits from monitoring organizations.

Archive preservation model at Representative Office of Bank Indonesia Prov. SumBar is in accordance with the purpose of preservation activities according to ANRI. According to the National Archives of the Republic of Indonesia (ANRI), the purpose of preservation activities is an integral and well-conceptual effort, in terms of:

- Rescue the value of the archive information bullet
- Save the physical archives

- Overcoming the lack of space constraints
- Accelerate the acquisition of information [13].

Sentral Khazanah Arsip (SKA) is meant to create an efficient dynamic archive management because the volume of archives stored in work units will decrease, save space, archive storage cost, and should be separate, because it has different physical materials and require different treatment.

The results of the archive media change, although not for full publication, the number of digitalized archives is quite a lot compared to the existing archives, so the use of original archives can be reduced because the continuous use will damage the physical archive. With the SKA can realize an efficient system for rediscovery of archives when necessary for decision-making as well as maintaining a comprehensive security for the existing archives within an organization.

IV. CONCLUSIONS

Archives become an important part when used in the future. Archives are the main and tangible evidence in dealing with a problem with the institution, so archive management of archival rules can minimize the loss of important information to the institution.

Archive preservation is part of static archive processing. Static archive management is an efficient, effective, and systematic static archive control process including acquisition, processing, preservation, utilization, utilization and public service in a national archive system. Preservation in article 63 of Law no. 43 of 2009 is undertaken to ensure the safety and sustainability of static archives. Preservation of static archives is also done in a preventive and curative manner.

Preventive means action for prevention on the effects of external aspects and internal aspects that cause the static archive to be damaged, while curative is an action for maintaining static archives with attention to the integrity of the information contained in the static archive. Preventive preservation programs are dealing with precautions on media and archival properties. Curative preservation is by way of restoration of the archives of the actions and procedures passed in the process of rehabilitating or strengthening the physical condition / documents that are damaged (deteriorate) or physically decreased in quality.

The restoration of the archive is intended for the maintenance and repair of archives that are damaged as a result of internal and external factors within the archive and archive itself. Preventive means action for prevention on the effects of external aspects and internal aspects that cause the static archive to be damaged, whereas curative action for the maintenance of static archives with regard to the integrity of the information contained in the static archive.

ACKNOWLEDGEMENTS AND LEGAL RESPONSIBILITY

This is the original article on our results, and we say that we are responsible, and we stated that the article had never been to a conference or send it to another journal. Thanks are due to The Head of The Bank Indonesia Office Prov. Indonesia's West Sumatra who supported the implementation

of this research and Rector of State University of Padang, Prof. Ganefri, have supported us to participate in this conference, Thank you.

REFERENCES

- [1] Abduh, M., and Azmi Omar, M. "Islamic banking and economic growth: the Indonesian experience". *International Journal of Islamic and Middle Eastern Finance and Management*, vol. 5(1), pp. 35-47, 2012.
- [2] Feather, N.T. Bridging the gap between values and actions: Recent applications of the expectancy-value model. *Handbook of motivation and cognition: Foundations of social behavior*, vol. 2, pp. 151-192, 1990.
- [3] Sugiyono, E.W., and Wibowo, E. *Statistika Penelitian*. Alfabeta Bandung, 2011.
- [4] Emzir, M. *Metodologi Penelitian Kualitatif Analisis data*. Jakarta: Raja Grafindo, 2012.
- [5] Idrus, M. *Metode penelitian ilmu sosial*, 2009.
- [6] Sugiyono, P. *Metode Penelitian Kuantitatif, Kualitatif, dan R&D*. Bandung: CV Alfabeta, 2010.
- [7] Moleong, L. *Metodologi penelitian kualitatif*, pp. 4-10, 2013.
- [8] Darmono. *Manajemen dan Tata Kerja Perpustakaan Sekolah*. Jakarta: PT Grasindo, 2004.
- [9] M, Karmidi. *Pelestarian Bahan Pustaka*. Jakarta: Universitas Terbuka, 2012.
- [10] Vina. "Kegiatan Preservsi Preventif Arsip di Bank Indonesia Bandung." [Online] Retrieved from <http://download.portalgaruda.org/article.php?article=1033568&val=1378> accessed 25 Januari 2018. .
- [11] Spreng, R.A., MacKenzie, S.B., and Olshavsky, R.W. "A reexamination of the determinants of consumer satisfaction". *Journal of marketing*, vol. 60(3), pp. 15-32, 1996.
- [12] Kaihara, T., Fujii, N., Tsujibe, A., and Nonaka, Y. "Proactive maintenance scheduling in a re-entrant flow shop using Lagrangian decomposition coordination method". *CIRP annals*, vol. 59(1), pp. 453-456, 2010.
- [13] Arsip Nasional Republik Indonesia. *Pelestarian Arsip: Menyeleamatkan Warisan Budaya Bangsa*. Jakarta: Pusat Pendidikan dan Pelatihan Kearsipan, 2007.
- [14] Bao, B., Wang, Z., Ali, S., Ahmad, A., Azmi, A.S., Sarkar, S.H., ... and Sarkar, F.H. "Metformin inhibits cell proliferation, migration and invasion by attenuating CSC function mediated by deregulating miRNAs in pancreatic cancer cells". *Cancer prevention research*, vol. 5(3), pp. 355-364, 2012.
- [15] Trusts, P.C. *Moving on up: Why do some Americans leave the bottom of the economic ladder, but not others*. Pew Charitable Trusts, 2013.
- [16] H, Sri. *Materi Diklat Pengelolaan Arsip Statis*. Semarang: Badan Arsip Provinsi Jawa Tengah, 2004.
- [17] Senowbari-Daryan, B., and Link, M. A new thalimid sponge from the Upper Triassic (Norian) reef limestones of the Antalya region (Turkey). *Acta Geol Hungarica*, vol. 41(3), pp. 343-354, 1998.
- [18] Tee, C.S., and Maziah, M. Optimization of biolistic bombardment parameters for *Dendrobium Sonia 17* calluses using GFP and GUS as the reporter system. *Plant cell, tissue and organ culture*, vol. 80(1), pp. 77-89, 2005.
- [19] Ricks, B.R., and Swafford. *Ann, J & Gow, Kay, E*, 1992.
- [20] Kennedy, B.M. *Deleuze and Cinema the Aesthetics of Sensation*, 2000.