

# Analysis of Archives Management at Universitas Pendidikan Ganesha

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## ABSTRACT

The purpose of this research is to determine the Universitas Pendidikan Ganesha (Undiksha) archivist's archive management in terms of planning, organization, direction, and supervision. This study was designed using a qualitative approach to achieve these goals. Informants were interviewed and data documentation was obtained from the Undiksha archivist to obtain information about research data. The informants in this study are part of the Undiksha archives. To ensure the validity of the data in this study, data triangulation techniques such as source triangulation, method triangulation, and theoretical triangulation were used. According to the findings of this study, Undiksha archivists performed excellent archive management functions, beginning with planning, organizing, directing, and managing. Each aspect of management has been carried out in accordance with the plan using a defined and measurable process. Digital archive management has also been carried out correctly in accordance with established procedures.

**Keywords:** Archives, Archivist, Management.

## 1. INTRODUCTION

The era of the Fourth Industrial Revolution (IoT) in the distribution of big data, which is marked by the Internet of Things (IoT), will undoubtedly have an impact on all aspects of human life. The phrase "digitalization" appears in every scientific forum, academic and industrial discussion, indicating that humans are inextricably linked to the changes that take place. The management of records in government or public institutions is one area that is not immune to this influence.

In Indonesia, the government is in charge of regulating public services, which includes matters relating to archives, which are part of public information. First, in 2003, the Republic of Indonesia issued a Presidential Instruction on the implementation of e-government, stating that the government must be able to take advantage of advances in information technology to create the ability to process, manage, distribute, and distribute information and public services. Second, in 2008, under Law Number 11 concerning Information and Electronic Transactions, it is stated in Article 5 Paragraph

3 that electronic information and/or electronic documents are declared valid if they are used in accordance with the provisions of this law. Third, Article 7 of Law No. 14 of 2008 Concerning Openness of Public Information states that public bodies must build and develop an information and documentation system to manage public information properly and efficiently so that it can be easily accessed. Fourth, Article 40 paragraph (1) of Law Number 43 of 2009 concerning Archives states that "management of dynamic records is carried out to ensure the availability of records in the implementation of activities as material for performance accountability and valid evidence based on a system that meets the following requirements: (a) reliable; (b) systematic; (c) intact; thorough; and (d) in accordance with norms, standards, procedures, and criteria."

The aforementioned conditions do not happen by chance. Because the archives managed by public institutions are part of public information, the changes that occur are so dynamic that the government must regulate them [1]. The primary reason for information disclosure is for the public to participate as users of information to become identifiers and correctors of

policies taken and set forth in Indonesian legal regulations. The community is expected to assist in the realization of efficiency and effectiveness by correcting any incompetence or dishonesty that may occur [2]. Based on this premise, the government regulates the above-mentioned regulations in an effort to achieve good public information management, one of which is archive management [3].

Universitas Pendidikan Ganesha (Undiksha), as one of the government institutions that provides services to the community, is also involved in the implementation of the government's public information disclosure regulations. Undiksha has regulated the mechanism for general administration by referring to Undiksha Rector Decree No. 1228/UN48/PJ/2016 concerning General Administration Management Information System. In other words, guidelines for the implementation of general administration management, including archive management as part of administrative completeness and products, are available at Undiksha. Implementing good administrative management will undoubtedly help to ensure the availability of timely and accurate information [4].

Based on this description, the researcher believes it is critical to study archive management at Undiksha as part of the government's efforts to ensure public information availability.

**2. LITERATURE REVIEW**

**2.1. Archives**

When it comes to archives, it's nothing new to hear, especially for those who work in administration. Archives are places where important documents are kept [4]. In Dutch, archives are referred to as *archieff* [5], [6]. Meanwhile, archives, according to the Office Administration Dictionary, are collections of documents that are stored on a regular basis for a specific purpose so that they can be quickly recovered when needed. Indonesia was familiar with other terms before the term archive became widely accepted. The first is *kintaka*, a term that was widely used in the 1950s to refer to the term archive. In the 1950s, for example, there was a *kintaka* section at the Ministry of Education, Teaching, and Culture (now the Ministry of National Education) that handled letters. The term is inapplicable because *kintaka* means letter, despite the fact that archives are not always limited to letters. Script, which also means letter, was another term that was previously used. Archive management is an important thing that must be managed properly in accordance with the development of information and communication technology made and accepted by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals

in the implementation of social, national, and state life [7].

Based on some of the definitions provided above, it is possible to conclude that an archive is a document issued by an institution in the form of a letter or other information contained in a print or electronic medium that is properly stored and managed for the benefit of the organization.

**2.2. Archive Lifecycle**

The archive life cycle concept assumes that archives, like biological organisms, begin with creation, grow from young to old, and then die. The archive concept has three ages or stages: current, semi-current, and non-current [8]. The current stage is used for business, semi-current when the business value is reduced, and non-current when the business value is very small or non-existent. Figure 1 depicts the concept of the archive life cycle.

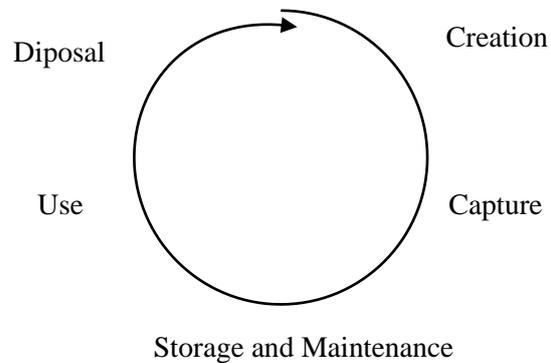


Figure 1. Archive Lifecycle

Source: Reference [8]

Based on Figure 1, it can be seen that the archive has a life cycle that is organized in such a way that the archive's usefulness serves as a reference. A document that has been compiled or archived is done on purpose to record a condition that occurs in the form of recording or data capture. The data is then stored and maintained so that it can always be accessed when needed and destroyed when no longer needed.

The preceding explanation leads to the conclusion that archive management in an organization is a must. If it continues to deviate from obsolete archives that are no longer used, it will be difficult to trace when needed and may even become a collision of administrative waste.

**2.3. Archive Management**

Management is defined as a set of tasks or efforts carried out by a group of people in order to accomplish a set of goals. Management can also be defined as a set of tasks or efforts undertaken by a group of people in order to complete a set of tasks in order to achieve specific

goals [4]. Furthermore, management can be defined as a process that aids in the formulation of policies and goals, as well as providing oversight for all aspects of goal implementation and achievement [7].

If it is related to archives, it can be concluded that archive management plays a very important role for a government agency or the running of an organization, namely as a source of information and as an organizational memory center that can be useful for research materials, decision making, or the preparation of development programs for the organization in question. As a result, if archive management activities are effective and efficient in a government or private agency or organization, the goals set will be met. Management has a management function, which includes the following stages: planning, organizing, implementing, and supervising [9]. Meanwhile, according to Chapter I General Provisions Article 1 of Law Number 43 of 2009 concerning archives, namely: (1) Archives are matters relating to archives; (2) Archives are records of activities or events; (3) Dynamic archives are archives that are used directly in the archive creator's activities and are stored for a set period of time. (4) Vital archives are archives whose existence is a basic requirement for the archive creator's operational continuity, cannot be updated, and cannot be replaced if damaged or lost. (5) Active archives are those with a high and/or continuous usage frequency; (6) Inactive archives are those with a decreased frequency of use. (7) Static archives are archives created by archive creators because they have historical use value, have exhausted their retention, and provide permanent information that has been verified either directly or indirectly by the National Archives of the Republic of Indonesia and/or archival institutions; (8) Safe archives are state archives relating to the nation's and the state's existence and survival that must be maintained for their integrity, security, and safety.

### 3. METHOD

This study was carried out in the archivist section of Universitas Pendidikan Ganesha with the goal of revealing as much data and information about digital archive management as possible. This study took a descriptive, qualitative approach. This research is not aimed at reaching a false-true conclusion or testing an accepted-rejected hypothesis, but rather at gathering data to describe the actual situation that occurs in the field in depth. Qualitative research is analyzed narratively rather than statistically in data analysis. The goal of qualitative research is to reveal data in a narrative format. The scope of qualitative data includes (a) detailed descriptions of specific situations, activities, events, or phenomena; (b) direct opinions from experienced people, their views, attitudes, beliefs, and ways of thinking; (c) document excerpts; and (d) a detailed description of a person's attitudes and behavior [10].

The interview method was used in this study to strengthen and clarify the data obtained, specifically data on how to plan, organize, direct, and supervise at the Universitas Pendidikan Ganesha Archives. In addition to the interview method, the documentation method is used to compile a list of managers and archive records at the University of Education Archives.

Miles Huberman's qualitative data analysis techniques were used in this study's data analysis. The collected data is organized into a matrix. Descriptive data fragments about specific events or experiences will be presented in the matrix, isolating the data before and after them. After entering the data into the matrix, a check list is created [11]. Activities in qualitative data analysis must be carried out in a continuous manner until the data is saturated. In this study, data analysis was done at the time of data collection for a specific period. The researcher had analyzed the interviewees' responses at the time of the interview. If the answers provided by interviewees or informants are deemed unsatisfactory after being analyzed, the researcher will repeat the question up to a certain stage in order to obtain more credible data or information [12]. This research is divided into four stages: (1) data collection, (2) data reduction, (3) data presentation, and (4) drawing conclusions.

## 4. RESULTS AND DISCUSSION

### 4.1. Results

#### 4.1.1. *Archive management at Universitas Pendidikan Ganesha in terms of planning*

Undiksha's archivist operations are meticulously planned and quantifiable. Beginning with the archive process flow system and progressing to the availability of suggestions and infrastructure to support archival operational activities, The provision of this advice and infrastructure refers to the Society of American Archivists (1979) in the Guidelines for College and University Archives, which requires that at least two archives be placed in fire-resistant buildings and equipped with fire extinguishers; temperature and humidity are maintained constantly between 16–21 oC and 40–50 percent; all storage rooms are equipped with locks and are used for limited environments; buildings are equipped with smoke detectors; and buildings are equipped with fire alarms. If the storage area has windows, an ultraviolet light filter is installed; if the storage area has lights, neon, and archives placed on open shelves, an ultraviolet filter should be installed.

Archivists have processing rooms, restoration rooms, archive transit rooms, fumigation rooms, and staff rooms in addition to storage rooms or depots. The organization of higher education archives will not function well if it is

limited to a single building or room. Other equipment, such as archive storage facilities and equipment, is required for this. Storage facilities must be media and archive format-aware. In general, audio-visual archives are stored in containers or casings and in cabinets or shelves made of non-iron materials. The iron material will generate a magnetic field, which may cause damage to the audio-visual archive. Shelves and paper filing cabinets, on the other hand, make greater use of metal. Metal was chosen because it is thought to be more durable, fire resistant, and termite resistant. Paper archive storage must consider the archive function in order to be more financially efficient. The methods for storing active archives differ from those for storing inactive archives and static archives.

Furthermore, effective archive implementation in universities necessitates ongoing budget or funding support. The archival activity program would not function as required by the regulations if it did not have it. As a result, universities must provide adequate and consistent budget funds. The funds for the budget can come from the State Revenue and Expenditure Budget (APBN), foreign aid, public funds, and alumni participation. Funding for archival activities includes funding for policy formulation, archiving development, archive management, human resource development, infrastructure provision, archive protection and preservation, and archiving socialization.

#### *4.1.2. Archive management at Universitas Pendidikan Ganesha in terms of organizing*

Higher education archival institutions are higher education work units with the function and task of managing static archives from university work units as well as fostering archives in the relevant universities. This unit is called a college archive or university archive because it is located at a university, institute, high school, or academy level, depending on the type of college. Similarly, although awareness of the formation of a Higher Education Archives Institute began to emerge, the nomenclature used to name the institution proved to be varied. Some people use the term "archive" followed by the name of the university chosen by UGM and IPB, giving rise to the names "UGM Archives" and "IPB Archives." Meanwhile, there are those who use the archive center designation, such as the selection of UNS and UI, so the names of the UNS Archive Center and the UI Archive Center appear. There is even a perplexing nomenclature, such as that used by Udayana University, namely the Center for Archives. It is known as the Undiksha Archives at Universitas Pendidikan Ganesha.

The last name implies that the institution does not manage archives but rather archives managers or people who work as archivists. The Central Archives nomenclature has the potential to be confusing as well.

The archive center is frequently confused with the records center or archival unit. Whereas the intended archive center is a higher education archival institution tasked with managing static archives, the records center or archival unit is tasked with managing inactive archives. Furthermore, the terminology used in Law No. 43 of 2009, Article 27 Paragraphs 1 and 2, refers to a university archive, not a university archive center.

#### *4.1.3. Archive management at Universitas Pendidikan Ganesha in terms of assistance*

Organizing archives in a university setting necessitates adequate supporting resources or completeness to ensure that archival goals are met optimally. At least three components are required for completeness: human resources (HR), infrastructure and facilities, and funding. In terms of direction, this unit's operational implementation is carried out in stages in accordance with the organizational structure.

Personal and professional qualifications of archiving organizers at Universitas Pendidikan Ganesha include a professional leader, i.e., someone with archive experience and the ability to manage human resources. Officials with qualifications who are in charge of processing archives have knowledge and experience in the field of archives. Officers in charge of archiving faculties or other work units who are knowledgeable about dynamic and static archives; A functional officer or archivist who specializes in archival access and user service; administrative and personnel assistance

Because archive administration cannot be done on a part-time basis, we must emphasize that archives are a by-product of administrative activities, but this does not imply that administration is only done as a side job. The administration of archives must be done in a professional manner. Archival management is the planning, placement, organization, direction, and supervision of archives as well as the entire archive process.

#### *4.1.4. Archive management at Universitas Pendidikan Ganesha in terms of supervision*

The aspect of supervision is a critical component in maintaining the quality and continuity of archiving at Undiksha. Access control is used to restrict access to system functions based on user roles and to ensure strict system administration oversight. Activities carried out by third or external parties are unquestionably riskier than those carried out by internal office parties. As a result, depending on the category or type, each dynamic archive has a different level of confidentiality. There is only one employee in the media transfer room, and there is no CCTV camera. Researchers frequently discover that a third party is present in the room without an archivist

employee overseeing the activity, allowing for information leakage. This is extremely dangerous, especially for dynamic archives with a high level of confidentiality, as it may lead to future misuse, threatening the integrity of dynamic records.

Furthermore, the data deletion process is planned. To ensure the integrity and authenticity of dynamic records, metadata about the dynamic records management process, including dynamic record destruction, must be documented. so that all changes, relationships, and use of dynamic archives can be tracked authoritarily over time. Standard metadata is defined in dynamic systems as that which was determined by the third party who created the application and cannot be changed by the user. The metadata in question is that the fields that exist at the time of storage have deficiencies and discrepancies with the analysis performed on dynamic archives, resulting in many mismatches in this situation, namely the output of the results of media transfer.

## **4.2 Discussion**

The archives are the backbone of management in organizing an organization, both government and government institutions, as well as private institutions. We can recall what we have done with well-organized archives, ensuring that an organization's course does not deviate from the goal. Because archives are an authentic primary source of information, they have advantages over other sources of information. As a result, in this information age where there is a lot of information circulating in the community, people must be smart and wise in choosing information because the information circulating is not always guaranteed to be of high quality, especially in terms of truth and accuracy. As mandated by Law No. 14 of 2008 on Public Information Disclosure, good archive management can improve information services to the public. According to the law, any agency whose activities use funds from the APBN, foreign aid, or the public is required to provide information services to the public in order for the public to have the right to obtain information. One of the efforts to develop an information society is public information management. The primary function of archival institutions is to provide accurate and up-to-date public information. Public information delivery must prioritize public satisfaction by delivering services quickly, on time, at a low cost, and in a straightforward manner.

The archive unit is a work unit for the archive creator that is in charge of managing inactive archives, which are archives that are still used by the creator but with less frequency. This unit is also known as a records center or archive center due to its function as an inactive archive center. This unit exists in a higher education setting at the faculty, institution, UPT, bureau, and directorate levels, or at the echelon II level. The archival unit is divided into two sections: the archival unit II, which manages inactive

records with a retention of ten years or less and at the level mentioned above; and the archival unit I, which has the authority to manage inactive archives with a retention of ten years or more and is overseen by the Higher Education Archives Institute.

Under ideal circumstances, the most appropriate type of higher education archival institution is a unit or institution directly overseen by the university. This is because, as previously described, higher education archival institutions are at the university, institute, or other tertiary designation level, rather than the bureau or unit level, let alone fields or sections. If the position of the higher education archival institution is lower than the units being fostered, the duties and authority of archiving development in universities will also face psychological barriers. This psychological burden will have an impact on the performance of higher education archival institutions in fostering archival activities as required by law.

In the midst of a lot of information that has not been or cannot be justified, the archive will be the center of information reference [4]. As mandated by Law No. 14 of 2008 on Public Information Disclosure, good archive management can improve information services to the public. According to the law, any agency whose activities use funds from the APBN, foreign aid, or the public is required to provide information services to the public in order for the public to have the right to obtain information. One of the efforts to develop an information society is public information management. The primary function of archival institutions is to provide accurate and up-to-date public information. Public information delivery must prioritize public satisfaction by delivering services quickly, on time, at a low cost, and in a straightforward manner. The Archives Institution's existence as a guardian of the archives in the reform era is required to respond to changes in the strategic environment that are currently occurring, such as good governance, regional autonomy, the development of knowledge in the field of information and communication technology, globalization, and archival science and practice. As a government bureaucracy, national archives must be able to become an organization that can protect the rights of present and future generations to the collective memory of the nation or world, become an organization that can bridge generations, be a responsive and communicative public information provider, and realize the efficient and effective implementation of national archives.

According to the findings of the research, Undiksha Archives has performed excellent archive management functions, beginning with planning, organizing, directing, and managing. Each aspect of management has been implemented using a standardized and measurable procedure. Similarly, in the effort to provide dynamic (digital) archives in electronic form, archivists try to save

their assets so that the dynamic archives can later become legal evidence and be used as evidence, owing to the ITE Law, which indicates that dynamic archives in electronic form will be legalized. taken into consideration. The characteristics of the electronic dynamic archive, namely authenticity, integrity, reliability, and reusability, must be fulfilled in order for the electronic dynamic archive to meet the requirements and the weight of evidence that can be accounted for.

However, based on the findings of the research, it was discovered that archivists' efforts in maintaining and maintaining the authenticity of electronic dynamic archive management were still low. The low effort made does not imply that archivists do not care about the authenticity of their electronic dynamic archives, because several things have been done to maintain the authenticity of electronic dynamic records, such as metadata in a standardized system so that there are no changes outside the authority, process, or mechanism when users or people who need dynamic archives, and using full-color techniques as an effort to maintain auth. What remains a priority, however, is that the entire process by which archivists manage their electronic dynamic records is not based on standard rules or written procedures that become a policy or foundation that applies to archivists. As a result, the most important and absolute things that archivists must create are written policies and standard operating procedures that support work processes related to the management of electronic dynamic records. Thus, the entire process of managing electronic dynamic records will be legal and authentic, ensuring the preservation of authenticity and allowing the archive to become legal evidence because it is sourced from a procedure-compliant electronic dynamic archive management system. This is consistent with the primary goal of good archival governance, which is to ensure the availability of records that satisfy the user while also ensuring the safety of the archive itself. The extent to which the archive contributes to the achievement of the organization is an indicator of the success of the archive's organization. The Archives grow and develop accumulatively in accordance with the implementation of the tasks and functions of the organization that created them, according to the dynamics of the organization. Uncontrolled record management has the potential to cause issues for the organization in question.

## 5. CONCLUSION

Undiksha archivists performed excellent archive management functions, beginning with planning, organizing, directing, and managing. Each aspect of management has been implemented using a standardized and measurable procedure. Similarly, in the effort to provide dynamic (digital) archives in electronic form,

archivists try to save their assets so that the dynamic archives can later become legal evidence and be accounted for, owing to the ITE Law, which indicates that dynamic archives in electronic form will be legalized.

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