



Records Management at Universitas Negeri Semarang

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Abstract

This study aims to determine the management of static archives at UNNES and the stages of inputting them into the digital archive system. This type of research is qualitative. The focus of this research is the management of static archives, both digitally and manually. The focus of the research is at the State University of Semarang. Data collection techniques include interviews, observation, and documentation studies. The implementation of the power validity checking technique is based on four criteria: degree of trust (credibility), transferability (transferability), dependability (dependability), and certainty (confirmability). Data analysis techniques include data reduction, data presentation, conclusion, and diversification. The research procedure went through four stages: the previous stage of field or pre-field work, fieldwork, data analysis, and report writing. The results of the analysis show that the management of static archives both manually and electronically has not been maximized due to the lack of adequate facilities, including scanners. Besides that, there is no static archive storage, archive depots that are still not organized, so they cannot be arranged properly, and there is no room temperature measurement.

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INTRODUCTION

The rapid development of information technology affects every field, both individually and in organizations. It is also influenced by information technology such as computers, gadgets, and Android, which are all sophisticated. The greater variety of data or information collected by an institution or agency requires good information management. Institutions or agencies carrying out daily administrative activities cannot be separated from the process of creating archives because archives are records or recordings of every activity carried out. These notes are generally called manuscripts, documents, or recorded information, which, in their realization, are in the form of writing, images, or sound (Moekjizat, 2002). The document can be called an archive, which is one of the factors supporting the smooth implementation of administrative activities (Cheng, 2018).

According to Law Number 43 of 2009 concerning archives, the meaning of archives is the recording of activities or events in various forms and media following the development of information and communication technology accepted by state institutions, local governments, educational institutions, companies, political organizations, social organizations, and individuals in the implementation of social, national, and state life (Presiden Republik Indonesia, 2009).

Static archives are archives produced by archive creators because they have historical value, have exhausted their retention, and provide permanent information that has been verified either directly or indirectly by the National Archives of the Republic of Indonesia and/or archival institutions. (Law No. 43 of 2009, Article 1, Paragraph 7).

The current development of science and technology causes changes in all aspects of life, such as in archives that were formerly paper-based but are now developing into archives whose media is presented in the form of new media such as flash disks, hard disks, and others. (Saifudin & Widrani, 2021). Currently, many

parties use electronic media to manage their documents. Some of the reasons for the need for electronic record handling are

1. The development of life today is in the technological environment; for example, identity cards with barcodes for transactions with banks (ATMs) or libraries, trains, and planes
2. The higher the growth in the volume of archives within the organization, the more it takes up a lot of space.
3. The more varied types of information technology used by employees and staff, such as word processing, text retrieval, email, and databases (Sambas & Hendri, 2016).

The use of electronic media in managing this archive will be faster, more accurate, easier to search, and save money (Asriel, 2018). The means of speed here is that, through the use of electronic media, the search, discovery, distribution, and processing of data are carried out in a short time (Missouri & Alamin, 2020). The means of ease for the use of electronic media is the ease for searching, distributing, and processing data, which is meant to be efficient in the use of electronic media that can reduce energy, save costs in archive management, and maintain the security of information contained in documents from unwanted hazards such as fire, flood, etc. For this reason, nowadays many institutions or agencies use electronic media in archive management, ranging from simple to sophisticated. State University of Semarang (UNNES) is one of the universities that pioneered this digital archive system in 2019, which was originally called SIARDI (Dynamic Archive System), which was tested on all faculties and units within UNNES and still cannot be maximized in its implementation. It was only in 2021, with the promotion of the digitization program, that the system was named DIGITAL ARCHIVES.

METHOD

The research that will be conducted on static archive management at the State University of Semarang uses qualitative research. This

research focuses on managing archives digitally and manually. The research locus is the place where the research is conducted, and this research is located at the State University of Semarang. The primary data sources in this study were conducted using direct interviews with employees regarding the management of static archives and observations made at the State University of Semarang. The data collection technique for secondary data is documentary (Moleong, 2007).

In this study, the researcher combined passive participatory observation techniques with in-depth interviews. During the research, observers will conduct interviews with employees or officers in charge of their fields. The interviews were conducted with several people who are competent in their fields. This interview aims to find out about the management of static archives, both in terms of processing, securing, and protecting the archives, and how to digitize them.

In this study, the researcher uses non-participant observation, commonly called passive participant observation, where the study only sees, observes, and observes without participating in the activities of the person being observed. This observation activity was carried out at the UNNES Archives UPT to obtain direct data that occurred in the field regarding the management of static archives. This documentation technique is carried out by taking data and documents regarding the management of static archives at the UNNES Archives UPT. The implementation of the inspection technique is based on several certain criteria. There are four criteria used: degree of trust (credibility), transferability, dependability, and certainty.

According to Miles and Huberman in their book Sugiyono (2017: 246), "activities in qualitative data analysis are carried out interactively and take place continuously until complete, so the data is saturated. Activities in data analysis include data reduction, data presentation, concluding, and then diversification.

The research procedure is divided into four stages: the previous stage of fieldwork, or pre-field work; fieldwork; data analysis; and report writing.

Results and Discussion

Results

Based on the results of research that has been carried out in the management of static archives at Semarang State University (manual and digital studies), the process of managing static archives at Semarang State University either manually or digitally is not maximized due to the lack of adequate facilities and infrastructure, so they are not well organized. Inputting archives through a digital system (digital archives) still cannot be implemented optimally due to the lack of adequate facilities, so the media transfer process is carried out less than optimally. This static archive processing cannot be maximized because it is still constrained by a lack of human resources.

on the results of observations, interviews, and documentation with key and supporting informants at UNNES regarding the management of static archives, the following results were obtained:

Digital/Electronic Archive

Budiman (2009) defines a digital archive as an archive that is created, communicated, and managed electronically, in this case using computer technology. The archive is created electronically or is the result of media transfer from conventional archives to electronic archives.

In this opinion, digital archives can be interpreted as electronic archives, which are archives that are created, communicated, and managed electronically, usually using a computerized system. This electronic archive can also be obtained through the process of transferring media from physical archives to digital archives.

Electronic Records Management

According to Budiman (2009: 117), two ways can be done in the process of creating archives: (1) electronic creation or automation, which is creating electronic archives using electronic tools such as digital cameras, voice

recorders, video recorders, and especially computers;

The creation of archives using digital transformation is often called the digitization process. Where digitization has a general meaning, it is the process of creating electronic archives from conventional archives to protect conventional archives from physical damage. (Pratiwi, 2017). This creation process requires several stages, each of which will have rules that must be followed to maintain the authenticity of the resulting electronic archive. In addition to going through several stages, the process of creating electronic archives requires reliable equipment and large storage spaces.

Digital File Management

Digital records management is a system used to manage digital archives. Starting from the creation, storage, use, and maintenance of archives carried out electronically and digitized. Included in the digital archive management process are the following (Priansa & Garnida, 2013):

Document Transfer

Electronic archives that originate from document creation activities can be directly integrated with the electronic archive management system. However, for archives that are not in digital form, it is necessary to transfer media from print archives to electronic archives, for example, by scanning or other means.

Saving Documents

After the archive is moved into the system, it must be stored properly and correctly in a computerized system. The system used in digital archive management activities must also anticipate changes in information technology in the form of hardware and software. This is to anticipate an increase in the number of documents and a long storage time. In addition, the information system must also support the storage tools that are currently available and will be in the future. It is intended to provide certainty of use and long-term storage. The storage media that can be used as a choice

Indexing Documents

To manage archives so that records are easily understood by users now and in the future, it is necessary to carry out indexing activities. Indexing in electronic archives is as important as indexing in conventional archives in sheet form because the index is useful for locating and retrieving files that have been stored correctly. Indexing of electronic archives is almost the same as that of printed or conventional archives; only the work unit becomes a field and the subject becomes a keyword. Fields in the index can be used to categorize documents, track the date of creation or retention of records, or enter a subject. Giving a name to the subject must reflect the content or work unit in the printed archive form.

Archive Usage and Search

The use of electronic records is an archive management activity that must be captured by the system as part of the metadata. The use of records reflects access to records and disposition status. Tracking the use and presence of records is an organization's security system. Tracking serves to ensure that authorized individuals are granted access to the archive. In the electronic archive system, tracking the use of archives will automatically be captured by system transactions. The tracking system must be able to ensure that the length of time and movement of the archive are always recorded or that its whereabouts are always tracked.

Controlling Access

It is the most important aspect of electronic archive management because, with all archival activities connected to the internet network and digital archive computerization, it is necessary to improve access control in the electronic archive.

Electronic records management must be able to meet the needs of each user in a different location. Electronic records management must also increase control over users who access the system and the state of existing records. The access control that can be seen at least consists of activities viewed, copied, edited, and deleted by the user.

Electronic Archive Retention

Similar to conventional archive management, when the archive no longer has a use value, it will not be destroyed, and if it has a lasting use value, it is transferred to a static archive.

Preservation

Pendit (1988) states that the preservation of digital archives is an effort to maintain the ability to display, rediscover, manipulate, and use information in the face of fluctuating technological changes.

This preservation is done based on the fact that digital storage media quickly wear out, while printed collections can last years without direct intervention. So, for digital archives, good planning is needed regarding their preservation, both in hardware and software. Without proper handling, digital archives only last tens of years.

Static Archive Management

According to Law No. 43 of 2009, the management of archives is an efficient, effective, and systematic process of controlling records that includes acquisition, processing, preservation, utilization, and public services in the national archive system. The first stage in the archive management process is acquisition. Based on the results of an interview with one of the data processors/archivists at UNNES in April 2022 at 09.00–10.00, he conveyed the process of managing archives on acquisitions at UNNES involving the leadership of the PTN archival institution, the head of the work unit, legal expert staff, and witnesses (representatives from the work unit). In the acquisition, several procedures at UNNES are carried out, including:

Check the archive according to the archive list. Assess archives that have primary and secondary uses. Set the status of the archive to be destroyed or reassessed as an inactive archive. Make a list of proposed files for destruction and a list of inactive files.

Furthermore, the management of static archives is processing, according to the results of an interview with one of the archivists at UNNES, who said that the static archives at

UNNES were processed by the PTN archival institution (LKPTN), in this case, the UNNES Archives UPT. The way to manage static archives at UNNES is as follows:

Perform the static archive acquisition.

Perform static archive processing.

Perform archive preservation, maintenance, and protection for static archives.

Access information and archive lending services. Next, static management with preservation: the results of an interview with one of the archivists at UNNES said that the static archive at UNNES carried out preservation activities by paying attention to facilities and infrastructure, paying attention to archive storage media, paying attention to temperature and humidity settings for archive storage rooms, paying attention to the cleanliness of the archive depot, and providing camphor in each file box. Records management is under its control, and access can be done by employees at UNNES. Archives can be accessed if they are open, and if they are not, they can be accessed by anyone. But if the archive is closed or confidential, then only the head or the appointed archivist can access it.

Stages of input to the digital archive system

Based on the results of an interview with one of the data processors and archivists at UNNES in April 2022 at 09.00–10.00, he said that the stages in inputting static archives into the digital archive system

1. Log in to the digital archive system through apps.unnes.ac.id by using the login for each individual.
2. Choose Digital Archive
3. Select Static Archive Data
4. Choose a New Archive

Fill in and complete the data, such as:

Number: Filled with the number of letters that are in the file to be uploaded (if you have filled in the number of letters, it will appear in this column).

Description of the problem: filled by looking at the things in the letter. Archive Date: the date on the letter to be uploaded is entered here.

Number of Archives: filled in according to the number of archives to be uploaded.

Archive Place: fill in the location where the archive is stored (example: Archives Depot); if there is a place, it can be added to what cupboard, what number of shelves, in what box number, and in what letter number; adjust it to the reality that exists in that place.

Upload Archive: Fill in the information according to the file prepared to be uploaded in the form of a PDF file, then select Add Archive.

Done

Based on observations at the State University of Semarang related to uploading and inputting static archives using a digital system, it still cannot be maximized because the media transfer process is carried out less than optimally and its management is still constrained by inadequate human resources.

Discussion

Static archive management According to Law No. 43 of 2009, it is an efficient, effective, and systematic process of controlling records that includes acquisition, processing, preservation, utilization, and public services in a national archive system. So, the archives are not just stored; they need to be arranged in terms of how they are stored, what the procedures are, and what steps need to be followed. So that, if needed, archives can be found easily and quickly (President of the Republic of Indonesia, 2009). According to Budiman (2009: 117), two ways can be done in the process of creating archives: (1) electronic creation or automation, which is creating electronic archives using electronic tools such as digital cameras, voice recorders, video recorders, and especially computers. This process requires several stages, each of which will have rules that must be obeyed to maintain the authenticity of the resulting archive.

The first stage in the archive management process is acquisition. Based on the results of an interview with one of the data processors and archivists at UNNES in April 2022 at 09.00–10.00, he said that the archive management process starting from acquisition, processing, preservation, and access carried out at UNNES

involved the leadership of the PTN archival institution, the head of the work unit, expert staff, and witnesses (representatives of the work unit). Several rules and stages are carried out in managing static archives in terms of acquisition, processing, preservation, and access.

Based on the results of observations for the static archive management process at the State University of Semarang, both manually and automatically, it is not optimal because several factors cause it, including the lack of adequate facilities, including scanners, and besides that, there is no adequate static archive storage. So, it cannot be arranged properly; there is no room temperature measurement.

The next stage is uploading the archive into the digital system. Digital records management is a system used to manage digital archives. Starting from the creation, storage, use, and maintenance of archives carried out electronically and digitized. In a digital system, several stages must be carried out, starting from uploading new archives or storage to rediscovering archives that are stored using a digital system.

Based on observations at the State University of Semarang related to uploading and inputting static archives using a digital system, it still cannot be maximized because the media transfer process is carried out less than optimally and its management is still constrained by a lack of human resources.

CONCLUSION

Based on the results of research that have been carried out in the management of static archives at Semarang State University (manual and digital studies), it can be concluded that the process of managing static archives at Semarang State University manually is not optimal because several things cause it, including the lack of adequate facilities. Adequate facilities include scanners; in addition, there is no adequate static archive storage. Archive depots are still not organized, so they cannot be arranged properly, and there is no room temperature measurement. Inputting archives with a digital system still

cannot be maximized because the media transfer process is not optimal. Static archive processor, which is still constrained by human resources.

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