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Archive Management at Universitas Negeri Semarang

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Abstract

Since October 20, 2022, the Government Regulation of the Republic of Indonesia No. 36 of 2022 concerning the State University of Legal Entity, Semarang State University, has been issued, which was signed directly by the President of the Republic of Indonesia, Ir. Joko Widodo. The management of a legal entity university requires speed and accuracy in processing existing and created archives. Semarang State University, which has transformed from a Public Service Agency University to a State University of Legal Entity, consists of eight Faculties and Postgraduate Programs. Archives management has so far been managed by each processing unit spread across each location of the unit. The processing of these distributed archives is something that really needs to be organized and managed in an orderly, regular and systematic manner. Dynamic archive management and static archives are managed by each unit with models and methods developed by the unit, and with diverse human resources and existing facilities. The fulfillment of archive management which is still decentralized results in the archives stored depending on the facilities and infrastructure owned by each unit.

The purpose of this study is to provide a classification of archives managed at each unit level at Semarang State University and used as data for integrated archive management. With the achievement of this data, it is hoped that archive management can be stronger and more agile. The Centralized Model of archive storage in the form of Archives Unit 1 (one) is an effective way to manage and store properly. The renovation of the UPT Archives Building of Semarang State University which was inaugurated by the Chancellor of UNNES on Friday, January 27, 2023 is a momentum to be able to integrate archives throughout UNNES.

Keywords: archive, unnes, integration, centralization

INTRODUCTION

The management of Semarang State University archives is currently still managed independently in each Unit. The campus which has eight faculties, 1 postgraduate program and small units such as the Bureau of Institutions and Technical Implementation Units (UPT) manages the archives created by human resources and technical resources of each unit. [1] Dynamic Archive Management is an activity that is used directly in the activity of creating archives and stored for a certain period of time. In this case, each unit that creates archives will manage them in each location by storing them for a certain period of time as well. The creation of archives which can be in the form of documents, letters, images and videos is created and stored in archive media and managed by each unit.

This management depends on the readiness of human resources in each unit, which of course with diverse abilities and without standardized knowledge allows management based on what is available. Human resources are not equipped with archive management that begins with training and archive competency for employees. Diverse resources must have diverse archive creation and management standards as well. Since 2020, sub-section heads and section heads in UNNES have been equated to functional staff. And one of the functional ones is an archivist. Since then, there have been many training schemes on archive management according to functional officials in the archives in each unit.

After the existence of knowledge and proper management becomes the basis for organizing archives at the unit level. With the issuance of the UNNES Chancellor's Regulation, the Chancellor's Regulation [2] of Semarang State University Number 27 of 2019 concerning the Dynamic Archive Classification Pattern within the Semarang State University environment, the Chancellor's Regulation [3] of Semarang State University Number 17 of 2020 concerning the Archive Retention Schedule of Semarang State University and the Chancellor's Regulation [4] of Semarang State University Number 25 of 2013 concerning Guidelines for Static Archive Management within the Semarang State University

environment, it becomes the legal basis for organizing archives at UNNES.

Management at the university level has formed an Archives Technical Implementation Unit (UPT) which has its office in the former Sekaran Library Building, Gunungpati . The current archives UPT manages dynamic and static archives in the Center environment consisting of the Rectorate and Bureau. The submission of archives managed by this UPT is still a small part of the archives created at the University. This management which is still small and not comprehensive allows archives to be scattered and management is not serious.

Problem Solving Approach

The geographical location and size of Semarang State University is a challenge in itself in implementing the integration of archival services. Most of the UNNES campuses are located in Sekaran Gunungpati . Some other locations are in Bendan Ngisor , Kelud, Ngaliyan and Tegal Campus. While the central service is located at the Sekaran campus where all units are located.

The establishment of an archives UPT is the right means for comprehensive management to organize the storage and processing of archives quickly and dynamically.

The right approach that UNNES has taken is to integrate the management of archives comprehensively towards static archives in Higher Education and Dynamic Archives that have passed their active period and become static archives . The integration in question means that archives after being managed in each unit are always controlled starting from creation, storage, and maintenance by the university's archives unit. The unit as the creator of the archive plays a role as the creator until the archive has reached its retention period.

State of the art and novelty

In conducting research with the scope of archive system integration at a university, several articles that have been published are as follows:

Inayaningtias 2019 [5] "Active Dynamic Archive Arrangement in Supporting Information Services in the General Administration Sub-Division of the Central Java Provincial Inspectorate" in Inayaningtyas' research concluded that the Administration and General sub-division is an archival unit tasked with handling or storing incoming and outgoing letters and providing information services to users or distributing incoming letters for immediate follow-up by the leadership. In the active dynamic archive arrangement in the Administration and General sub-division, there are three types of incoming letters, namely consisting of LHP (Inspection Result Report) archives, goods administration archives, financial archives and personnel archives. Each of these archives is stored in the processing unit to be served and given to archive users. In order to serve information on each of these archives, good and orderly arrangement/filing is needed

Murtiyono 2017 [6] Dynamic Archive Management in Supporting the Decision-Making Process for Regional Development Planning Case Study at the Bappeda of Central Java Province in his research explains Dynamic Archive Management in Supporting the Decision-Making Process for Regional Development Planning Case Study at the Bappeda of Central Java Province starting from data input , accessing, printing data, and archive retrieval process. The process of inputting data to archive retrieval is done electronically. The archive retrieval process can be done by entering keywords in the search column based on the letter number and the problem. The application of the dynamic archival information system at the Bappeda of Central Java Province provides a positive contribution, namely it can save archive storage space, minimize the possibility of damage and loss of archives, long-term preservation, and guaranteed security, because the system will automatically back up data and make it easier for employees or users during the archive retrieval process

Saufa 2014 [7] "The Influence of 2014 Survey Data Archive Management in the Integrated Statistics Service Section of the Central Java Provincial Statistics Agency on the Fulfillment of User Information Needs, in his research explains that survey data archive management at the Central Java BPS is carried out through the activities of creation, storage and organization, borrowing, security, transfer, and reduction. The 2014 survey data archive comes from census or survey activities, while the storage of the archive is carried out with a geographic and subject system. As for the archive organization system, it uses the principle of a combination of decentralization and centralization. In the security system, survey data archives do not yet have a special security system, while for the reduction of archives, it is carried out by transfer and destruction, namely by enumeration, and the Integrated Statistics Service (PST) carries out service activities based on the SOP that has been made. However, the absence of employees who come from formal archiving or library education results in minimal knowledge about good and correct archive management.

Agian 2013 [8] Analysis of Public Services at the Central Sulawesi Province Regional Library,

Archives and Documentation Agency" in this study tries to see the services of archive organizations. The success of an organization is also determined by service, besides that, to achieve organizational goals, it cannot be separated from the role of an employee/staff working in the organization. This can be achieved if the organization can identify the variables that influence the achievement of organizational goals.

Ratih 2012 [9] "Public Perception of the Quality of Library Services at the Banjarnegara District Library and Archives Office" in his research explained that the quality of service at the Banjarnegara District Library Office is quite good in terms of the location of the library, library building, internet cafe (warnet), furniture, the librarian's alertness in answering questions from users, the librarian's friendly and polite attitude in providing services to users and the assistance provided by the librarian to users. Not good in terms of hotspots, Air Conditioning (AC), librarians have not provided services according to the wishes of users, the librarian's lack of responsiveness in dealing with user complaints, and the provision of technical guidance to users has not been carried out.

Absharina 2012 [10] "The Relationship between Organizational Culture and the Performance of Library Officers at the Purbalingga District Library and Archives Office" Several elements of organizational culture, namely regulations, human relations with the environment, the nature of human activities and values provide motivation to library officers at the Purbalingga District Library and Archives Office to be able to provide maximum quality, both in terms of service quality, work quality and the existence of library programs and to accustom officers to discipline and good behavior by referring to the values and rules that exist in the library. Good cooperation between officers can motivate officers to try to improve the quantity given to the community. The cooperation established between library officers at the Purbalingga District Library and Archives Office is quite good, it's just that there is no clear division of labor, making the process of increasing the quantity of services less than optimal. This can be seen in the automation process that has not been completed. Furthermore, good cooperation is also seen from officers who always help each other if there is a library program, but the lack of creativity and initiative from officers makes the library less competitive.

Measurement in the implementation of centralized archive management in legal entity higher education institutions will be reflected in the success of its management. The results of this integrated archive management study which includes archive management at the unit level are important to be studied and researched in the form of research. The research was conducted to produce a product in the form of an instrument in the form of an archive map in each unit. The process of developing this research in order to have good applicability and the opportunity to be applied at the Legal Entity Higher Education Institution level, a research roadmap was prepared as shown in Figure 1.

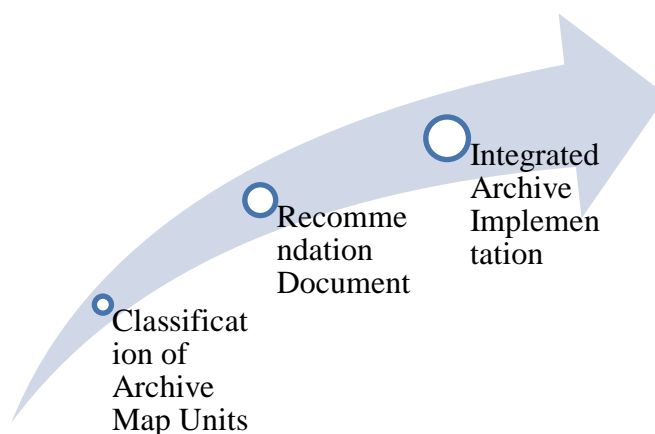


Figure 1. Research Roadmap

The analysis in this study involves every unit at Semarang State University which consists of eight faculties and postgraduate. Integration is very much needed to manage a large institution. The need for ideal infrastructure and human resources plays a very important role in archive management. Many previous research studies have published on good governance that greatly influences the management of an institution. The use of an integrated model is very important and needs to be implemented immediately in the creation, management and storage of archives. Supporting data and archive maps obtained in this study are needed to support the acceleration of integrated archive management.

Integrated Model Innovation in the management of archives of State Legal Entity Universities has a novelty value that produces studies for implementation in PTNBH archive management. The

results of the development in this study are not limited to archive management analysis documents, but are a comprehensive study of how to create good management and can be immediately implanted.

METHODS

Research method is a way of working to collect data and then process the data to produce data that can solve research problems. This is as expressed by Winarno Surakhmad [11], namely: "Research method is the main way used to achieve a goal, for example to test a series of hypotheses, using certain techniques and tools. This main method is used after the investigator considers its reasonableness in terms of the research objectives and the situation". The role of research methodology is very important in efforts to collect data needed in research, in other words, research methodology will provide instructions for conducting research or instructions on how this research is carried out. Methodology contains meanings concerning procedures and how to test data needed to solve or answer research problems. This research uses a descriptive analysis method with a quantitative approach. As stated by Nana Sudjana and Ibrahim [12] that: Descriptive research is research that attempts to describe a symptom, event and incident that occurs at the present time where researchers try to photograph the events and incidents that are the center of attention to then be described as they are.

Meanwhile, what is meant by a quantitative approach is an approach used in research by measuring the indicators of research variables so that a picture is obtained between these variables. The purpose of the quantitative approach according to Winarno Surakhmad [11] is: "to measure the dimensions to be studied".

The use of this quantitative descriptive method is aligned with research variables that focus on actual problems and phenomena that are currently occurring with the form of research results in the form of numbers that have meaning. As stated by Nana Sudjana [12] that: "Descriptive research methods with a quantitative approach are used when the aim is to describe or explain events or incidents that are occurring at the present time in the form of meaningful numbers."

The research method is a research flow that has the aim of collecting data needed in the research. While the research flow process is as follows:

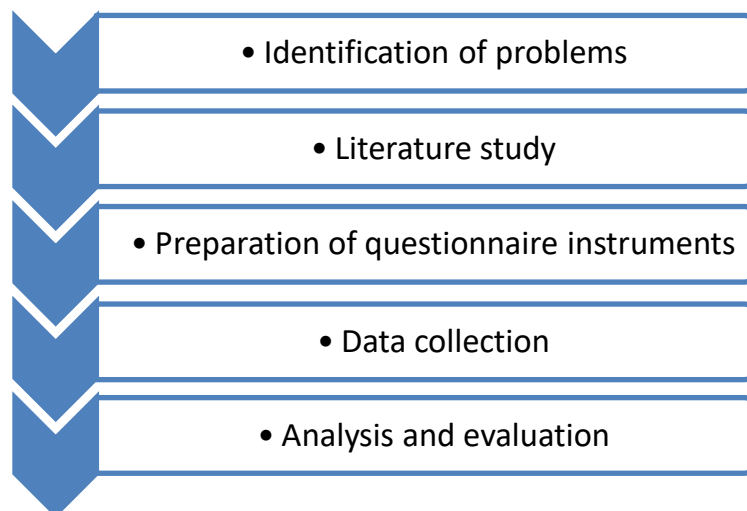


Figure 2. Research flow diagram

Research Process

a. Identification of problems:

Problem identification is the initial stage of a study by identifying the problem. Problem identification is used to find out the problem to be analyzed. Thus, the final results that can be obtained will be in accordance with the objectives of the study. This study was raised because the author felt the need because the management that was still distributed by each unit caused the archives to be difficult to trace and had diverse management.

b. Literature Study:

Literature study in this study is useful for deepening the knowledge that is the basis for this study. Literature sources can be obtained from national and international journals, accessing public websites,

and previous research. Several journals that have been collected have been presented by researchers in the state of the art.

c. Preparation of Questionnaire Instrument:

The compilation of the questionnaire is used to accommodate and manage questions that will become data to find out the UNNES archive map, and archive management in each unit. The measurement scale used in this study is the Likert scale .

d. Data collection:

Research data collection was conducted to ensure that the data held is valid and reliable. The data covered includes primary data derived from the distribution of questionnaires to Archive Managers in each Unit and secondary data derived from literature studies.

e. Data Analysis and Evaluation:

The data analysis stage is obtained from respondents who are studied and described in the data analysis. Furthermore, evaluating the data that has been collected in a matrix that can be used as a guideline for managing University archives

f. Population

The subjects of this study were archive managers at faculties and units within Semarang State University. The active period of the archives studied was archive management in 2022.

RESULTS AND DISCUSSION

Since the issuance of Government Regulation of the Republic of Indonesia Number [13] 36 of 2022 concerning State Universities Legal Entity Semarang State University, since the date of stipulation on October 20, 2022, the status of the University has changed. This fundamental change also changes the governance and organizational structure that applies at Semarang State University. Government Regulation of the Republic of Indonesia Number 36 makes UNNES independently change the management of the Organization. Since the issuance of this regulation, the previous regulations including the Regulation of the Minister of Research, Technology and Higher Education Number 23 of 2015 and the Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 49 of 2016 are declared revoked and declared no longer valid.

After the publication, UNNES made rules that followed in the formation of a new organization. Starting from the Determination of the Chancellor who was inaugurated by the Board of Trustees and other organs below. After the inauguration of the Chancellor, it was continued with the inauguration of the Vice Chancellor and continued with the inauguration of the Dean and Head of the Institution. Semarang State University, which originally only had 8 Faculties, in 2023 added 1 new faculty, namely the Faculty of Medicine. The formation of the new faculty was due to the opening of a new medical study program that merged with the Public Health and Pharmacy study programs . The addition of this Faculty also had a change in the name of the faculty, including: 1) Faculty of Education. 2) Faculty of Languages and Arts 3) Faculty of Social and Political Sciences 4) Faculty of Mathematics and Natural Sciences 5) Faculty of Sports Science 6) Faculty of Engineering 7) Faculty of Economics and Business 8) Faculty of Law and 9) Faculty of Medicine and finally the Postgraduate School.

Changes in the Organization and Governance of the University The legal entity that includes the name of the unit and the head of the unit in each faculty and university will also change the nomenclature of each writing of official documents at the university. This change will certainly be followed up by determining 4 archival instruments that apply at the University. These instruments are official document regulations, Security classification and dynamic archive access , archive classification and archive retention schedule. These 4 instruments must be present in every archive-creating organization including Semarang State University.

The change of the Legal Entity College does not change the existing structure at the UNNES Archives UPT, but has undergone several additions by adding an administrative head at the Archives UPT. This addition also certainly changes the person in charge of creating archives at the UNNES Archives UPT. The changes that the University has made are by establishing the Official Manuscripts which have been set in 2023 through [14] Regulations Rector number 17 of 2023.

Changes to the official script regulations this year include the following:

Guidelines for Official Manuscripts in State University Environments

Semarang refers to:

1. Law Number 43 of 2009 concerning Archives;
2. Law Number 20 of 2003 concerning the National Education System;
3. Law Number 12 of 2012 concerning Higher Education;
4. Government Regulation Number 28 of 2012 concerning the Implementation of Law Number 43 of

- 2009 concerning Archives;
5. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions;
 6. Government Regulation Number 57 of 2021 concerning National Education Standards as amended by Government Regulation Number 4 of 2022 concerning Amendments to Government Regulation Number 57 of 2021 concerning National Education Standards;
 7. Government Regulation Number 36 of 2022 concerning State Universities with Legal Entity, Semarang State University;
 8. Regulation of the Minister of Research, Technology and Higher Education Number 51 of 2015 concerning Official Document Procedures within the Ministry of Research, Technology and Higher Education;
 9. Decision of the Board of Trustees Number 16/MWA.U37/KP/2023 concerning the Appointment of the Chancellor of Semarang State University for the 2023-2028 Period;
 10. Chancellor's Regulation Number 35 of 2009 concerning Guidelines for Archival Management within Semarang State University;
 11. Rector Regulation Number 26 of 2013 concerning Guidelines for Archival Classification Patterns within Semarang State University; Semarang State University Official Manuscripts 2023
 12. Rector's Regulation Number 29 of 2018 concerning Guidelines for the Security Classification System and Archive Access of Semarang State University;
 13. Rector's Regulation Number 27 of 2019 concerning Dynamic Archive Classification Patterns within Semarang State University;
 14. Rector Regulation Number 26 of 2022 concerning the Types, Sizes and Use of Symbols, Flags, Banners, Hymns, Marches and Clothing at Semarang State University;
 15. Rector Regulation Number 11 of 2023 concerning the Structure and Work Procedures of the Organization under the Rector of Semarang State University.
 16. Standard Operating Procedure (SOP) for Processing Incoming and Outgoing Mail at Semarang State University.

Meanwhile, the results of the preparation of official scripts that have been compiled in regulations are as follows:

Official Manuscript Management is the management of written information that includes the arrangement of types, formats, preparation, security, approval, and delivery of Official Manuscripts, as well as the media used in official duties. Official Manuscripts are written information as a means of official communication made and/or issued by authorized officials within the Semarang State University environment.

A. Writing the Head of the Official Manuscript

The Head of the Official Manuscript is printed in accordance with the following provisions:

1. distance from the top edge of the paper to the closing line: 3 cm;
2. The Ministry of Education, Culture, Research and Technology is written in capital letters and uses Fira Sans Medium font size 8;
3. Semarang State University is written in capital letters and uses the Fira Sans font. Bold size 16.5 pt, and printed bolder than the name of the Ministry if it is the user unit at the head of the manuscript;
4. Faculty and Unit use manuscript headers printed in capital letters and using Fira Sans font. Bold, size 13 pt and printed bolder than the names of the Ministry and Semarang State University;
5. The address is written in full without abbreviations or acronyms (excerpts) using Fira Sans Regular font, size 7.5 pt;
6. The boundary line between the Ministry text and the University address is 1.5 pt in color according to the Faculty's identity color or black and white according to the UNNES statutes and branding guidelines;
7. The symbol of Semarang State University uses the symbol as stipulated in the statutes;
8. The placement of the Semarang State University logo on the letterhead is 1 cm from the top edge of the paper;
9. The logo of Semarang State University on the head of the official document can be printed in color in accordance with the Decree of the Minister of Education and Culture Number O398/M/1977 or printed in black and white in accordance with the statutes and branding guidelines of UNNES; Black and white
10. The official manuscript header is closed using a single line in light gray with a thickness of 0.5 pt;
11. The left margin is 3 cm, the right margin is 2.5 cm and the bottom is 2.5 cm, for the next page, the left margin is 3 cm, the right margin is 2.5 cm, the top margin is 2 cm, the bottom margin is

- 2.5 cm from the edge of the paper;
12. Official documents for regulations, decisions, instructions, orders are written using Bookman Old Style font size 12 on F4 (Folio) paper;
 13. Official documents, circulars, official letters, official notes, memos, invitation letters, assignment letters, cover letters, agreement letters, power of attorney, information letters, statements, announcements, minutes, reports, meeting minutes, and staff reviews, are written using Fira Sans font size 12 on A4 paper (quarto).

The arrangement of the management of the creation of archives in the unit has not been determined by the rector's regulations so that for the creator unit it can be described as in the image below:



Figure 3. (graph of Arip management at UNNES)

The arrangement of University Archives management in managing archives, the creator of the archive is archival unit 1 which is called UK 1. The unit that creates archives in the faculty unit is in the unit under the head of academic and student administration, head of financial and accounting administration. While archival unit 2 is managed by the head of general administration in each faculty unit and Institution.

Meanwhile, in the directorate unit, the archive creator is under the head of general administration and finance, head of academic and student administration, head of administration. The arrangement of the archive management unit under the head of administration (Kasi) becomes the most advanced archival unit (UK3).

UK 3 as the creator of archives starting from the creation of official letters and receiving incoming letters are archives created by this unit.

CONCLUSION

Archival instruments that support university institutions can be used as a legal basis for the creation, management, maintenance and preservation of archives in the legal entity Higher Education environment. This compilation is certainly synergized in each unit that manages archives.

The strategic step that can be taken by the university is to create an archival instrument formulation team involving archive creators, archive UPT, and ANRI as the archives development agency in Indonesia. To complete this, there needs to be acceleration to determine the deadline and target.

From this research and literacy studies of documents published by universities, the following conclusions can be drawn:

1. PTNBH college is the highest work unit of an independent college and manages archives as mandated by law, especially the archiving law. Law number 43 of 2009.
2. To manage integrated archives starting from the creator unit to the archival unit is regulated by archival instruments.
3. The new organizational structure, starting from study programs to the rectorate, must comply with archival instruments.
4. The development of human resources for each archive creator must always be fostered and supervised by archive supervision.
5. UNNES has revised the official document system by issuing new regulatory regulations, but there are still other archival instruments that need to be adjusted to the existing nomenclature.

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