

Model of Archival System Arrangement in Improving Accreditation of Study Programs in Manado State Polytechnic

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Abstract—In obtaining and improving study program accreditation is seriously needed of a reliable archival system model in accordance with the standards set by the National Accreditation Board. The main problem in accreditation is the weakness of the archival system in managing the data needed for both study program and institutional accreditation that provide organized and systematic documents and information. This study aims to design an archival system arrangement model in improving accreditation in Department of Business Administration, because the archive arrangement system is currently not well organized. This methodology research is qualitative research using the Case Study method at the Manado State Polytechnic Study Program. Data collection methods: observation, interviews and documentation. Based on the study, the archive arrangement system has not been effective and efficient and there is no archive mapping model that is in accordance with accreditation standards. Therefore, the effort taken is to implement the Archival System Arrangement Model in accordance with the standards of the Higher Education National Accreditation Board, namely by adding a file cabinet to organize documents, preparing the availability of standard documents, providing knowledge to employees about filing, and disseminating information to lecturers, staff, students and graduates about the importance of archiving.

Keywords—archival system, storage system

I. INTRODUCTION

The process of academic activities cannot be separated from the availability of a number of documents that meet the existing standards to be prepared by education providers either in the Department or in the Study Program. These documents are the centre of memory in every activity or process of activities carried out by the department or study program so that when needed is complete and systematic.

Based on this, the need for an archive order which is a collection of documents that is arranged systematically so that when needed it can be easily recovered, especially in the process of academic activities and management of accreditation. The availability and arrangement of good archives is certainly supported by the leader's attention to the availability of archival support in the form of equipment and

supplies, the system used in arranging documents or archives, as well as special officers (archivists) who handle documents or archives in the Department, especially study programs, and socialization to lecturers and employees, especially document collection and document arrangement with Filing 103 points fulfilled in improving accreditation [1].

In increasing accreditation in the Department of Business Administration, especially study programs are faced with the lack of availability of complete documents both manually and electronically. A number of documents / archives prepared are not well organized and systematic because of the lack of equipment and supporting equipment that support the placement of documents / archives, both in the Department and in the Study Program. In addition, in the Department of Business Administration there is no officer specifically handling document / archive management so that if the files are needed, the search is very difficult to find, besides that there is no officer who is responsible for the documents so that it takes a long time and the documents have not been systematically arranged. This has an impact on the processing of documents, especially filling in data in accreditation forms, many data and documents that are not available and even lost, so that it takes time to fulfil the availability of data and documents. Employees in the Business Administration Department are important in archiving so that the availability of documents is needed to support the study program accreditation.

In accordance with the existing data that since the Manado State Polytechnic was established \pm 30 years there were 19 Study Programs spread over 6 (six) departments, but no one was accredited A either at Institutional or Study Program level, even there were only 68% of B accredited study programs and other study programs still have the accreditation C value of 31%, even the Institution is still accredited C. With this research is expected to help increasing the value of accreditation, through the availability of documents.

Based on the above problems, it is hoped that this research will help in implementing an effective and efficient archival system model in improving accreditation both at the Institutional level and study program level.

A. Focus and Research Sub-Focus

Based on the problems outlined above, the focus of the research is on how to apply the archival system arrangement model in improving study program accreditation at Manado State Polytechnic. While the Sub focus of the study is the proper archival arrangement system, identifying equipment and equipment that support archival arrangement, the availability of 7 documents accreditation standards according to BAN PT guidelines, presenting officers (archivists) who specifically deal with archival systems, and the need to socialize archives to lecturers, employees, students and graduates.

II. LITERATURE REVIEW

Understanding of archives is a record of activities or sources of information with various forms made by institutions, organizations, and individuals in the framework of implementing activities. Archives can be in the form of letters, letters, certificates, charter, books and so on, which can be used as valid evidence for actions and decisions. With the development of archive technology can be in the form of audio, video, and digital. According to Sugiarto and Wahyono that records in Indonesian are referred to as "scripts" namely: every written record in the form of images or chart that contains information about a subject (subject matter) or events that people make to help people's memory [2]. In the opinion of the archive is a document that is stored systematically because it has a purpose so that whenever it is needed it can be quickly rediscovered [3]. According to the Office Administration Dictionary archive is a collection of scripts that are kept regularly and planned because it has a purpose so that every time it is needed it can be quickly rediscovered [4]. So, understanding of archival is the management of records of activities or sources of information that have usefulness values with regular and planned, both the archives are created or received, so that they can be easily found if needed. An archival system that is held optimally will facilitate the activities and objectives of institutions, organizations, bodies and individuals. The scope of archival activities includes:

- Creation, receipt, collection of archives.
- Control and maintenance of archives.
- Storage and destruction of archives

According to Sayuti, archival or filling is an activity of placing important documents (documents) in a good storage place and based on certain rules, so that if needed it can be found easily and quickly [5].

A. Storage System

The storage system is a system that is used in storing documents so that the ease of storage activity can be created and the discovery of the stored documents can be done quickly when the document is needed at any time. The storage system in principle is to store based on the catches word (caption) of the stored documents in the form of letters and numbers that are arranged in a certain order [4]. There are several storage systems as follows:

1) *Alphabetical system*: The alphabetical system is a document storage system based on the alphabetical order of the caption word (name) of the document in question. The name can consist of two types, namely the name of the person and the name of the body. The name of the person (individual name) consists of full name and single name, while the name of the body consists of the name of the government agency and the name of the private body and the name of the organization.

2) *Geographic system*: Geographic system is a system of storing documents based on groupings of place names. This system is often called the location system or place name system.

3) *System subject*: The subject system is a document storage system based on the contents of the document. Document content is often also referred to as subject matter, main problem, problem, content of letter, or subject.

4) *Number system*: The number system is the system for storing documents based on the number code in lieu of the name of the person or the name of the body.

5) *Chronological system*: A chronological storage system is a storage system based on the time sequence, which is defined as the date of the year, decade, or alphabet. In terms of laying and storing the system it is easy to do because it is only based on the order of the date, month and year.

B. Archival Equipment and Supported Equipment

To be able to organize the archive at high speed and a little error is needed archival equipment and supported equipment that is capable of carrying out the functions of each system and method as well as possible. The success of archival management activities is also directly affected by equipment used to store archives and the efficiency of equipment usage.

1) Storage equipment type:

- Upright storage device (vertical file).
- Sideways storage tool (lateral file).
- Heavy storage device (power file).

2) *Storage equipment (filling supported equipment)*: In addition to the main equipment for storing archives, it is also necessary to provide equipment in archive storage.

- Baffle.
- Folder (Folder).
- Instructions (Guide).
- Capture words.
- Other equipment.

C. Archivist

Archivist is someone who has competence in the field of archives obtained through formal education and/or archival education and training and is able to have functions, duties and responsibilities in carrying out archival activities.

D. Accreditation

Accreditation is the process of evaluating and evaluating the quality of institutions or study programs carried out by a peer expert team (assessor team) based on the quality standards that have been established. Accreditation also means a government effort to standardize and guarantee the quality of higher education graduates so that the quality of graduates among higher education is not too varied and according to work needs.

E. Socialization

The definition of socialization is the process of humans learning the procedures of life in society (ways of life in society), to obtain personality and build their capacity so that they can function properly as individuals and as members of a group [6].

III. METHODS

A. Research Purposes

In carrying out this research, there are several objectives:

- Describe and explain the appropriate archival arrangement system to improve the accreditation of study programs at Manado State Polytechnic.
- Describe and explain equipment and supported equipment that support archival arrangement system to improve accreditation of study programs at Manado State Polytechnic.
- Describe and explain the availability of documents for 7 (seven) standards in filling out accreditation forms to increase the accreditation grade of study programs at the Manado State Polytechnic
- Describe and explain the importance of the presence of archival officers (archivists) to increase the accreditation of study programs at the Manado State Polytechnic.
- Describe and explain the importance of archival socialization to improve the accreditation of study programs at the Manado State Polytechnic.

B. Research Location

This research was conducted at the Department of Business Administration consisting of three study programs namely the DIII Business Administration study program, the business management DIV study program, and the marketing management DIII study program at the Manado State Polytechnic.

C. Research Methods and Procedures

In this study first made a case study qualitative research design, then, collected data by observing, interviewing, and documenting data from informants as a data source. Next, the data is compiling, analysing it and interpreting the meaning of the data collected, then making or compiling the reports.

Based on the research method used, the researcher chooses and determines in depth the object of the research because the researcher intends to learn about the application of archival system arrangement model, namely by building a flow of thought as shown in Figure 1 as follows:

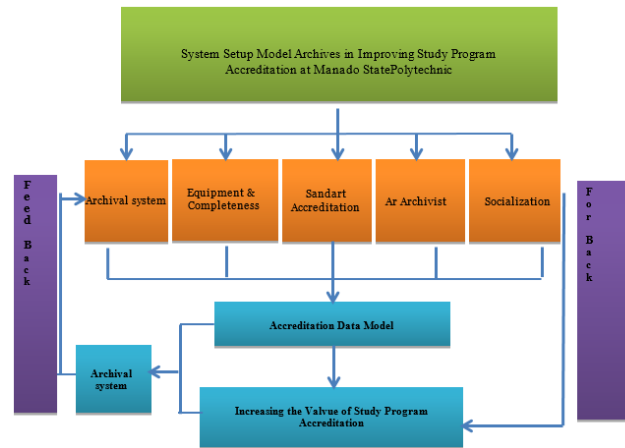


Fig. 1. Model of archival system arrangement.

Figure 1 indicates the model of archival system arrangement, such as the archival system, Equipment and supported equipment, accreditation, archivist and archival socialization

D. Types and Methods of Research

Types of qualitative research with case study methods related to the application of archival arrangement models in improving study program accreditation

E. Research Subjects

Leaders, educators and education personnel are referred to as informants. According to Sugiyono, the sample in qualitative research is not called a respondent, but as a resource person, participants, informants, friends, and teachers in the research [7].

F. Data and Data Sources

The data of this study are taken from data sources: 1) staff of permanent and honorary lecturers who have documents / archives needed in the study program, 2) Administrative Staff, 3) Study program coordinators, 4) Head of departments and secretaries of department of business Administration.

G. Data Collection Techniques

Data collection techniques in research are Triangulation techniques: data collection techniques that are combined from various data collection techniques and data sources or different data collection techniques to obtain data from the same source.

H. Data Analysis Techniques and Data Validity

The data analysis technique used in this study is qualitative data analysis, following the concepts given by Miles and Huberman and Spradley. Miles and Huberman in Sugiyono, and Conclusion Drawing [7]. Data validity includes, 1)

credibility, 2) triangulation, 3) transferability, 4) dependability and 5) confirmation.

IV. RESULTS AND DISCUSSION

A. Organizing Archives

Organizing archives means arranging, compiling archives with classification codes that have been made according to an effective and efficient storage system. The archive storage system is generally applied by an agency or office. There are 5 (five) systems, namely the alphabetical system, subject system, number system, chronological system and geographic system. Each office has the authority to adjust which storage system is suitable for application of archival system.

This is in accordance with the opinion of the informants that they want the archival arrangement both in the department and in the study program is arranged using the subject (problem) and numeric (code) systems. By using this combination system, the department of business administration and study programs is considered able to realize the ease and smoothness of the daily work of staff so that they can meet the needs of information and are in accordance with the existing theories. Subject (problem) system is one of the documents structuring system based on activities related to problems related in departments and study programs that use this system. These problems are grouped into one subject, for example problems related to each standard are grouped into one main problem. Archive arrangement preparation based on problems by compiling a list of indexes and paying attention to the archive equipment used.

Based on the results of data collection through documentation or by utilizing available records about the archive storage system used in the departments, for example department of Business Administration, namely:

1) *Active archive*: This archive is stored and maintained in the processing unit at study program, namely the form of student attendance lists, study results cards, student trusteeship, lecture schedules, learning evaluation results, competency matrices, etc.

The methods for storing active records are as follows:

- Study program employees store archives according to problems (subjects) that have a classification code sequence.
- Archives are arranged in the folder or folder according to the classification order.

2) *The archive in active*: The active archive is also stored and maintained in the processing unit, namely the study program

- Storage collects files in folders according to the classification order.
- Inserting the folder into the active archive file and arranged vertically.
- The active file box is placed in the storage archive rack.

In addition to paying attention to the active archives and archives in active above, it is necessary to arrange archival classification patterns. Archive classification patterns are arranged in 3 stages, such as: Main Subject (Primary), Sub subject (Secondary), Sub-sub subject (Tertiary).

These three groups have a logical, chronological and systematic relationship with each other. For example: Staffing groups must contain issues regarding staffing [8], such as:

- Staffing (Primary),
- Procurement (Secondary),
- Application (Tertiary),
- Testing (Tertiary),
- Appointment (Tertiary) etc.

In addition to the hierarchical archival classification pattern, it is necessary to use the archive code. The archive code is the identification/problem of the archive classification. Use archive code:

- To distinguish one problem from another / problem in various levels of archive classification.
- Is a means of filing archives and determining storage locations, and rediscovering them

Requirements for providing archive code:

- Simple.
- Easy to remember.
- Easy to write.

The archive code has 2 elements, namely: letter code, and numeric code. The archive code element applied in the department and study programs is more compatible with the numeric code combined with the subject system. This is because the documents that will be arranged relate to accreditation forms which consist of standard 1 to standard 7 (given numeric codes 1-7) then combined using the subject system which is given guidance on each standard. To solve the problem of archival arrangement, the archive is collected and sorted before numbering and labelling is given based on the subject. In connection with the above statement, the department and study program for archiving arrangement in the preparation of accreditation forms are arranged based on archive classification using numerical systems combined with subject systems (problems) starting from standard 1 to standard 7 with 103 items. Archive arrangement in departments and study programs uses a combination of numerical systems and subject systems. Collected archives are classified, labelled and then are entered into folders based on the sequence number and item number contained in the 7 standard s, after which they are entered into a file box that says standard 1 up to standard 7 and arranged vertically in a filing cabinet. Its storage is centralized and decentralized.

The application of archive code that is used in the department and study program includes standard writing in the file box; each file box contains the folder according to the serial number and item number in the form. The arrangement is

sorted according to the standard containing the files in the folder arranged vertically to make it easier to retrieve the required files. The numeric system used is combined with the subject. The results of the arrangement are shown in the following figure:



Fig. 2. Archives arranged according to standards.

B. Archival Equipment and Supported Equipment

The success and smoothness of archival activities is influenced by equipment and supported equipment used to store archives. In terms of the number of equipment and supported equipment, there are several tools that need to be added, considering the addition of archives every day. The equipment and supported equipment used consists of file cabinets, file racks and filling cabinets. One example of a file cabinet used to organize documents as shown in the picture below.



Fig. 3. File cabinet used in arranging documents.

C. Availability of Documents of 7 (Seven) Accreditation Forms

Study programs are required to maintain quality assurance through the accreditation process. Accreditation is an assessment activity to ensure the feasibility of a study program based on criteria that refers to the National Standard of Higher Education (SNPT). In submitting this accreditation, of course study programs must prepare a number of documents contained in the accreditation forms consisting of 7 (seven) standards. Each standard contains documents that must be prepared and filled into folders that have been given an archive code. If the number of archives is large, it will be filled in several boxes as shown in the following figure:



Fig. 4. Folder is arranged in a file cabinet containing files in large numbers of sheets.

D. Prepare Archive Officer (Archivist)

The importance of department and study program to appoint a staff that is to be an archivist who has specialization in handling archives in order to help leaders in managing documents. In the assignment as an archivist, it is very difficult because when looking staff who actually understands the archival system is not easy because every day there is an addition of archives and frequency of borrowing of archives and use of archives that are so high. Therefore it requires a staff who are truly patient, responsible for the work, as seen in the following picture:



Fig. 5. Archivists handling documents.

E. Archival Socialization to Lecturers, Staff, Students, and Graduates

This archival socialization aims to equalize the perception of archives arrangement of lecturer, staff, and student and graduate so that they understand the importance of the archive, as well as the backbone of the leadership in accountability of the activities for the advancement of departments and study programs. The importance of the socialization is carried out by the head of the department and the coordinator of the study program in the context of the availability of information in meeting the needs of the administrative process, especially in filling accreditation forms, so that lecturers, staff, students and graduates have documents in the department and in each study program. Socialization activities as shown in the following picture:



Fig. 6. Socialization of handling archives.

The socialization was carried out by gathering participants to be given knowledge of the importance of archives collected and documented as information material in fulfilling the accreditation forms.

V. CONCLUSION

The Model of Archival System Arrangement in the departments and study programs is not yet systematized and organized in applying the archival model of archival system and subject system, which is compiled based on accreditation standards. Archival equipment and supported equipment needed at the Department and Study Program. The lack of equipment and equipment to document is not well organized and it is difficult to find back on the equipment needed for that archival equipment and supported equipment needed both at the study program and department level so that the standard 7 (seven) documents are available and make it easier to complete accreditation forms.

Every study program should have an archivist who handles archives by providing archival training in departments and study programs concerning 7 (seven) standards. The system

that needs to be applied is a numeric archival system that is combined with the subject system, in order to facilitate the search and retrieval of documents. The application of the archival system must be consistent and sustainability. 7 standard data is always maintained and up to date if needed. The socialization of the importance of archiving is always carried out to lecturers, staff, students and graduates. It is recommended that documents/files in the department and study program must have records (books) of borrowing archives to keep no documents/files that are not returned or even lost. It is suggested that departments and study programs make an archive retention schedule if the archive is no longer used so that there is no accumulation of archives.

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