Development of E-Digital Archives of the Faculty of Economics, Universitas Negeri Semarang

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Abstract

This research aims to develop Static and Inactive Archives at the Faculty of Economics into E-Digital Archives and conduct monitoring and evaluation. This study uses a development model (Research and Development). Monitoring and evaluation is carried out to find out the ease of implementing input and what obstacles are experienced when inputting E-Digital Archives. The results of the study show that the condition of archive management at the Faculty of Economics, especially static archives and inactive archives, is still in the process of being reorganized. The FE Record Center has organized manual archives consisting of cupboard A for accounting and financial records for 2013-2020, cupboard B for student and academic archives, cupboard C for general and personnel archives and mixed archives. For the development of e-digital archives, the results of monitoring and evaluation in the UNNES Digital Archive System show that up to October 31, 2022, 1,452 letters/archives have been uploaded, divided into dynamic, inactive and FE UNNES static archives.

How to Cite

INTRODUCTION

The world is currently experiencing the Covid-19 pandemic, and Indonesia is no exception (Susilo et al, 2020). This pandemic affects all aspects of life and gave rise to many new habits as adaptation steps taken by humans, including adaptation in the world of work (Indonesian Ministry of Health, 2020). One of new habits in life is digitalization in various ways. The Covid-19 pandemic has caused a sharp decline in interaction, mobility and physical accessibility. Various sectors ranging from offices, finance, banking, government agencies and so on were also affected by the outbreak (Widaningsih dkk, 2020; Saputra & Ali, 2022).

Currently, the activities of organizations, offices and government agencies are carried out remotely on the basis of digital technology to reduce physical exposure, offline activities and save financial budgets. This digital technology has its own implications for organizations, besides being more effective, efficient, efficient and effective, it is also able to increase productivity because it can be done anywhere and anytime. Therefore, it is not surprising that the terms digitalization, Work From Office (WFO), Work From Home (WFH) and various other things appear.

One of the adaptation steps during the Covid-19 pandemic is keeping distance between people. This has a big impact on the world of work, giving rise to WFO (Work From Office) and WFH (Work From Home) regulations. This regulation requires some workers to work from offices, while others work from home. This is in accordance with the Circular of the Minister of Administrative Reform and Bureaucratic Reform Number 58 of 2020 concerning the Work System for State Civil Apparatus Employees in the New Normal Order. This rule explains that the maximum employee quota is 50% of the total number of employees to enter and work in the office. That is, the number of employees or ASN is equally divided into 2 groups in one office. On the same day, group 1 Work From Office (WFO) while group 2 Work From Home (WFH), this continues every week (Fitria, 2020).

These various policies, both WFH and WFO, certainly have their own implications for organizational management. Synergy, cooperation, collaboration and initiation must be maintained for the development and progress of organizational management, especially in the higher education sector. In a work unit there are four main management functions, including planning, organizing, actuating and controlling. Planning is the first steps in the management process. Simply, planning is a rational way and systematic way of predicting the future an organization or is a process of preparing to face change by formulating actions in future (Mohi, 2020). Planning is setting goals, policies, making programs, setting methods or strategies, procedures and determining work schedules.

Organizing is the grouping of activities contained in units to carry out plans and establish relationships between leaders and staff in each organizational unit. In line with her research Silvia (2022), which explains that the activities of coordinating and compiling an organization aim so that the people in it can carry out tasks, responsibilities, job duties that are clear, good and effective.

Implementation of the plan in an action and activity is very important. Ibad (2022) define about actuating case, every academic community and work unit in higher education institutions is expected to start being able to carry out basic tasks and functions in accordance with their respective job descriptions by actualizing the master plan based on the strategic plan set by the higher education institution. Wahyudi (2022) interprets that monitoring and evaluation is the process of determining whether what is being carried out is in accordance with the plan, assessing the implementation and if necessary through corrective action, so that the plan is in accordance with the standard provisions.

These management functions can operation well, correctly and on target if there is cooperation and synergy between organizational actors. Besides that, Ibad (2022) also added that this could become an integrated Management Information System (MIS) model so that it could have positive implications for the development and progress of an organization. One of the institutions and organizations that continue to strive to develop SIM optimally and effectively is the Faculty of Economics of Universitas Negeri Semarang (FE UNNES).

FE UNNES is one of the universities in Semarang City, Central Java Province. FE UNNES has four (4) majors, namely Accounting, Economic Education, Development Economics and Management. Achievement of targets for overall organizational management at UNNES and especially at the Faculty of Economics requires a container in the form of an application system that makes it easy for the entire academic community to access these achievements especially in the digitalization era. Besides that, it also requires evaluation and monitoring for one year running, as well as the readiness of various parties, both elements of institutional leadership within the Faculty of Economics. Along with this, UNNES policy changes in various fields also require a quick response, one of which is the development of E-Digital Archives for all work units at Semarang State University, more specifically at the Faculty of Economics.

The existence of archives is a must, letters and or documents are created, processed, organized and archived. Ideally the process of organizing archives must be managed properly and correctly according to archiving rules both digital manuals, but academic archives at the Faculty of Economics have not been managed digitally. The existence of archive space is still limited to manual archiving and still needs further arrangement.

On the basis of the above thoughts, a well-planned and programmed development is needed, there is a clear Standard Operating Procedure, so that every archive document in the academic field of the Faculty of Econo-

mics is properly archived and also inputted into a digital archive. Therefore, it is very urgent to carry out the development of the E-Digital Archive for the Academic Field of the Faculty of Economics UNNES. With the hope that the digital archive database is safely contained in the FE digital archive application and can be accessed at any time by the FE UNNES academic community. In addition, it will make it easier to search archives in the future, both for institutional interests in the Faculty of Economics in particular and universities in general.

METHODS

This section will explain the research method to be carried out. This study includes the research approach applied, research design, data collection techniques, and data analysis. The method used is research with the Research and Development model. The Research and Development research method is a research method used to produce certain products, and test the effectiveness of these products (Sugiyono, 2010). In this case, it is the implementation of unit data archive input in Universitas Negeri Semarang digital archive system.

The research design used in this research is the ADDIE development model. The ADDIE development model is a model that is structured programmatically with a systematic sequence of activities in an effort to solve product development problems (Prastya et al, 2015). According to Barokati and Annas (2013), the ADDIE Model stands for Analysis – Design – Development – Implementation – Evaluation. This stage aims to design the Development of E-Digital Archives for the Academic Field of the Faculty of Economics, Universitas Negeri Semarang.

The development stage aims to input academic field archives into structured E-Digital Archives according to what was previously determined in the design stage. The development stage will produce archive data that has been inputted. Furthermore, the ar-

chive will be validated by an expert validator. This aims to provide validation that the input of academic archive data is feasible to use. Activities at this stage are followed by a series of revision activities on archived data that has been inputted. Validation activities are carried out by asking for consideration from experts to assess by filling out an assessment instrument in the form of an E-Digital Archive validation sheet. This assessment was carried out by Archivist Functional Staff at the Faculty of Economics, Semarang State University and Deputy Dean for General Affairs and Finance, FE, Semarang State University. Revision of the E-Digital Archive is carried out based on expert advice during validation.

The implementation phase was carried out after several revisions and validations and was declared feasible based on expert judgment. This stage is a data check for the application of the E-Digital Archive input process of the Faculty of Economics, Semarang State University.

The final stage in the ADDIE research model is evaluation. At this stage an evaluation can be carried out on the results of field data checks. Evaluation is also carried out by means of final revisions so that it is true that digital archive data is the FE UNNES Archive on the UNNES digital archive page. The instrument used to collect data is an expert validation sheet. The expert validation sheet is an instrument used to obtain data about the validity of archival data. This validation was carried out by expert archivists from the Faculty of Economics. After obtaining the assessment data, then the data is analyzed descriptively quantitatively to determine the digital archive data base.

After data from all sources has been collected, the next step is to process the data or analyze the data (Arikunto, 2006). The data analysis performed was Expert Validation Data Analysis. Data analysis used is descriptive qualitative and quantitative analysis techniques.

RESULTS AND DISCUSSION

Development of Digital Archives at the Faculty of Economics (FE)

The development of digital archives at the Faculty of Economics is managed based on archive guidelines according to the classification of letters in Universitas Negeri Semarang, namely Student Affairs, Static, Educators (TD), Lectures (PK), Academic Support (TA), Research (PT), Community Service, Journal/Book Publication (PJ), Graduation and Alumni (WA), Quality Assurance (JM), Administration (TP), Planning (PR), Law (HK), Organization and Management (OK), Archives (KA), Administration (TU), Household (RT), Equipment (PR), Public Relations (HM), Education and Training (DL), Technology and Communication Studies (IT), Supervision (PA), Personnel (KP), Finance (KU), Business Entities (BU), Student Admissions (TM), Information Data and Academic Development (DI), Curriculum (KR) and Integrity Zone (ZI). The initial condition of the Faculty of Economics digital archive has been presented in the Digital Archive Information System (Siradi), but it is still very limited. The initial archive data that has been input is 426 archives.

The condition of the archives at the Faculty of Economics (FE) is divided into: dynamic archives, which are managed by the admin of the Faculty of Economics Universitas Negeri Semarang education staff, namely the Department of Accounting, Management, Economic Education and Development Economics. The archives managed include archives for major activities, archives for thesis examinations (supervisory decrees, exam requirements files, thesis exam assignment letters, thesis grades), accreditation forms, department Internal Quality Audit forms and comprehensive exam assignment letters, semester learning plans and teaching materials subject. Dynamic archives managed by faculty education staff, namely: dynamic ar-

chives managed by academic staff including academic activity programs, student data, lecture schedules, lecture monitoring, lecturer homebase, legalization of diplomas, research data archives, archives of academic service letters, forms faculty accreditation, internal quality audit forms, student graduation decrees. Dynamic archives managed by student affairs staff include student activity programs, Student Institution/Student Activity Unit activity data, scholarship recipient data, student achievement data, student entrepreneurial data, student service letter archive data, Decree of Student Organization/Student Activity Unit Functionaries.

Dynamic Archives managed by general and staffing staff include general and employment service documents, infrastructure data (archives of state property in the form of buildings, parks, parking lots, etc.), transfer data, promotion data, further study data, leave data, satya awards, work badges, etc. Dynamic archives managed by finance and accounting staff include proposals and accountability reports for faculty, department and Student Affairs Organizations/Student Activity Units, financial transaction data, education development contribution data, all activity proposals, meeting data, monitoring and evaluation data for quarters I, II, III and IV data and strategic plans.

Record Center of The Faculty of Economics

Inactive archives at the Faculty of Economics are stored manually in the Record Center L3 Floor 2. There are 15 modern cupboards used to store archives, until now these cabinets have been used in stages to store archives. The original condition of several archives stacked irregularly (mixed archives). Gradually identified and arranged according to the existing archive arrangement. there are 76 types of archives that are identified as destroyed. Cabinets A (A1-A5) for organizing accounting and financial records (starting from 2013-2020) cabinets B1-B2 for student files, cabinets B3-B5 for academic archives, cabinets C1-C3 for general and personnel files

and cabinets C4- C5 mixed archive. Due to the limited number of archivists at the Faculty of Economics (only 2 people) and even the equalized archivists, for the gradual and process arrangement, until October 2022 the complete financial accounting archives from 2013-2020 have been successfully included, while the academic archives and student affairs are still in progress, some have been included in the archive box, some are still in the mixed archive.

Figure 1. The condition of the archives of the Faculty of Economics before being managed

Figure 2. The condition of the archives of the Faculty of Economics after being managed

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The FE archive management development process begins with the appointment of a unit operator. Then the archive is inputted into the unit archive data menu (FE) by the operator. The determination of input operators includes operators in the academic, general, financial and student affairs fields, while several sub-section staff for academic and student affairs have been determined, namely Hayat Widodo Asikin, Djumirah, Fendi Setyo Harmoko, Urip Wahyuni, Della Septiam A, Zaenus and will be determined based on the leadership's decision. Determination of personal system access, will also be determined based on the decision of the leadership both from the elements of lecturers and education staff. The steps taken for developing e-digital archives are appointing and assigning (assignment letters) once every semester as a form of reward for their performance for uploading archives properly and correctly and sustainably. To provide an understanding of the inputting process, a digital archive development workshop was carried out by bringing in resource persons from archival unit 1 (Archives Technical Implementation Unit), namely Joko Legowo, S.Pd, M.Pd and other competent narrators.

The steps used by digital archive operators are as follows: (a) Login in apps.unnes.ac.id; (b) Select a digital archive; (c) Click the unit archive data; (d) Click new archive: fill in the number, description of uploaded documents, date of archive, classification field, upload archive, select file (in PDF form), e) Click add archive, the archive has been added.

Then the new archive has been successfully uploaded, and so on. The operator must upload the processed letters to be archived in the unit archive data. While the file data menu is expected to be uploaded based on recordings of faculty activities on a regular basis from invitations, meeting attendance lists, minutes, activity reports. With the file name according to the uploaded file.

The data in the FE digital archive shows the most input compared to other faculties, hopefully inspiring other faculties to develop digital archives more optimally. Data input is carried out routinely by the operator, until October 31, 2022, 1,452 files have been successfully inputted. For the new static archive, it is limited to student data, curriculum, flagship activities of the Faculty of Economics. For inactive archives, they are manually organized which have also been identified manually at the FE Record Center in Building L3, 2nd floor of FE UNNES and the 2013-2020 accounting and student data files have been recorded.

The development of this year's E-Digital archive has shown maximum results, namely until October 31, 1452 archived letters have been inputted, but there are still problems, especially in uploading what files must be uploaded by the operator, this is because the operator does not understand correctly and precisely regarding archives and records management.

The results of the E-Digital Archive that have been achieved will be continued in the coming year, with periodic improvements related to uploading archive data for the Faculty of Economics, input and criticism for development implementation and problems faced by operators and system users, used as a guide to improve Unit archive input Archives 2 (UK-2). Furthermore, ongoing monitoring and evaluation is carried out routinely and periodically once a month.

CONCLUSION

The development of the digital archives of the Faculty of Economics, Universitas Negeri Semarang is the first step to optimizing archival data, especially static and inactive archives managed by the Faculty of Economics as Archival Unit 2 (UK-2). Archive data that has been uploaded includes student data, curriculum, meeting minutes and several reports on FE's leading activities.

Based on monitoring and evaluation of the archives that have been inputted, there are 1432 archives. For archives that have been identified manually, they have been arranged

at the FE Record Center in the 2nd floor of the FE UNNES Building L3. In the FE Record Center, 76 types of archives have been identified as proposed to be destroyed. We will immediately consult with the UNNES Archives Unit for destroyed archives and immediately process the proposed destruction.

In implementing the development of this E-Digital Archive, there are still problems, especially in uploading which files must be inputted by operators and grouping or classifying archives, this is because operators do not understand correctly and precisely about archives and archive management. Therefore, the provision of education to the academic community, especially educators in the field of archives is very important. The author's suggestion for the development of further research is to be able to examine the readiness of Human Resources (HR) and other organizational resources, whether they are interrelated with the performance and performance of organizational management. Besides that, further research can also aim at a global scope, which is broader in scope and not based on just one organization.

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