



The Attempt of Ensuring Authentic and Reliable Records Through Internal Archiving Supervision

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Abstract

This study aims to determine and describe the implementation of internal archive supervision in Kebumen Regency. There are challenges in ensuring authentic and reliable records through internal archival oversight. These challenges include authentic interpretation and reliability, balance between security and access, surveillance effectiveness, and cost and resources. Good records management by ensuring the availability of authentic and reliable records through the implementation of archival supervision. The research method used is qualitative descriptive. Data collection techniques used in this study consisted of interviews, observation, documents study and archives, and recording. The results showed that the final supervision results were 57.68 (sufficient) in 2021 and 71.80 (very good) in 2022. The increase related to the evaluation results of the implementation of bureaucratic reforms regarding the quality aspects of records management reached 88.92 in 2022. The implementation of internal archival supervision seeks to realize and ensure the availability of quality, authentic and reliable records. The value of archival supervision fluctuates because it increases and decreases every year. The recommendations: a. Applying surveillance technology, b. Conduct periodic archival audits. Limitations: Cost, Human Resources, Cultural Change, Technology. More research is needed to develop standards, best practices, and cost-to-benefit models for internal filing oversight.

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INTRODUCTION

In national and state activities, government has written information as on-going administrative records. The good government implementation is characterized with guideline and rule to regulate its performance and realize the administrative order culture. It is implemented in the presence of governmental bureaucracy. Bureaucracy is a very desirable instrument in society and national life, in which this bureaucracy has a logical objective that every state has a mission to make its people prosperous (Yusriadi., 2018; Yeo, G., & Lowry, J., 2020). Bureaucracy can also be defined as an institution with task and authority in the aspects of public service to state development.

Nowadays, the demand for service as part of the implementation of today's ministry is increasing (Muhammad, M., & Taqwi, 2022). One of the most important aspects needed for the survival of a healthy and good organization is leadership, in accordance with the goals set in the formation of a group or organization (Muspawi, M., et al, 2021). Government and private organizations need management control to ensure the effective and efficient implementation of organizational strategies, so that organizational goals can be achieved (Rustan, I. R., 2019; Syaeba, M., 2019; Dewi, ASI., Rustan., & Hannan, M., 2020).

An archive management system has a dual purpose, not only for internal use but also as a basis for transparency, which needs to be upheld throughout the life of the archive (Casadesús De Mingo & Cerrillo-i-Martínez, 2018: 256; Finnel, J., 2011). The responsibility for managing government archives lies with professionals in the field of archive management (Kautto & Henttonen, 2020: 1). Authentic archive management that reflects the activities of the institution and holds important value as an important source of information (Lv & Shi, 2020: 1). In addition, financial-related archives can reduce financial manipulation strategically (Ramon et al., 2021: 22).

Archives as information that is created, received, and maintained as evidence and information from organizations or individuals, for the benefit of legal obligations or transactions in business (Grataridarga, 2019). Archives are not (structured) data but information, so archives have meaning, context, and are mutually continuous (Müller, 2021). In this case, archiving focuses on the preservation and access rights of archives, how the information can be used in producing knowledge (Nugraha, P. A., & Budi, I., 2017; Schoenebeck, S., & Conway, P., 2020; Leigh., 2021).

The government expects that an accountable and capable bureaucracy can be created. It is a fast, appropriate, professional service to the community that is free of Corruption, Collusion, and Nepotism (Indonesian: "Korupsi, Kolusi, dan Nepotisme or KKN"). However, the fact shows that the implementation of bureaucracy is still less optimal, so an improvement should be made in the aspect of human resource because the basic problem still lie on the limited number of competent human resource, the improvement of service SOP, and the less adequate availability of facilities and infrastructures.

Such condition encourages the government to think of an innovation as a strategy to deal with the problem occurring, through applying a breakthrough of bureaucratic improvement called bureaucratic reform. Based on the Republic of Indonesia Minister of State Apparatus Utilization and Bureaucratic Reform's Regulation Number 25 of 2020 about Bureaucratic Reform's Road Map of 2020-2024 mentions that bureaucratic reform is a need to be met to ensure the improvement of governance as an attempt of reforming the government implementation system, particularly the first-rate service aspect aiming to support each of institutions to be aware of compactly and to do their task and function well.

The objective of bureaucratic reform implementation is to create a good and clean government. The achievement of objective can be measured using global indicator. There is an independent assessment scheme for bure-

aucratic reform, consisting of leverage (60%) and result components (40%). The contents of leverage component are summarized in management points which include the Electronic Based Government System (SPBE) index and archive index.

Archive can be defined as the records of events having occurred with use value as information source. The archiving organization should, of course, be done recalling that archive can be defined as a national collective memory. The organization of archiving aims primarily to ensure the availability of authentic and reliable records to protect the state's interest and people's civil rights. Therefore, the organization of archiving with the regulation is needed. The attempt taken to achieve the objective of national archiving organization in order to be consistent with legislation is to implement archiving supervision nationally. Archiving supervision is an activity of evaluating the compatibility of archiving principle, convention, and standard to the organization of archiving. Supervision is defined as superiors trying to ensure that the organization is running toward its objectives (Widiastuti et al., 2020).

The end result of archiving supervision is value representing the real condition of component evaluation. In the course of archiving supervision, there have been policy changes. In 2017- 2020, supervision value proposed to ANRI was only external supervision value, the pure value from Archiving and Library Office (Indonesian: Disarpus) of Kebumen Regency as the Regional Archiving Institution (Indonesian: Lembaga Kearsipn Daerah or LKD), but there has been a new policy in 2021 stating that the internal supervision consists of combined values of LKD (60%) and respective region's OPD (40%). It is this that results in difference of values between external supervision and internal supervision in 2021 and 2022 due to the different value component.

The result of external archiving supervision shows that Kebumen Regency has reached scores can be seen in the Table 1.

Table 1. External Archiving Supervision

No	Year	Scores	Category Scores
1	2017	47	Bad Category
2	2018	74	Fair Category
3	2019	89	Satisfactory Category
4	2020	98	Very satisfactory category
5	2021	80.23	Satisfactory category
6	2022	81.58	Satisfactory category

Source: Processed data, 2023

Table 1 presents the result of internal archiving supervision in 2020 in Kebumen Regency reaching scores of 57.68 (fair category) in 2020 and 71.80 (very good category) in 2021. It can be concluded that the score of archiving supervision is fluctuating because it can increase or decrease over years.

METHODS

The research method used is a qualitative descriptive method. According to Sugiyono (2016), the qualitative research method is a method used to research the natural condition of objects where the researcher is the key instrument. According to Nazir (2014), descriptive research examines the status of human groups, objects, conditions, thought systems or current events with the aim of making a systematic, factual and accurate descriptive about the facts being researched. Qualitative descriptive research is aimed at describing and describing existing phenomena, both natural and man-made, which pay more attention to the characteristics, quality, and relationship between activities (Sukmadinata., N.S., 2011). Technique of collecting data used in this research consists of interview, observation, and document study and archive.

The selection of informants uses purposive sampling techniques. According to Ari-kunto (2013), purposive sampling is a technique of taking samples not based on random, regional or strata, but based on considerations that focus on a specific goal. Interviews are used as a data collection technique to find problems that must be researched and also if the researcher wants to know things from informants in more depth (Sugiyono, 2016). With interviews, researchers will find out more in-depth things about the participants in interpreting the situations and phenomena that occur, which cannot be found through observation. In addition, it is equipped with a review of related documents and archives to deepen the study of this research.

RESULTS AND DISCUSSION

The Mechanism of Implementing Internal Archiving Supervision as an Attempt of Ensuring the Quality of Authentic and Reliable Records in Kebumen Regency

The organization of archiving, in accordance with the provision enacted, can be supervised through monitoring the standard of human resource, facility, infrastructure, and budget. If discrepancy is found between administrative report in this case called archive and actual activity, the accountability of employee will be questionable. The governmental administrative management is a part of bureaucracy. It has been common knowledge that the people's mindset about bureaucracy seems to be complicated. This bureaucracy improvement aims to improve the people's trust in the government. As a result, the convenience of public service created can generate people's enthusiasm in developing the potentials that can be optimized, for example in initiating a new business. The role of bureaucratic reform here is very desirable, basic change with the improvement of government implementation toward world-class Indonesia. The result of evaluation shows that an indicator of good bureaucratic reform is archiving management. Thus, in this study, the author focuses on the

aspect of quality archive management ensuring the availability of archive when needed any time.

Considering the result of observation the author has conducted on internal archiving supervision, a consistent and patient facilitation is required in the attempt of providing competent human resource to deal with archives in respective institutions. The author also attended the archiving facilitation in villages and Regional Apparatuses Organizations (Indonesian: Organisasi Perangkat Daerah or OPD). Some attempts keeps taken through building, facilitating, and supervising whether or not the organization of archiving has been in accordance with the legislation. It can be seen from result of interview with archivists of Kebumen's Archive and Library Office, as follows:

"Organizing archives is easy, the difficult task is to change the people's mindset. Supervision is not intended to look for a mistake (error) but to find out anything needs improvement. It should be emphasized that this result of supervision not only seeks for value but actually ensures that the implementation of archive management in Kebumen Regency Government has been in accordance with the convention and therefore creating authentic and reliable records" (Tuesday, 21 February 2023).

The Mechanism of Internal Archiving Supervision

Internal archiving supervision is conducted to create archival order culture optimally. This supervision is carried out by Regional Archiving Institution (LKD) over Regional apparatuses Organization (OPD) of Kebumen Regency. The supervision is not conducted by suddenly coming to the institution to be supervised, but there is a series of process necessarily to do to implement supervision. Based on the observation the author has conducted, it can be seen the mechanism of internal archiving supervision in Kebumen Regency in accordance with the Republic of Indonesia's National Archive Regulation

Number 6 of 2019 about Archiving Supervision, as follows: (1) the preparation of Annual Archives Supervision Work Program (Indonesian: Program Kerja Pengawasan Kearsipan Tahunan or PKPKT) for Central and Regional Institutions; (2) the implementation of Internal Archiving Supervision; (3) the Internal Archiving Audit Report Drafting; (4) the Verification of Supervision Result by Provincial Archive and Library Office; and (5) Holding Internal Archiving Supervision (LARWASIP-DA).

Internal Archiving Supervision Assessment Instrument

Internal Archiving Supervision is inseparable from assessment instrument, because to find out the real condition some aspects should be met by OPD. Based on the Republic of Indonesia's National Archive Regulation Number 6 of 2019 about Archiving Supervision, the archiving supervision assessment instrument can be elaborated as follows: (1) archive creation; (2) archive use; (3) archive maintenance; (4) archive depreciation; (5) human resource; and (6) facility and infrastructure.

Result of Internal Archiving Supervision

Archiving supervision is an activity of assessing the conformity of archive management to the rule specified. Assessment is not

far from the numeric data to determine the end result of archiving activity implementation in Kebumen Regency, whether or not it has conformed to the convention of legislations. Based on the supervision implemented by Archive and Library Office of Kebumen, the author obtained data of supervision in 2021 to compare with that in 2022. The author has not been able to obtain data of 2023, because this internal archive supervision has just been realized in March-April 2023. As explained, a series of process is needed in the mechanism of supervision to verify the value result of archiving supervision.

The value result of archiving supervision can be categorized into 7 (seven) levels. If OPD gets score > 90-100, it can be categorized into AA (very satisfactory) category, If OPD gets score > 80-90 it can be categorized into A (satisfactory) category, If OPD gets score >70-80 it can be categorized into BB (Very Good) category, If OPD gets score >60-70 it can be categorized into B (Good) category, If OPD gets score >50-60 it can be categorized into CC (fair) category, If OPD gets score >30-50 it can be categorized into C (poor) category, and If OPD gets score 0-30 it can be categorized into D (very poor) category. The elaboration of end result of internal archiving supervision assessment in Kebumen Regency is presented in the Table 2.

Table 2. Result of Internal Archiving Audit in 2021

No	OPD	Score			Final Score	Category
		UP1	UP2	UK		
1	<i>Badan Kepegawaian Pendidikan dan Pelatihan Daerah</i> (Regional Personnel, Education and Training Agency)	80	77	91	84	A
2	<i>Inspektorat</i> (Inspectorate)	79	78	68	73	BB
3	<i>Dinas Kesehatan</i> (Health Office)	78	79	68	73	BB
4	<i>Dinas Kelautan dan Perikanan</i> (Marine and Fishery Office)	79	78	69	73	BB

No	OPD	Score			Final Score	Category
		UP1	UP2	UK		
5	<i>Dinas Perumahan dan Kawasan Permukiman dan Lingkungan Hidup</i> (Housing and Settlement Region and Living Environment Office)	77	76	66	71	BB
6	<i>Dinas Tenaga Kerja dan Koperasi, Usaha Kecil dan Menengah</i> (Labor and Cooperative, Small- and Medium-scale Enterprise Office)	73	73	67	69	B
7	<i>Badan Penanggulangan Bencana Daerah</i> (National Agency for Disaster Countermeasure)	72	70	66	68	B
8	<i>Dinas Kependudukan dan Pencatatan Sipil</i> (Population and Civil Registration Office)	53	61	77	67	B
9	<i>Dinas Pertanian dan Pangan</i> (Agriculture and Food Office)	69	70	63	66	B
10	<i>Badan Pengelolaan Pendapatan Daerah</i> (Regional Revenue Management Agency)	70	65	64	65	B
11	<i>Dinas Komunikasi dan Informatika</i> (Informatics and Communication Office)	59	70	65	64	B
12	<i>Dinas Pemberdayaan Masyarakat Desa dan P3A</i> (Village Community Empowerment, and Women Empowerment and Child Protection Office)	64	71	61	64	B
13	<i>Dinas Perhubungan</i> (Transportation Office)	76	73	56	64	B
14	<i>Dinas Perindustrian dan Perdagangan</i> (Industrial and Trade Office)	70	69	60	64	B
15	<i>Dinas Pekerjaan Umum dan Penataan Ruang</i> (Public Work and Spatial Plan)	67	71	54	61	B
16	<i>Badan Perencanaan dan Penelitian dan Pengembangan Daerah</i> (Regional Planning, Research & Development Agency)	67	61	48	56	CC
17	<i>Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu</i> (Investment and One-Stop Service Office)	55	67	51	55	CC
18	<i>Dinas Sosial dan Pengendalian Penduduk dan Keluarga Berencana</i> (Social and Population Control and Family Planning Office)	64	58	44	52	CC
19	<i>Badan Kesatuan Bangsa dan Politik</i> (National and Political Unity Agency)	58	58	33	45	C
20	<i>Badan Pengelola Keuangan dan Aset Daerah</i> (Regional Financial, Revenue and Asset Management Agency)	40	38	46	42	C
21	<i>Dinas Pendidikan</i> (Education Office)	62	62	19	40	C

No	OPD	Score			Final Score	Category
		UP1	UP2	UK		
22	<i>Satuan Polisi Pamong Praja</i> (Municipal Police)	44	51	31	39	C
23	<i>Sekretariat Daerah</i> (Regional Secretariat)	62	30	32	39	C
24	<i>Dinas Kepemudaan dan Olahraga dan Pariwisata</i> (Youth, Sport, and Tourism Office)	50	50	19	34	C
25	<i>Sekretariat DPRD</i> (Local Legislative Council Secretariat)	17	15	14	14	D

Source: Archiving Division of Kebumen's Archive and Library Office

Based on Table 2, an average of 57.68 can be obtained by dividing the final score by the OPD number, which can be categorized as CC (Fair). Data summary by category shows that 1 (one) OPD obtains A score (satisfactory), 4 OPD obtain B score (very good), 10 OPD obtain B score (Good), 3 OPD obtain CC score (fair), 6 OPD obtain C score (poor) and 1 OPD obtain D score (very poor). 2021 is the first year for the implementation of internal archiving supervision, so that it can be said

that the implementation in this year has not been optimal in the term of preparation and respective OPD's awareness in daily archiving activities. It can be seen from some OPDS still obtaining D score (very poor).

The implementation of archive management is expected to get better over years. To find out whether or not there is an improvement, the comparison of values in the next years is needed. The data of archiving supervision in 2022 is presented in the Table 3.

Table 3. Result of Internal Archiving Audit in 2022

No	OPD	Score			Final Score	Category
		UP1	UP2	UK		
1	<i>Badan Kepegawaian dan Pengembangan Sumber Daya Manusia</i> (Personnel and Human Resource Development Agency)	82.51	0.00	97.99	90.25	AA
2	<i>Dinas Kependudukan dan Pencatatan Sipil</i> (Population and Civil Registration Office)	90.85	90.88	89.36	90.06	AA
3	<i>Inspektorat</i> (Inspectorate)	81.32	81.25	86.74	84.01	A
4	<i>Dinas Lingkungan Hidup Kelautan dan Perikanan</i> (Living Environment, Marine, and Fishery Office)	77.96	0.00	87.04	82.50	A
5	<i>Dinas Komunikasi dan Informatika</i> (Informatics and Communication Office)	97.69	81.40	69.75	79.64	BB
6	<i>Dinas Tenaga Kerja</i> (Labor Office)	79.83	0.00	70.49	75.16	BB
7	<i>Dinas Kesehatan, Pengendalian Penduduk dan Keluarga Berencana</i> (Health, Population Control, and Family Planning Office)	79.49	80.99	69.42	74.83	BB

No	OPD	Score			Final Score	Category
		UP1	UP2	UK		
8	<i>Dinas Perindustrian, Perdagangan dan KUKM</i> (Industrial, Trade, and Cooperative, Small- and Medium-Scale Enterprises Office)	72.67	70.13	77.43	74.42	BB
9	<i>Badan Penanggulangan-an Bencana Daerah</i> (Regional Agency for Disaster Counter-measure)	78.41	77.66	66.93	72. 48	BB
10	<i>Sekretariat Daerah</i> (Regional Secretariat)	72.73	68.23	72.03	71.25	BB
11	<i>Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu</i> (Investment and One-Stop Integrated Service Office)	72.14	71.47	68.89	70.35	BB
12	<i>Dinas Pendidikan, Kepemudaan dan Olahraga</i> (Youth, Sport, and Tourism Office)	81.00	81.22	59.53	70.32	BB
13	<i>Dinas Pemberdayaan Masyarakat Desa</i> (Village Community Empowerment Office)	74.68	0.00	64.48	69.58	B
14	<i>Dinas Pertanian dan Pangan</i> (Agriculture and Food Office)	72.49	72.49	65.73	69.11	B
15	<i>Dinas Pekerjaan Umum dan Penataan Ruang</i> (Public Work and Spatial Planning Office)	75.21	74.23	62.89	68.80	B
16	<i>Sekretariat DPRD</i> (Local Legislative Council Secretariat)	61.95	0.00	74.75	68.35	B
17	<i>Badan Perencanaan, Penelitian, Pengembangan Daerah</i> (Regional Planning, Research & Development Agency)	69.68	68.34	64.35	66.68	B
18	<i>Dinas Perumahan, Kawasan Pemukiman dan Perhubungan</i> (Housing, Settlement Region, and Transportation Office)	75.26	0.00	56.04	65.65	B
19	<i>Badan Pengelola Keuangan dan Pendapatan Daerah</i> (Regional Financial, and Asset Management Agency)	56.95	54.43	80.99	68.34	B
20	<i>Dinas Pariwisata dan Kebudayaan</i> (Tourism and Culture Office)	70.06	78.86	52.00	63.23	B
21	<i>Satuan Polisi Pamong Praja</i> (Municipal Police)	66.55	69.23	57.20	62.54	B
22	<i>Dinas Sosial, Pemberdayaan Perempuan dan Perlindungan Anak</i> (Social, Community Empowerment and Children Protection Office)	74.31	61.25	54.82	61.30	B
23	<i>Badan Kesatuan Bangsa dan Politik</i> (National and Political Unity Agency)	65.69	60.35	59.01	61.02	B

Source: Archiving Division of Kebumen's Archive and Library Office

Based on Table 3, an average of 71.80 can be obtained by dividing the final score by the OPD number, which can be categorized as BB (very good). Data summary by category shows that 2 (two) OPD obtains AA score (very satisfactory), 2 OPD obtains A score (satisfactory), 8 OPD obtains B score (very good), and 11 OPD obtains B score (Good). There was much increase from 2021 to 2022; it is because an evaluation has been conducted on the result in 2021 still needing some improvement and completion in archive management. The number of OPDs attending this archiving supervision changes from 25 into 23, because there is a change in Organizational Structure and Working Procedure (Indonesian: *Susunan Organisasi Tata Kerja* or SOTK) in Kebumen Regency. In 2022, it can be said that this internal archiving supervision is the follow-up monitoring on the Result of Archiving Supervision (Indonesian: *Monitoring Tindak Lanjut Hasil Pengawasan Kearsipan*) in 2021

It should be emphasized that this supervision is not intended to find error, but to find out inadequate thing to be the material of evaluation so that improvement can be made to support the bureaucratic reform in the government, particularly in administration or archiving division.

The Relationship between Archiving Supervision and Bureaucratic Reform

Based on the result of evaluation on the implementation of bureaucratic reform in 2022 specified by the Ministry of State apparatus Utilization and Bureaucratic Reform through a letter number B/939/RB.06/2022, the following results can be summarized: (1) Bureaucratic Reform index in Kebumen Regency Government in 2022 is 62.81 belonging to "B" category; it suggests that the Government of Kebumen Regency has attempted to improve the good governance as indicated with an increase from the previous year. The calculation can be presented in the Table 4.

Table 4. Bureaucratic Reform Index

No	Component of Assessment	Weight	Score	
			2021	2022
A	Leverage Component			
	I. Fulfillment	20.00	11.64	11.79
	II. Intermediate Result of Change Areas	10.00	5.85	6.62
	III. Reform	30.00	12.18	12.88
	Total of Leverage Component	60.00	29.67	31.29
B	Result Component			
1.	Performance and Financial Accountability	10.00	7.47	7.58
2.	Public Service Quality	10.00	8.34	9.47
3.	Clean Government that is free of Corruption, Collusion, and Nepotism	10.00	8.11	8.41
4.	Organizational Performance	10.00	5.95	6.06
	Total of Result Component	40.00	29.87	31.52
	Bureaucratic Reform Index (Leverage + Result)	100.00	59.54	62.81

Source: Archiving Division of Kebumen's Archive and Library Office

Table 5. Intermediate Result of Change Areas

No	Intermediate Result	Scale	2021	2022	Data Source
1	Policy Quality	0-100	38.95	45.46	LAN
2	Professional State Civil Apparatus	0-100	61.40	44.56	BKN
3	SPBE	1-5	3.05	3.44	Ministry of State Apparatus Utilization and Bureaucratic Reform (KemenPANRB)
4	Product and Service Procurement and Management Quality	0-100	22.38	36.90	LKPP
5	Public Service Quality	0-5	4.23	4.37	Ministry of State Apparatus Utilization and Bureaucratic Reform (KemenPANRB)
6	Capability of Governmental Internal Supervision Apparatus (Indonesian: <i>Aparat Pengawasan Internal Pemerintah</i> or APIP)	0-5	2+	3	BPKP
7	Maturity of Governmental Internal Control System (Indonesian: <i>Sistem Pengendalian Intern Pemerintah</i> or SPIP)	0-5	3	3	BPKP
8	Compliance with Public Service Standard	0-100	77.03	90.04	ORI
9	Archive Management Quality	0-100	80.23	88.92	ANRI

Source: Archiving Division of Kebumen's Archive and Library Office

Intermediate result of change area in the government of Kebumen Regency is measured using leading sector institution providing 9 intermediate results as presented in detail in Table 5.

Based on Table 5, there is an emphasis on the increase in the intermediate result of change area in the point of archive management quality from 80.23 to 88.92 indicating that the Government of Kebumen Regency keeps attempting to ensure the existence of authentic and reliable records.

This internal archive supervision is one of pioneers in bureaucratic development in Indonesia. In the aspect of archive management quality, this authentic and reliable records availability shows a better performance of state institutions in organizing administrative activities. Archive is a national collective memory that should be preserved and main-

tained for its validity and accountable for anytime. Better bureaucracy, more organized governance, and availability of valid evidence of a state's progress are provisions to achieve the mission of Indonesia Maju (Indonesia is advanced) and the objective of bureaucratic reform.

Obstacles in the Implementation of Internal Archiving Supervision

Considering the research the author has conducted, there are some obstacles faced during the implementation of internal archiving supervision in Kebumen Regency. The obstacle, particularly human resource is an important factor in the organization of archiving. Competent human resource and compatibility of their ability to their job play an important role in the end result of archiving activities. In fact, there are only very few of reliable archi-

vists. The officers dealing with archive do not have archivist education so that they process the archives while learning from the beginning. Archivists exist in several OPDs only, so that the archives are often disorganized or organized less maximally compared in all OPDs of Kebumen Regency.

Another obstacle is related to facilities and infrastructures constituting one of instruments assessed in the internal archiving supervision. Viewed from the preparedness for archive management, the OPDs' preparedness is still very limited and thereby affects archiving value and activity conducted. This archiving supervision is carried out to find out whether or not there are inadequate facilities and infrastructures according to the specified standard. The incomplete facilities and infrastructures in each of OPDs are due to the poor insight into them and the limited budget to provide facilities and infrastructures considered not prioritized yet.

CONCLUSION

Considering the result of research conducted by the author in Archiving and Library Office of Kebumen Regency on internal archiving supervision, it can be concluded that the internal archiving supervision has performed for 3 years. It obtained score of 57.68 belonging to "CC" category in 2021, 71.80 belonging to "BB" category in 2022, and in 2023 the implementation of internal archiving supervision has been implemented completely and reached the stage of preparing LAKI to be sent to provincial LKD. In this implementation of supervision activity, some obstacles were found to cause the less optimal performance of OPD in archive management implementation in Kebumen Regency. Because of the limited Human Resource available, there are double workload and unfulfilled facilities and infrastructures due to limited budget and less priority for the complete facilities and infrastructures in these archiving activities. The Archiving and Library Office of Kebumen Regency attempts to make some improvement

through evaluating the supervision implemented.

The attempts taken were, among others, to hold intensive and continuous building and facilitation program for OPDs and village governments in Kebumen Regency. As an attempt of ensuring the availability of authentic and reliable records, this supervision implemented is facilitated; the compatibility of archive in the field to research instrument indicates that archive is managed well and correctly according to the legislation and can be accountable for. Kebumen Regency in particular and governmental institution in general should attempt to provide archivists or archiving officer in each of OPDs recalling that each institution has archives needing to be managed according to legislation. In relation to infrastructure and budget, the future-period budgeting is expected to include specific budget to optimize the availability of archive facilities and infrastructures that has been unfulfilled. It can start with preparing data of facilities and infrastructures needed, then conducting field survey to find out some disadvantages, and then preparing the report to be the material for developing Cost Budget Plan that will be proposed to the authorized one.

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