Effectiveness of Archive Management of Disbursement Orders in the Treasury Sector of the Regional Financial Management Agency South Sulawesi Province

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ABSTRACT

Effectiveness of Management of Funds Disbursement Order (SP2D) Archives are activities carried out starting from planning, preparation and implementation through the Funds Disbursement Warrant (SP2D) procedure to achieve a goal effectively and efficiently. This research is a quantitative descriptive study which aims to determine the Effectiveness of the Management of Fund Disbursement Order Archives (SP2D). The population of this study were 23 employees. Data collection techniques used are observation, questionnaires, interviews and documentation. Then the data analysis in this research is descriptive analysis technique. The effectiveness of SP2D archive management in the treasury field is categorized as quite effective because of inadequate archive equipment and equipment, archive rescue that still receives less attention due to inadequate archive storage space, and archive shrinkage that is not carried out regularly, causing the accumulation of archives in each section and in the archives of the Regional Financial Management Agency.

Keywords: Records Management, Warrants, Fund Disbursement,

INTRODUCTION

One of the administrative activities carried out in an organization is archiving. Archiving is one type of office work or administrative work that is mostly carried out by every business entity, both government entities (agencies) and private business entities. The office is a center of activity and a provider of information, in order to support the ease of carrying out activities in all fields (Niswaty, 2014; Sudarmi et al., 2019). Every office has data and information that is usually stored in an archive (Rahmawati et al., 2018). Soebroto in Sutha argues that archives are activities, recording, storing, using, maintaining, shrinking, and destroying archives.

Archives involve work related to the storage of documents or letters and other office documents. Activities related to the storage of scripts, letters, documents, hereinafter referred to as archives (Brooks, 2019; Casadesús de Mingo & Cerrillo-i-Martínez, 2018; Kautto & Henttonen, 2020). It can be said that where there is human activity, there will be archives. This happens because humans always need notes or recordings of every activity carried out as a tool to remember, both for administrative, legal, and authentic purposes of proof and so on. With the

archive will arise archival work, both with simple equipment and with sophisticated equipment or high technology such as computers.

Archives as evidence of an event or activity recorded in a tangible form so that it is possible to be found again. Based on this understanding, three understandings can be drawn. First, records must be evidence of an event. Second, archives must be stored in tangible forms, such as paper, film, etc. Third, archives must be retrievable.

As the understanding of archives put forward by Lundgren in (Zulkarnain & Sumarsono, 2018), the purpose of the order for disbursement of funds (SP2D) is archived as evidence of an event or activity of disbursement of funds so that if problems occur in the future, such as corruption, etc., the archive will be proof of responsibility.

Because archives have a very important role, therefore archives need to be managed properly, so that if there are parties who need archives, then archives can be presented quickly and accurately. However, until now, many have paid less attention to the issue of archives and do not know the benefits and importance of the archive itself. The main problems that are often obtained by government agencies or institutions in the field of archives include inappropriate storage systems, borrowing and using an archive by officials for a long time, the continuous increase in archives and cannot be accommodated anymore and work procedures. who do not keep up with developments in archival science.

Archive management is not easy, there are several problems that arise, causing archive management to be less than optimal. The problem of archive management is also faced by the treasury of the Regional Financial Management Agency of South Sulawesi Province. The archives in this office continue to grow, so good management is needed.

To realize good archive management, especially the issue of Fund Disbursement Order archives in the treasury area of the Regional Financial Management Agency of South Sulawesi Province requires human resources who are broad-minded, creative, and honest who are able to carry out tasks optimally so that goals can be achieved optimally. To achieve the maximum goal, it is necessary to pay attention to the things that support it. The supporting things in question are proper, easy, and in accordance with the rules and procedures that have been set

Based on the results of initial observations made by researchers on January 30, 2018, in the field of the Treasury of the Regional Financial Management Agency of South Sulawesi Province, the researchers saw that the archives of the Disbursement Order in the Treasury of the Regional Financial Management Agency of South Sulawesi Province were not sufficient. regularly in the arrangement of the archive of the Disbursement of Funds Order so that it needs attention to be perfected immediately. Both in terms of equipment and equipment because of the equipment/equipment, the archive will be stored properly and in an orderly manner. For this reason, the author is interested in conducting a study by choosing the title: Effectiveness of Archive Management of Disbursement of Funds in the Treasury Sector of the Regional Financial Management Agency of South Sulawesi Province.

METHOD

The research design used is a design with a quantitative descriptive approach with the intention of providing a descriptive description and explanation of the problems studied. The operational definition of the variable to be studied consists of 4 (four) indicators, namely the

creation of archives, storage and retrieval of archives, archive rescue, and archive shrinkage. To measure the variables of this study, a questionnaire was used as the main technique in collecting field data, each question item and each alternative answer were given weights as follows: alternative answer a has a weight of 4; alternative answer b has a weight of 3; alternative answer c has a weight of 2; and the alternative answer d has a weight of 1. The population in this study were all active employees at the Office of the Regional Financial Management Agency of South Sulawesi Province totaling 23 people, to obtain the data and information needed in this study, data collection techniques were used, namely: observation, questionnaires (questionnaires), interviews and documentation. . The data analysis technique used is to use the formula proposed by (Sudijono, 2014), that is:

$$P = \frac{f}{N} 100\%$$

Where :
P = Percentage number
f = Frequency of Respondents' Answers
N = Number of Respondents

RESULTS OF RESEARCH AND DISCUSSION

The data presented and processed is about the Effectiveness of Archive Management at the Office of the Regional Financial Management Agency of South Sulawesi Province. To obtain an overview of the level of effectiveness of the archival organization, which was obtained through research instruments using questionnaire techniques in data collection.The results of the study also show that the Archive Management of Disbursement Orders (SP2D) in the Treasury Sector of the Regional Financial Management Agency of South Sulawesi Province is in the fairly effective category with the results obtained 75.8 percent in terms of the 4 indicators proposed by Karso in (Sutha, 2018) namely creation, storage and rediscovery, salvage, and shrinkage. Can be described as follows:

Archive Creation

It can be seen that receipts of letters/documents/scripts in the Treasury Sector of the Regional Financial Management Agency of South Sulawesi Province are managed by the authorities, as many as 66.67 percent or 14 respondents out of 21 respondents who stated that receipts of letters/documents/scripts were always managed by This is because the letters that come in always go through the reception counter for the Regional Financial Management Agency's letter which is then delivered to the treasury, except for letters related to disbursement of funds, or a certificate of termination of payment which is directly given to employees at the treasury counter. Then only 7 respondents or 33, Only 33 percent stated that receiving letters/documents/scripts was often managed by authorized employees and no respondent stated that receiving letters/documents/scripts was sometimes and never managed by authorized employees. By referring to the highest percentage, it can be understood that all

letters/documents/scripts in the treasury sector of the South Sulawesi provincial financial management agency are always managed by the competent authorities.

Meanwhile, every incoming letter is not always recorded and processed through the incoming mail procedure. This is indicated by 47.62 percent or only 10 of the 21 respondents who stated that incoming mail was always recorded through the procedure for receiving incoming mail. Meanwhile, 11 respondents or 52.38 percent stated that incoming letters are often recorded through the incoming mail procedure, this happens because not all incoming letters are important letters, so for letters that are considered less important, sometimes they forget to record them. Then for answers sometimes and never get the same results, namely 0 percent or none which states that incoming mail is sometimes and never recorded through the incoming mail procedure. With reference to the highest percentage,

There were 13 respondents or 61.90 percent who stated that the SPM that had been approved by the BUD was always immediately processed and then followed up, this happened because in the area of the treasury of the Regional Financial Management Agency all SPMs that had been approved by the BUD would be followed up and immediately sent to the bank designated as the regional general treasury for the disbursement of funds. Then only 8 respondents or 38.10 percent stated that they are often processed. This happens because the BUD is not always in the room, sometimes attending meetings, being outside the office or being out of town due to work. Furthermore, none of the respondents stated that sometimes or never the SPM that had been approved by the BUD was immediately processed for further action.

Furthermore, it can be seen that 61.90 percent or 13 respondents stated that the SP2D issuance procedure had been carried out based on existing regulations, this happened because issuing a valid fund disbursement order (SP2D) was already regulated by a regulation of the minister of home affairs. Then 38.10 percent or 8 respondents stated that it is often done based on existing rules. Furthermore, there were no respondents who stated that sometimes and never the issuance of SP2D was not carried out according to the existing rules.

Furthermore, it appears that 52.38 percent or 11 respondents out of 21 total respondents who stated that the SP2D that had been processed would be immediately delivered to the place of disbursement of funds, this happened because in the treasury sector, there were a lot of SPM that came in every day, so that SP2D that had been processed had to be processed. delivered immediately to reduce the pile of files on the table. while 47.62 percent or 10 respondents stated that often the SP2D that had been processed would be immediately delivered to the place of disbursement of funds, this happened because the BUD was not always in the room so the SP2D was not signed or because the time had exceeded working hours. Furthermore, none of the respondents stated that sometimes and never SP2D that had been processed was delivered to the place of disbursement of funds.

Based on the results of data analysis, it can be concluded that the results of data processing, regarding the Creation of Archives at the Regional Financial Management Agency Office of South Sulawesi Province are in the effective category with the results of the acquisition of 89.5 percent in the range of values of 76-100 percent. By paying attention to the filing system such as procedures for receiving incoming letters, recording letters into the agenda book, and disposition of letters by the leadership. Then the issuance of SP2D that is in accordance with existing rules will then be processed and delivered to the place of disbursement of funds. According to Karso, archive creation is a process of creating and receiving archives which

consists of managing incoming and outgoing mail (mailhandling), both using the agenda book system and the control card system (the new pattern system).For incoming mail, starting from receiving the letter, thefinished and ready to save. For outgoing letters, it starts with an order for making letters, drafting, typing until the letter is sent and the action is ready to be stored. In contrast to SP2D, whose issuance is regulated by a Regulation of the Minister of Home Affairs concerning guidelines for regional financial management and the creation of archives in the Treasury Sector, this has been effective.

Archive Storage and Rediscovery

Based on the results of data processing, it can be seen that 28.57 percent or 6 respondents from 21 respondents stated that SP2D archive storage has been carried out based on a good and correct archive storage system, this happens because the storage system archives that are applied to the treasury field are carried out based on the sequence of SP2D numbers and have been carried out correctly, then 42.86 percent or 9 respondents stated that SP2D archive storage is often done based on a good and correct archive storage system, this happens because of equipment and supplies Insufficient archive storage so that archives that do not get a storage space will be piled up. Then 28.57 percent or 6 respondents stated that SP2D archive storage was sometimes carried out based on a good and correct archive storage system and no respondent stated that SP2D archives were never carried out based on a good and correct archive storage system.

Furthermore, there were 23.81 percent or 4 respondents from 21 respondents who stated that archive storage facilities were always adequate, then 52.38 percent or 9 respondents stated that archive storage facilities were often adequate, this happened because archives in the treasury sector were also quite large. who have entered the archive storage cabinet, then 23.81 percent or 8 respondents who stated that archive storage facilities were sometimes adequate, this happened because the archive storage facilities in the treasury were not sufficient in terms of equipment and supplies to accommodate all the archives. . Then there were no respondents who stated that the archive storage facilities were never adequate.

Based on the results of observations by researchers in the field, it is true that archive storage facilities in the treasury field are not sufficient, marked by a lack of archive storage space, so that archives are only stored in folders and arranged on archive storage cabinets that are full so that there is no more space to store archives. another.

Furthermore, 19.05 percent or 4 respondents stated that it always makes work easier. Then, 42.86 percent or 9 respondents stated that that archival storage often makes work easier. Then 38.10 percent or 8 respondents who stated that the archive storage system that was applied sometimes made work easier, this happened because the archive storage system in the treasury field, especially in archives that were not included in the archive storage area, caused the archive to not make the work of employees easier. because you have to search first. Then there's nothing to say that archival storage never makes the job easier.

A good archive arrangement can only be done if it is supported by a good archive storage method, therefore good archive storage will facilitate the work. And there are 9.52 percent or 2 respondents who stated that archival equipment and equipment always protect archives from damage. Then 38.10 percent or 8 respondents stated that archival equipment and supplies often protect archives from damage. Then 42.86 percent or 9 respondents who stated that archival equipment and equipment sometimes protect archives from damage and 2 respondents or 9.52

percent who stated that archival equipment and equipment used never protected archives from damage.

Based on the observations of researchers in the field, it is true that the equipment and equipment for the archives in the treasury field are not sufficient to protect archives from damage. Marked with archives that are stored using only a folder and then arranged on a filing cabinet.

Basically archive damage can be caused by three factors, namely biological, physical, and chemical factors, but can also be caused by floods, fires, and other damage due to human actions themselves.

It can be seen that 19.05 percent or 4 respondents stated that archives are always easy to find again if needed at any time. Then, 42.86 percent or 9 respondents stated that it is often easy to find archives again if needed at any time. Then 38.10 percent or 8 respondents stated that archives are sometimes easy to find again, this happens because the archives in the treasury field are not all organized in their archive storage, so finding back the archives will take quite a long time. Then there's nothing to say that archives are never easy to find again when needed.

By referring to the highest percentage, it can be seen that the archives stored in the archive storage area are quite easy to find again if needed at any time. Based on the results of data analysis, it can be concluded that the results of processing data storage and retrieval of archives in the Treasury Division of the Regional Financial Management Agency of South Sulawesi Province show a fairly effective category with the results obtained 69.5 percent in the range of values of 56-75 percent. According to Karso "Storage (filling) is an activity that starts from checking the release mark which is marked with the disposition sign of the department (Deponeren / save), giving storage codes until the placement of the archive is stored in a folder and put into a filing cabinet. While the discovery (finding), is an activity that starts from the government archives from other parties, identifies problems according to the storage code contained in the classification list, to rediscover archives where they are stored in accordance with their storage codes. Storage system is a system that is used for document storage so that work convenience can be created and the discovery of documents that have been stored can be done quickly if the document is needed at any time. Archival storage always pays attention to the equipment and supplies used in storing archives, placing archives in designated storage places, durable archive storage facilities. Archival equipment and supplies in the Treasury Division of the Regional Financial Management Agency of South Sulawesi Province use several equipment such as filing cabinets where letters are grouped based on their SP2D numbers. While the equipment used consists of folders and cabinets that are used to store all archives and documents. Based on the results of observations, equipment and supplies for storing archives in the treasury field are still inadequate, so that many archives are only piled on top of file cabinets, it also causes archive storage and retrieval to be in the quite effective category. While the equipment used consists of folders and cabinets that are used to store all archives and documents. Based on the results of observations, equipment and supplies for storing archives in the treasury field are still inadequate, so that many archives are only piled on top of file cabinets, it also causes archive storage and retrieval to be in the quite effective category. While the equipment used consists of folders and cabinets that are used to store all archives and documents. Based on the results of observations, equipment and supplies for storing archives in the treasury field are still inadequate, so that many archives are only piled on top of file cabinets, it also causes archive storage and retrieval to be in the quite effective category.

Archive Rescue

From the processed results, it can be seen that 5 respondents or 23.81 percent stated that saving SP2D archives from damage was always carried out, then 10 respondents or 47.62 percent stated that they often saved SP2D archives from damage, then 6 respondents or 28.57 percent which states that sometimes saving archives from damage is done and none that states that no SP2D archives have been rescued from corruption.

Furthermore, it can be seen that 9 respondents or 42.86 percent stated that SP2D archives were always protected from unauthorized persons, then 10 respondents or 47.62 percent stated that archives were often protected from unauthorized persons. Then 2 respondents or 9.52 percent stated that sometimes archives were protected from unauthorized persons, this happened because of the busyness of the employees so that sometimes the archives were not noticed. Then there were no respondents who stated that there was never any safeguarding of archives from unauthorized persons.

Based on the observations of researchers in the field, it shows that securing SP2D archives from unauthorized persons has been carried out quite often, marked by without supervision from treasury employees, other people are not allowed to hold SP2D.

By referring to the highest percentage, it can be understood that the security of SP2D archives from unauthorized persons has been carried out in the treasury of the regional financial management agency in the province of South Sulawesi.

Furthermore, there were 5 respondents or 23.81 percent who stated that the SP2D archives were always well maintained, this happened because in the treasury field, even though the employees were busy with their respective jobs, there were still times when all the archives were cleaned of dust and organized. back neatly. Then 7 respondents or 33.33 percent stated that SP2D archives were often well maintained, while 9 respondents or 42.86 percent stated that sometimes SP2D archives were well maintained, this happened because in the treasury field for archive maintenance only rely on its employees, there is no special staff to deal with the problem of the abundant archives, so that the employees are quite difficult if they have to continue to pay attention to all the archives in the room because the employees have a lot of work. Then nothing states that the SP2D archive was never maintained.

In order for archives to play a role as a source of information for the benefit of the government, archives must be maintained and cared for in order to avoid damage, destruction, or loss. Archive maintenance efforts are in the form of protecting, preventing and taking actions aimed at saving archives with their information (contents) and ensuring the survival of archives.

It can be seen that the answers always and often get the same results, namely 28.57 percent or 6 respondents who stated that SP2D archive maintenance is always and often carried out. Then 42.86 percent or as many as 9 respondents stated that sometimes archive maintenance was carried out periodically, this happened because in the treasury field, the work of the employees was quite a lot so that archive maintenance could not be done regularly. Then there were no respondents who stated that archive maintenance had never been carried out.

It can be seen that 14.29 percent or 3 respondents stated that archive maintenance is always carried out to prevent physical damage to archives. Then 53.38 percent or 11 respondents stated that archive maintenance was often carried out to prevent physical damage to archives, then

33.33 percent or 7 respondents from 21 respondents stated that sometimes physical archive maintenance was carried out, this happened because only a few times when physical maintenance of archives is carried out, for example cleaning filing cabinets from dust or rearranging untidy archives.

By referring to the highest percentage, it can be seen that archive maintenance to prevent physical damage to archives is sufficient in the Treasury Division of the Regional Financial Management Agency of South Sulawesi Province. Then no one stated that archive maintenance was never carried out to prevent physical damage to archives.

Based on the results of data analysis that rescues archives in the treasury sector of the regional financial management agency of the province of South Sulawesi, it shows the category is quite effective with the results obtained of 73.8 percent in the range of values of 56-75 percent. According to Karso, "Rescue activities are activities to save archives so they are not known by those who are not entitled, damaged or other things that cause loss of value for archives or an activity in archive management that aims to protect, overcome, prevent and take steps, measures to save archives, both information and physical, so that the survival of archives from destruction can be guaranteed. (Hasugian & Si, 2003). Archive rescue means securing, maintaining, and caring for archives from archive damage. The rescue and maintenance of archives in the Treasury Sector of the Regional Financial Management Agency of South Sulawesi Province has been given sufficient attention, such as paying attention to the cleanliness of the room, the cleanliness of archive papers, and enough attention to neatness in the arrangement of archives, as well as archive storage places such as file cabinets. This is what causes archive rescue in the treasury sector to be in the quite effective category.

Shrinkage

Based on the results of data processing, it can be seen that 19.05 percent or 4 respondents stated that the transfer of archives from the work unit to the archive storage center was always carried out. Then 47.62 percent or 10 respondents stated that archive transfers were often carried out. Then 33.33 percent or 7 respondents stated that sometimes the transfer was carried out and no one stated that there was never any transfer of archives. With reference to the highest percentage and also the results of interviews with the sub-dept. The treasury can be seen that the transfer of archives from the work unit to the archive storage center has been carried out in the Treasury Division of the Regional Financial Management Agency of South Sulawesi Province.

It can be seen that archive destruction is often done. This is indicated by 47.62 percent or 10 respondents who stated that the destruction of archives is often done. While 23.81 percent or 5 respondents stated that it was always done. Then 19.05 percent or 4 respondents stated that the destruction of archives had never been done. While 9.52 percent or 2 respondents stated that the destruction of archives was sometimes carried out this happened because of the abundance of archives in the Treasury Division of the Regional Financial Management Agency of South Sulawesi Province so that every year the archives would be submitted to the secretariat which would then only be included in warehouse and not destroyed until it reaches the financial records retention deadline.

By referring to the highest percentage, it can be understood that the destruction of archives is often carried out in the treasury of the regional financial management agency in the province

of South Sulawesi. It can be seen that as many as 23.81 percent or 5 respondents stated that the destruction of records was always carried out based on the regulations governing the retention schedule of financial records. Then 52.38 percent or 11 respondents who said that archive destruction was often carried out based on regulations governing the retention schedule of financial records, then 23.81 percent or 5 respondents who stated that sometimes archive destruction was carried out based on regulations governing the retention schedule of financial records and records. none of the respondents stated that they had never destroyed records based on a financial record retention schedule.

Furthermore, it can be seen that as many as 6 respondents or 28.57 percent stated that SP2D that had been included in the annihilation list always had an event report made of destruction, then 33.33 percent or 7 respondents out of 21 respondents stated that records of destruction of archives were often made. Then 23.81 percent or 5 respondents stated that sometimes an archive destruction report was made and 14.29 percent or 3 respondents stated that an archive destruction report was never made.

By referring to the highest percentage, it can be seen that SP2D that has been included in the list of archive destruction is often made an official report of archive destruction. It can be seen that 14.29 percent or 3 respondents stated that SP2D archives that still have use value are always submitted to the regional national archives. Then 52.38 percent or 11 respondents stated that it was often submitted to the regional national archives. Meanwhile, 28.57 percent or 6 respondents stated that SP2D archives that still had use value were sometimes submitted to the regional national archives, and 4.76 percent or 1 respondent stated that SP2D archives that still had use value were never submitted to the archives. regional national.

By referring to the highest percentage, it can be understood that the SP2D archives that still have value for use are always submitted to the regional national archives.

Based on the results of the analysis of archive depreciation data in the Treasury Sector of the Regional Financial Management Agency of South Sulawesi Province, the category is quite effective with the results obtained by 70.7 percent, in the range of values of 56-75 percent. According to Karso, "Depreciation activities are reducing the number of archives stored, especially archives that have lost the use value of their archives, so that stored archives have a high use value" (Hasugian & Si, 2003; Kearsipan & Hadiwardoyo, 1971; Meirinawati & Prabawati, 2015). Archival depreciation includes archive transfer, archive destruction and archive submission. Activities to reduce the number of archives that are quite a lot can be done by moving. Meanwhile, archive destruction is an activity to reduce archives by burning archives that are no longer used in archive storage places. Because the archives in the Treasury Division of the Regional Financial Management Agency of South Sulawesi Province are very abundant every year, the archives will be submitted to the Secretariat of the Regional Financial Management Agency which then the secretariat will store them in the warehouse until the archive has reached its retention time. Based on the results of observations and interviews with the head of the general section, the destruction of archives is not periodically carried out, there are also those that have not been destroyed because of the ineffectiveness of the main tasks and functions and there is no special staff in handling archives in the archives of the Regional Financial Management Agency. This is what causes the shrinkage of archives in the Treasury Division of the Regional Financial Management Agency of South Sulawesi Province to be in the quite effective category. Based on the foregoing, the following results were obtained:

Table 1. Data Processed Recapitulation

No.	Indicator	n	N	%	Category
1.	Creation	376	420	89,5	Effective
2.	Storage and Rediscovery	292	420	69,5	Quite Effective
3.	Rescue	310	420	73,8	Quite Effective
4.	Depreciation	297	420	70,7	Quite Effective
	Total	1275	1680	75,8	Quite Effective

Source: Processed Results of Questionnaire Data

CONCLUSION

Based on the results of the analysis and discussion, it can be concluded that the management of archives in the Treasury Division of the Regional Financial Management Agency of South Sulawesi Province with an indicator of archive creation that is in the effective category with the results of the acquisition of 89.5 percent, is in the value range of 76-100 percent. Storage and retrieval of archives that are in the quite effective category with the results obtained 69.5 percent are in the range of values of 56-75 percent. Archive security is in the category of quite effective with the results obtained 73.8 percent in the range of values 56-75 percent. archive shrinkage which is in the quite effective category with the results obtained by 70.7 percent which is in the range of values of 56-75 percent and all of these indicators show percentage figures reaching 75, 8 percent and is in the category of quite effective. The effectiveness of SP2D archive management in the treasury field is categorized as quite effective because of inadequate archive equipment and equipment, archive rescue that still receives less attention due to inadequate archive storage space, and archive shrinkage that is not carried out regularly, causing the accumulation of archives in each section and in the archives of the Regional Financial Management Agency.

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