Employee Archives Management in the Process of Archive Return to Support the Promotion Process

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Abstract. This study aims to determine the management of staffing archives in the archive retrieval process at the Sub-Division of Staffing FMIPA Unesa. Through this study, it is hoped that it can provide new information regarding archive management in the archive retrieval process at the Sub-Division of Staffing FMIPA Unesa. The study used descriptive qualitative research methods. Data collection techniques in the study were carried out through observation, interviews, and documentation studies. The results of this study indicate that the management of dynamic records in the Sub-Division of Staffing FMIPA Unesa has an archive life cycle of creation, use and maintenance, and depreciation. In creating the disposition letter archive, the correspondence administration is guided by the Unesa Rector's Regulation Number 011 of 2018 concerning Service Manuscripts at the State University of Surabaya. Meanwhile, the personal records of each employee were obtained since the time the employees started working until now. The Sub-Division of Staffing FMIPA Unesa has not carried out a complete archive life cycle because the Sub-Division of Staffing FMIPA Unesa has not carried out the depreciation stage as the archive is an important/vital archive related to employee data at FMIPA Unesa. This kind of archive management is carried out to support the archive retrieval process in the Sub-Division of Staffing FMIPA Unesa. The archive management process provides convenience in terms of the archive retrieval process and is still done manually because the archives are stored in file cabinets based on the employee's department.

Keywords: Management · Personnel archives · Retrieval process

1 Introduction

Higher education is one of the educational institutions that cannot be separated from one of the activities in administration, namely administration. Of course, this kind of activity is very close to the activity of storing documents. Experts call the work of keeping documents in a safe place as an archive [1]. Regarding archives, namely as follows: archives include all activities of recording, handling, storing and maintaining letters/scripts that have important meaning both internally and externally; both governmental and non-governmental matters, by implementing certain policies and systems that

can be accounted for [2]. Furthermore, the Law of the Republic of Indonesia number 43 of 2009 concerning archives states that archival organizations consist of archiving units at archive creators and archival institutions. In general, one of the archival institutions in question is the university archive. In order to harmonize this opinion, the obligation of the university archives is to carry out the management of dynamic archives and static archives received from work units within the university and the academic community in the university.

Clearly, archives have a very important role for universities. As the role of archives namely: Archives have a role as: (a) a memory center, (b) a source of information, and (3) an indispensable monitoring tool in every organization in the context of planning, analyzing, developing, policy formulation, decision making, reporting, accountability, assessment and control as appropriate [2].

In terms of being an educational institution, the archives can be used by universities to find out developments and plan for the future of the college. As important as the role of archives is, archive management must be carried out optimally in order to present complete, fast, and precise information. Thus, the decisions made by the leadership depend on the information presented. It is not normal for an institution to be able, capable and able to provide good, complete and accurate information data, if the institution does not maintain good and orderly archives in accordance with the archival provisions set by the government. For this reason, each higher education institution has a method or rule in managing archives, both in the form of incoming/outgoing letters and documents/files that are arranged in such a way and classified into several groups. Continuous activities in the management and classification until their shrinkage and destruction are better known as archiving. It seems that this archive is very potential and cannot be deleted in order to support the smooth running of daily administrative activities in all fields of activity.

Meanwhile, the activities of managing archives are archive management which includes recording, controlling and distributing, storing, maintaining, monitoring, moving and destroying [3]. In principle, archive management includes the activity of storing documents with a certain system and in a safe place so that when they are needed they can be found easily, quickly and precisely. Records management will help smooth the life and development of higher education, because various information in the documents stored can be used as material for assessment and preparation of the relevant higher education development program.

Law Number 43 of 2009 states that archives are recordings of activities or events in various forms and media in accordance with the development of information and communication technology by state institutions, local governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of national life. And state. In detail, archive management in Higher Education is regulated in articles 27, 28 and 29 of Law Number 43 of 2009. From this article, it is explained in more detail in the Regulation of the Head of ANRI Number 24 of 2011 concerning Guidelines for Organizing Archives in Higher Education. Guidelines for the Implementation of Archives in Higher Education are prepared to provide technical references and guidance to Higher Education in carrying out dynamic archives

and static archives in their environment in accordance with archival rules and statutory provisions [4].

Archive management is the work of managing archives which includes recording, controlling and distributing, storing, maintaining, monitoring, moving, and destroying [3]. Thus, the work includes a cycle from the life of the script from birth to death. In particular, for archives that never die because they have a very important value for offices, they will be stored forever in the office building concerned as perpetual archives.

Based on the description above, archives are recorded records of activities or sources of information in various forms made by institutions, organizations and individuals in the context of carrying out activities. We all know that every institution, organization, or private institution every day must publish archives. Archives are very important for activities in an office where the archive is an important part in carrying out activities in the offfice [5].

Furthermore, dynamic archive management is a systematic control over dynamic archives from the time of creation or publishing, processing, distribution, arrangement, storage, retrieval to destruction [6]. The purpose of dynamic archive management is to control the creation of archives so as to prevent unnecessary documents, efficient archive management, one of which is the efficient arrangement of archive files. This makes archive storage space sufficient, and can destroy archives that are useless value and can preserve archives of permanent value [6].

Every archive management activity cannot be separated from the retrieval that occurs. Accuracy in the management of dynamic records will make it easier to retrieve archives used for the activities of an agency and vice versa. For example, if you manage personnel records properly, of course it will make the process of retrieval easier if needed. In summary, there is a positive correlation between archive management and retrieval. Archival retrieval can be effective depending on how it is managed.

In connection with the explanation and description above, the researcher wants to analyze the activities of managing personnel records and the retrieval process in the office of the Faculty of Mathematics and Natural Sciences, Universitas Negeri Surabaya (FMIPA Unesa). The researcher has a reason for choosing the FMIPA Unesa as the object of research because the archives created at FMIPA Unesa are quite large in relation to the number of lecturers and administration staffs. It has and is also supported by sufficient staff at the faculty. In addition, related to the process of promotion/position that occurred, it seemed that FMIPA Unesa which has the highest number of professors at Unesa.

FMIPA Unesa which is one of the seven faculties at Unesa having a great attention to improving the quality of its education, this can be seen from several national and international recognitions, such as obtaining national accreditation A for the nine study programs under the authority of Faculty of Mathematics and Natural Sciences Unesa. ASIIN (Akkreditierungsagentur für Studiengänge der Ingenieurwissenschaften, der Informatik, der Naturwissenschaften und der Mathematik) is an international accreditation agency from Germany for engineering, mathematics and science, agriculture, biology disciplines. FMIPA Unesa is also a faculty at the State University of Surabaya that has received international recognition for its integrated quality management system certified by TUV Rheinland ISO 9001:2015.

In the sense of a dynamic archive, it is stated in detail as an archive that is used directly in the activities of the archive creator and is stored for a certain period of time. There are three types of dynamic archives, namely: (a) Active archives are archives with a high frequency of use and archives that are still continuously used by the processing unit of an organization/institution; (b) Inactive archives are records whose usage frequency has decreased and their management is carried out by a central unit within an organization; and (c) Vital archives are records whose existence is a basic requirement for the operational continuity of the archive creator, cannot be updated, and cannot be replaced if damaged or lost. Based on the above explanations, it can be concluded that dynamic archives are archives that are still needed directly in the planning, implementation, implementation of national life, generally archives that are used directly in the administration process.

There are three stages in dynamic archive management. The first stage of dynamic archive management in the Personnel Section of FMIPA Unesa is the archive creation stage. The archive creation stage is the archive creation process carried out by the archive creator/processor unit [4]. In this case, the creation of archives is the initial activity of an archive life cycle in which the creation of archives goes through several stages, namely archive creation, distribution, and archive registration (numbering).

The next (second) stage in managing dynamic archives at the Sub-Division of Staffing at FMIPA Unesa is the stage of using and maintaining records. After the archive is created and has been used, the archive needs to be stored and filed properly. In accordance with general regulations, storage systems that can be used as standard storage systems are alphabetical storage systems, geographic systems, subject systems, number systems, chronology systems, and color systems.

The last (third) stage in managing archives at the Sub-Division of Staffing at FMIPA Unesa is the archive shrinkage stage. Each archive has a different storage period according to the level of use of the archive. In the archive shrinkage activity is an archive reduction activity by moving inactive archives from the Sub-Division of Staffing to the Sub-Division of Correspondence, destroying archives, submitting static archives [2].

In general, records created and received by institutions, institutions need to be managed in a good and correct archive system. Paying attention to this matter that the activities and objectives of the organization are always evolving in line with the demands of the times and circumstances, and also the number of records/file volumes produced and accepted by the organization follows. With an archive system that meets the needs, simple in application, and easy to implement, it is hoped that archives that still have usefull values for the organization can be used optimally, found quickly and precisely if needed. We meet in archive management, there are several archival works or activities. The retrieval activity is an important stage in the archive life cycle because the main reason for keeping records is that they will be used again by users in the future.

In the archive retrieval process there are several stages, including users, keywords, indexes, documents and matching [7]. The official staff understands that effective archive retrieval aims to make the archives needed by users can be traced briefly and can make it easier for archive users. In archive management, archive retrieval activities depend on requests from users. The accuracy and completeness of getting the archive is closely

related to the filing system used. Usually the archive users mention the name of the problem, the name of the institution, the subject, or the number according to their importance or what they remember.

Furthermore, archive rediscovery is the activity of ensuring where the scripts or archives to be used are stored, in what classification of files, arranged according to what system, and how to retrieve them) [8]. The following factors need to be considered, including: a) The retrieval system must be easy, that is, if it is adapted to the needs of the user and the document storage system. b) The retrieval system must be supported by the appropriate equipment for the file management system used. c) The personnel factor also plays a crucial role in the recovery of archives. Personnel in charge of archive management should consist of trained personnel, have high grasping power, fast moving, willing and like to work in details about archives.

In terms of discussing promotions, Government Regulation number 99 of 2000 concerning Promotion of the Ranks of Civil Servants states that rank is a position that indicates the level of a civil servant based on position in a series of staffing structures and is used as a basis for salary. While what is meant by promotion is an award given to civil servants on the basis of work performance and service to the country.

Two years later, Government Regulation Number 12 of 2002 dated April 17, 2002 concerning Amendments to Government Regulation Number 99 of 2000 concerning Promotion of Civil Servants was issued which states the same thing as PP number 99 of 2000 [9]. It is further explained that the appointment of positions within government agencies is divided into: There are two types of positions, namely structural positions and functional positions. Both positions are career positions that can only be occupied by civil servants after fulfilling the specified requirements.

Focusing on appointments in functional positions, this position is a position that shows the duties, responsibilities, authorities, and rights of a civil servant in an agency which in carrying out its duties is based on certain expertise and/or skills. Functional positions are not explicitly stated in the organizational structure, but from the point of view of their functions, these positions must exist to enable an agency to carry out its main duties. On the other hand, a structural position is a position that shows the duties, responsibilities, authorities, and rights of a civil servant in the context of leading a state organizational unit. Structural positions are graded from the lowest, namely echelon (administration structural rank) IVb to the highest, namely echelon (administration structural rank) 1a. A civil servant who has a structural position is obliged to carry out the duties and responsibilities of leading an organizational unit, be it within the ministry, institution or local government. In terms of promotion to functional or structural positions, it is required to be careful for every completeness of the data and documents required.

Problems that arise in the management of archives in the FMIPA Unesa environment, among others, are the obstacles and problems found in the field when implementing guidelines and archive activities for archive management. No special officers who have an educational background in archives are assigned to manage archives. There is no control card in the temporary borrowing of archives and archive storage. Archival shrinkage is still avoided and has not been / is not implemented based on the archive retention

schedule. Destruction of archives is neglected to be carried out because the personnel archive is a personal archive of lecturers/administration staffs that is very important.

This study aims to determine the management of dynamic archives in the archive retrieval process in the Sub-Division of Staffing FMIPA Unesa. Through this study, it is hoped that it will provide new information regarding the management of dynamic archives in the archive retrieval process at the Sub-Division of Staffing at the Faculty of Mathematics and Natural Sciences Unesa. In addition, it can be used as an additional reference for readers and students of archival science, especially for those who want to learn more about archives.

2   Method

This research is descriptive research. This type of descriptive research is intended to provide a systematic, factual, and accurate description of situations or events regarding the facts and characteristics of a particular population or area [10] In accordance with the research method, this research is claimed to be a descriptive type because it seeks to find out and fully describe in the form of written words about the archive retrieval process in the Sub-Division of Staffing FMIPA Unesa. The research method is descriptive in supporting archive information services and archive management to support the retrieval process.

Research informants are people who are used to provide information about the situation and condition of the research setting [11]. The scope of this research is the employees of the Sub-Division of Staffing of the Faculty of Mathematics and Natural Sciences Unesa who use archives in their daily work so that it creates a retrieval process. Research informants were selected by using purposive sampling technique by considering certain criteria. The next stage used in determining the source of data on interviewees is done purposively, which is chosen with certain considerations and goals [12]. Data collection methods used in this study are as follows:

2.1   Observation

The purpose of the observation was to obtain factual information through observations at the research site. Data collection is carried out by direct observation with the subject to be studied with the aim of gaining understanding or as a means of re-checking or proving the information or information obtained. The purpose of other observations made in research is to obtain data directly to the place so that the data obtained is more valid. In this research activity, observations were made to observe events or events that took place in the management of archives and the retrieval process that occurred in the Sub-Division of Staffing FMIPA Unesa. In addition, observations were made in the study to obtain relevant data with the main focus of research related to archive management and the retrieval process that occurred in the Sub-Division of Staffing at the Faculty of Mathematics and Natural Sciences Unesa.

2.2 Interview

An interview is a conversation with a specific purpose. Interviews are language interactions between two people in a situation facing each other, namely conducting interviews asking for information or expressions to the person being studied [13]. Furthermore, the interviews conducted were open interviews, namely interviews conducted by asking questions to the informant and the informant's answers were not limited. Recording of all important information needed to support the data to be written in the research results. Interviews were conducted with staff managers and correspondence administrators FMIPA Unesa as those who understand active dynamic archive management activities related to employees and archive users as people who carry out the dynamic archive retrieval process. Interviews were conducted to obtain data on how the FMIPA Unesa retrieval process was conducted.

2.3 Document Study

Documents used in this study are data on archive borrowing activities carried out by employees in utilizing personnel files and personnel management/ administration in supporting the retrieval process and providing information. In general, a study must have valid and verifiable data so that researchers must check the validity and validity of the data through the triangulation method.

The next step is to check with the results of observations and document studies on the competence of archiving officers in managing dynamic archives at the Sub-Division of Staffing at the Faculty of Mathematics and Natural Sciences Unesa. Then the data analysis was carried out to obtain the validity of the data. After that, analyze the data so that conclusions can be drawn that are easy to understand.

3 Results and Discussion

3.1 Management of Staffing Archives at the Faculty of Mathematics and Natural Sciences, Unesa

Managers of personnel archives at FMIPA Unesa are dominated by administrative staff/educational staff (non-archivists) under the responsibility of the Vice Dean for General Affairs and Finance at FMIPA Unesa. In fact, at FMIPA Unesa those who are in the field of personnel usually only receive training on personnel archives, not archival science. In general, the development of personnel archives is provided by the Law and Staffing Section of the State University of Surabaya at the same time when the socialization of personnel issues held. In accordance with Law Number 43 of 2009 in article 20 that ANRI is obliged to foster archival institutions at the provincial, district or city levels and university archive institutions. Basically, universities as archival institutions also have a role to carry out coaching within the Higher Education environment, this is stated in Article 28 paragraph b of Law Number 43 of 2009. Based on this statement it can be concluded that the State University of Surabaya as a university archive institution, have not been able to provide independent archival development. Archive management in the Sub-Division of Staffing, FMIPA Unesa includes creation, use and maintenance as well as depreciation.

3.1.1 Archive Creation in the Sub-Division of Staffing, Faculty of Mathematics and Natural Sciences, Unesa

The management and creation of archives within the State University of Surabaya has been regulated in the Rector's Regulation, namely the Regulation of the Rector of the State University of Surabaya Number 10 of 2019 concerning Guidelines for the Security Classification System and Dynamic Archive Access within the State University of Surabaya and Number 11 of 2019 concerning the administration of archives within the University [14]. Surabaya State University. Then, the Regulation of the Rector of the State University of Surabaya number 12 of 2019 regarding the schedule for archive retention within the State University of Surabaya and number 13 of 2019 concerning the pattern of classification of records in the Work Unit within the State University of Surabaya. The regulation states that the Standard Operating Procedure (SOP) for archive management includes filing, storage, maintenance, rescue or security, and use [15]. In addition, the Regulation of the Rector of the State University of Surabaya explains that the classification is based on problems. Coupled with the Rector's Regulation of the State University of Surabaya regarding the schedule for retention of substantive and facilitative records within the State University of Surabaya which is used as a guideline for archive shrinkage. The four rector regulations serve as guidelines for all work units of the State University of Surabaya in managing archives, so that there is equality and uniformity in archive management. Based on these regulations, archive management can be carried out carefully, archives can be found quickly, precisely, safely, and efficiently. Finally, archives can be stored or organized properly, not damaged or lost, and those of historical value can be saved and preserved.

The State University of Surabaya already has a book of Archival Management Guidelines and Archival Classification Patterns in the Surabaya State University Environment. In addition, the Integrated Unesa e-Office Guide book has been published in 2019 as a must-have tool in carrying out official document preparation activities (correspondence system) and as a reference for all units within Unesa [16]. This guide is useful in order to support the smooth implementation of online electronic correspondence procedures, both from incoming letter and taking outgoing letter numbers. In addition, according to the Regulation of the Rector of the State University of Surabaya Number 011 of 2018 dated August 1, 2018 concerning the Administration of Official Manuscripts of the State University of Surabaya, it is used as a reference in the management of written information which includes setting the type, format, preparation, security, validation, distribution, and storage of official documents, as well as the media used in the service [17].

The creation of archives in the Sub-Division of Personnel of FMIPA Unesa consists of creating archives in the form of correspondence and archives obtained from employees. Most of the archives in the Sub-Division of Personnel at FMIPA Unesa are archives obtained from employees at FMIPA Unesa. Correspondence archives created in the Sub-Division of Personnel of FMIPA Unesa are letters relating to individual employees such as letters of application for promotions or positions for lecturers or other employees, letters of request for leave, and others.

Fig. 1. File cabinets for archive storage

3.1.2 Use and Maintenance of Archives in the Sub-Division of Staffing, Faculty of Mathematics and Natural Sciences, Unesa

The use of archives is related to filing, especially the filing of personnel archives. While the maintenance of the archive in question is the infrastructure to support the dynamic archive storage.

The activity of filing archives about staffing is stored in the Dean of the Faculty of Mathematics and Natural Sciences Unesa building which is one with the staffing manager/administrator. In addition, the archives that are stored in the form of individual archives of employees are also archives of letters/dispositions about employees and lecturers, for example, letters of application for further doctoral studies for lecturers, leave proposals are also stored in the Sub-Division of Staffing.

In storage, the personal archives of lecturers/ administration staffs are included in an order that is stored in a file cabinet based on the department (Mathematics, Physics, Chemistry, Biology, Science, and administration staffs) for each employee. Archives of letters/dispositions are stored in a special order for incoming mail. There is also an order that contains Employee Performance Targets which are categorized/classified by year and major of departments.

If viewed from the results of observations and interviews, it can be seen that the storage system used is in accordance with the theory that has been put forward by the decision of ANRI in 2011 namely Active archive filing is an active archive file activity that has been registered in accordance with archive classification [4]. However, the storage method has not been supported by input with an adequate computer system which will certainly make it easier for users to find dynamic archives about staffing matters.

Archive maintenance in question is the use of infrastructure to support dynamic archive storage. All these facilities and infrastructure are carried out to support archive management in the archive filing stage at the Sub-Division of Staffing FMIPA Unesa. In maintaining active dynamic archives by placing archive orders in glass cabinets, cleaning dust, and giving mothballs so that the information contained in the archives is well maintained and can be maintained properly.

3.1.3   Depreciation of Archives in the Sub-Division of Staffing Faculty of Mathematics and Natural Sciences, Unesa

Archives shrinkage activities in the form of reducing the number of archives by transferring archives from staffing managers/administrators, destroying archives that have no use value, and submitting static archives to correspondence administrators. Archive shrinkage activities in the Sub-Division of Staffing FMIPA Unesa serve to reduce the volume of archives whose frequency of use has decreased and has entered a period of inactivity. The shrinkage of archives in the Sub-Division of Staffing FMIPA Unesa, has never been reduced to active or static archives owned by individual lecturers. Unesa has compiled a Archive Retention Schedule manual which contains a schedule and policy on how long archives are kept. However, the archive shrinkage activity has not been carried out in its entirety, especially in the Sub-Division of Staffing FMIPA Unesa. The depreciation stage cannot be carried out because the archives contained in the Sub-Division of Staffing FMIPA Unesa are important archives/vital archives containing personal files of every employee at FMIPA Unesa.

Thus, FMIPA Unesa has not experienced depreciation in the form of transfers and destruction because it has not referred to the archive retention schedule. So it can be seen that FMIPA Unesa has not experienced the entire archive life cycle. The archive management process at FMIPA Unesa only includes the stages of creation, use and maintenance. The depreciation stage cannot be carried out because FMIPA Unesa has not referred to the archive retention schedule which is used as a guide for archive shrinkage.

Therefore, it can be seen that FMIPA Unesa has not achieved the goal of dynamic archive management in accordance because FMIPA Unesa has not been able to prevent documents that are not needed so that the process of organizing and filing archives is not efficient [6]. As for personal files (individual files) in the Sub-Division of Staffing FMIPA Unesa cannot be depreciated. This is because the personal files are categorized into vital archives. Vital archives cannot be depreciated because if vital records are lost it will disrupt the continuity of one's personnel operations.

Management of dynamic archives in the Sub-Division of Staffing at the Faculty of Mathematics and Natural Sciences Unesa lies in the creation of archives, both the creation of letter archives or the receipt of personal record archives from employees. The process of retrieving the archives in the FMIPA Unesa staffing with the approval of the employee files concerned because the personal record archives in the Sub Division of Staffing FMIPA Unesa are included in the vital archives. The archives of letters can be borrowed with the approval of the administrative staff of the Sub-Division of Staffing at the Faculty of Mathematics and Natural Sciences Unesa. The storage of the letter archive is in the Personnel Sub-Section and the correspondence section. As for the personal archive file, it is stored in the Sub-Division of Staffing at the Faculty of Mathematics and Natural Sciences Unesa.

3.2   Significant Functions of Archive Management in the Sub-Division of Staffing of the Faculty of Mathematics and Natural Sciences Unesa in the Archive Retrieval Process

Sulistyo-Basuki defines information retrieval as an activity that aims to provide and supply information for users in response to requests or based on user needs [6]. For

this reason, the information retrieval system is basically a process to identify, then retrieve a document from a file in response to a request for information [7]. Information retrieval relates to the process of storing, searching and using information needed by users. Retrieval of dynamic/static archives in the Sub-Division of Staffing of FMIPA Unesa is an attempt to rediscover the archives both physically and the value of the information contained in active, inactive, vital dynamic archives and then use them for user purposes. The party that carries out the dynamic archive retrieval process is the staff manager/administrator at FMIPA Unesa. Users are only allowed specifically to employees at FMIPA Unesa considering that the archive is an important archive regarding employees. This kind of archive is also said to be a vital archive. The steps in the storage carried out by the Sub-Division of Staffing of FMIPA Unesa are correct. This is evident from the timeliness when browsing the archives when needed and can be found easily, and to return the archive back to its place can also be quickly returned to its original place.

In line with the above, retrieval itself is part of the process of using archives in the form of rediscovering archives both physically and the information contained in an archive. Records management at FMIPA Unesa has a significant function in terms of archive retrieval because if the management system is not good, the archive retrieval process will be difficult. In the archive retrieval process there are several components or parts that complement each other so that the retrieval process can run smoothly and with minimal obstacles, while the important part in the retrieval process is the user, keyword (query), index, document and match [7].

Archive management at FMIPA Unesa is divided into three stages, namely, archive creation, use and maintenance of archives, archive shrinkage. Based on the results of observations made by researchers, archive management has not been carried out optimally at every stage of archive management. Archive management at FMIPA Unesa plays an important role in the retrieval process at every stage carried out at FMIPA Unesa. The archive creation stage in the Sub-Division of Staffing FMIPA Unesa, the dynamic archive created in the Sub-Division of Staffing FMIPA Unesa is an archive of disposition letters and archives obtained from employees in FMIPA Unesa. The dynamic archives created are in the form of certificates from employees and lecturers but in the form of photocopies, submissions for promotions to education staff and lecturers, applications for leave, cover letters, submissions for further studies. This function is in the stage of the retrieval process to find out the scope of the collection contained in the Sub-Division of Staffing at the Faculty of Mathematics and Natural Sciences Unesa.

The collection area contained in the Sub-Division of Staffing FMIPA Unesa is in the form of letters relating to employees who are at FMIPA Unesa so that the scope of the archive collection required includes archives of the employee data itself. The collection area in the Sub-Division of Personnel at FMIPA Unesa is complete because the archive relates to all lecturers and administration staffs at FMIPA Unesa, totaling 225 people. Thus, the collection scope in archive search is always ready when needed.

Archive management at FMIPA Unesa includes the use and maintenance of archives. The use and maintenance of archives at FMIPA Unesa has a significant function on the retrieval process, namely the response time required when carrying out the archive retrieval process. Managers also feel sufficient in terms of time in finding the archive. In terms of accuracy, the discovery of documents according to what documents the user

wants. After knowing how the process of the significant function of managing archives in the Sub-Division of Staffing in the Faculty of Mathematics and Natural Sciences Unesa in the process of retrieval of archives in the Sub-Division of Staffing of FMIPA Unesa, it appears that archive management plays a role in supporting the archive retrieval process at each stage of the archive retrieval process of the Sub-Division of Staffing of the Faculty of Mathematics and Natural Sciences, Faculty of Mathematics and Natural Sciences Unesa.

4   Conclusion

Based on the results of research analysis regarding archive management on the archive retrieval process at the Sub-Division of Staffing FMIPA Unesa, it is concluded that the archives handled include archives of disposition letters and personal records (personal files) owned by each employee (lecturers and education personnel) which are indispensable for promotion/position of employees who need it. In managing the archives, there is no distinction between active and inactive dynamic archives, vital dynamic archives and static archives. Management of dynamic archives in the Sub-Division of Staffing of FMIPA Unesa starts from the process of creating archives in the Administrative Division of FMIPA Unesa. In creating the disposition letter archive, the correspondence administration is guided by the Unesa Rector's Regulation Number 011 of 2018 concerning Service Manuscripts at the State University of Surabaya. Meanwhile, the personal records owned by each employee were obtained at the beginning time when the employees started working until at the present.

The Sub Division of Staffing FMIPA Unesa has not carried out the entire complete archive life cycle because the Sub Division of Staffing FMIPA Unesa has not carried out the depreciation stage. The archives stored in the Sub Division of Staffing FMIPA Unesa are important/vital archives relating to employee data at FMIPA Unesa. Management of dynamic archives in the Sub Division of Staffing FMIPA Unesa is carried out to support the process of retrieving archives in the Sub Division of Staffing FMIPA Unesa. The archive management process provides convenience in terms of the archive retrieval process. In fact, the archive retrieval process is still done manually because the archive is stored in file cabinets based on the department of the employee. This kind of condition in the management stage does not hinder the activities of the archive retrieval process at the Sub Division of Staffing at the Faculty of Mathematics and Natural Sciences Unesa. However, in the short time, if the system for recording and storing records can be automatically done on a computer, it can speed up the process of retrieval of records.

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