

Analysis of Archives Management in SMA Negeri 13 Gowa, Bontonompo Selatan District

Mukarram Syah¹, Dwi Fuji Lestari Firman²
SMK Negeri 5 Soppeng¹
SMK Bina Insani Makassar²

E-mail: accankgunners@gmail.com¹, dwifujilestari.hr@gmail.com²

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ABSTRACT

This study aims to determine the implementation of archive management at SMA Negeri 13 Gowa, South Bontonompo District. In this study there are five indicators, namely, receipt of archives, storage of archives, maintenance and security of archives, as well as shrinkage of archives, and destruction of archives. This research method is descriptive qualitative. Data collection techniques used are observation, interviews, and documentation. There were 5 (five) informants in this study. Analysis of the data used is an interactive model. Techniques in analyzing the data are data reduction, data presentation and conclusion drawing. To ensure the validity of the data, extended observations, triangulated data sources, held member checks, and increased persistence in conducting research. The results of this study indicate that the implementation of archive management at SMA Negeri 13 Gowa, South Bontonompo District is still very simple and not in accordance with the development of existing archival science. Judging from the lack of archive management facilities and infrastructure, and the absence of an archive management system that is used to organize archives, so, to rediscover an archive it still takes a long time and sometimes it has to be archived. So, in this case, archive management is considered less than optimal and ineffective. and the absence of an archive management system that is used to organize archives so that, to rediscover an archive it still takes a long time and sometimes it has to be archived. So, in this case, archive management is considered less than optimal and ineffective. and the absence of an archive management system that is used to organize archives so that, to rediscover an archive it still takes a long time and sometimes it has to be archived. So, in this case, archive management is considered less than optimal and ineffective.

Keywords: Archives, Records Management, Employees.

INTRODUCTION

The analysis in this study is an initial step of the problem solving process by investigating and providing hypotheses to the problem under study to find out the truth of the facts that occurred. In this case related to the analysis of archive management of letters and other important documents, what will be examined is how the archive is stored, maintained and arrived at destruction when the archive expires.

The job of storing letters or documents is often called archival administration. Archives are all activities related to the management of archives, both official archives and personal archives (Qosim, 2006). An archive is a collection of records that are stored systematically, while the role of the archive itself is as a source of information and a source of documentation. Archives are official documents that are made and accepted by all organizational units within the Ministry of Home Affairs in any form, either in a single state or in groups in carrying out their duties (Rosalin, 2017) (Widodo, 2010). People generally think that archives are only in the form of letters, but archives are not documents in the form of letters but all important documents that are stored and archived properly.

According to The Liang Gie in Tambe (2008) said that: "Archive is a collection of documents that are stored regularly, planned because it has something useful so that whenever it is needed it can be done quickly. rediscovered." In this case, the archive is one or more documents (records, records, documents, manuscripts) that have a use value and are stored to ensure their safety and re-stock when needed. The intended use value is for example the use value of administration, law, finance, education, research, and evidence. Barthos (2015) in his book Records Management explained that "archives can also be interpreted as an agency that carries out all activities of recording the handling, storage and maintenance of letters / documents that have important meaning both internally and externally, both those concerning governmental and non-governmental matters. , by implementing certain policies and systems that can be accounted for"

So, from some of the definitions above, it has been explained that archives is the memory center for all work activities where letter/script processed based on classification or classifications that are arranged, stored and maintained in such a way for still needed. Activities related to the storage of documents/letters and documents are called Archiving.

Given the importance of archives, the Government of Indonesia pays considerable attention to archives. This is evidenced by the enactment of several laws and regulations governing the issue of national archives such as Law Number 43 of 2009 concerning National Archives and Government Regulation Number 28 of 2012 concerning Archives. In simple terms, archives can be understood as recorded information. Law Number 43 of 2009 concerning Archives Article 1 paragraph (2) states the meaning of archives as follows: "Archives are recordings of activities or events in various forms and media in accordance with the development of information and communication technology made and also accepted by state institutions, local governments , educational institutions, companies, political organizations, community organizations(National Archives of the Republic of Indonesia, 2009).

Records management is an effort carried out by organizations by utilizing existing resources and infrastructure in terms of managing archives as an important source of information (Judge, 2015). Guaranteed archive safety has an impact on ensuring the provision of archives when the archive/letter is needed. This means that if the archives in the organization exist, are not lost or damaged, the consequences will certainly be provided on time when the archive is needed (Ermawati, 2013) (Damalita, 2009). Thereforethat, according to Bhae in Isnawati (2016: 10) "Archive management begins" from how the archive storage procedure is at the stage or steps taken in archive storage, both temporary archives and archives permanent". Wursanto in Bhae inIsnawati (2016: 13) implementation of archive system activities include

archive receipt; archive storage; archive maintenance and archive security; archive shrink; archive destruction.

Based on the results of initial observations made on January 5 2018, it shows that the management of archives at SMA Negeri 13 Gowa, South Bontonompo District is still managed manually and not as expected. It is said so because in the administrative room there are still letters that have not been stored in their place and there are several piles of archives (student biographies) and student register books that are stored on a table in the corner of the room, so it was found that there were several damaged archives, this is caused by the condition of the room. This means that the management of the archives is not in accordance with the demands of the needs and applicable legislation. As for the other problems found, namely to find an archive/document still takes a long time. If noticed, Based on the description above, the researcher is interested in conducting a study with the title "Analysis of Archive Management at SMA Negeri 13 Gowa, South Bontonompo District".

METHOD

The approach used in this research is descriptive qualitative, by using a descriptive qualitative approach the researcher will describe the results of his research narratively based on the research data that have been studied objectively.

In descriptive qualitative research, the main instrument of this research is the researcher himself using a mobile phone (to record images and sounds), as well as interview guidelines and field notes by conducting direct research in the field. Data collection techniques used are observation, interviews and documentation. While the data analysis technique used is according to Miles and Huberman Sugiyono (2016: 247).

The research informants amounted to 5 (five) people, namely: Deputy Head of Curriculum for SMA Negeri 13 Gowa; Head of Administration for SMA Negeri 13 Gowa; and TU staff of SMA Negeri 13 Gowa (3 people). In order to obtain findings and validity, it is necessary to examine their credibility by extending observations, triangulating data (sources), conducting member checks, and increasing persistence in conducting research.

RESULTS OF RESEARCH AND DISCUSSION

Archive Receipt

Management of records is important in the administration of school administration, in order to facilitate the process of school administration activities. The purpose of archival management is to easily find the required archives and ensure archive security (Meirinawati & Prabawati, 2015). At SMA Negeri 13 Gowa, South Bontonompo District, the process of implementing school activities is always supported by administrative activities organized by the TU coordinator. The stages carried out in the management of archives include the activities of receiving archives and storing archives as well as various other activities related to archives. The researcher himself as a research instrument in this study obtained data from several informants through interviews, observation and documentation. Analysis of data on archive management which includes receipt of archives, archive storage, archive maintenance and archive security, archive shrinkage, and archive destruction.

Receipt of archives is an activity of receiving, recording and managing archives/letters carried out by an archivist or administrative staff. In this case, it is the same as what was done at SMA Negeri 13 Gowa, South Bontonompo District. All files received are handled directly by TU and assisted by its staff. Regarding the employee who handles the archives at SMA Negeri 13 Gowa, the informant obtained that the employee who handles the archive at the school is not an archivist, but only ordinary employees who do have knowledge of processing archives based on their experience during work.

The activity of receiving archives/letters is not only related to who handles the archives but, to ensure that administrative employees receive the files/letters, all incoming letters must be recorded in the agenda book. (Hasugian & Si, 2003). From the observations, the researchers found two agenda books, namely the incoming mail agenda book and the outgoing mail agenda book. In accordance with the procedure, each received file must first be recorded and then disposed of after that it will be followed up and then archived. In the process of recording the letter starting from the date the letter/file was received, the letter number, then the subject of the letter and submitted to the new school principal after which the letter was returned to the administrative section for follow-up.

The administration of administrative activities is very dependent on the archive storage system, in order to support the smooth running of administrative activities and the achievement of success in an organization. The archive storage system must also be supported by supporting facilities and infrastructure so that the archives sought are easily found when the archives are needed again.

The management of archives at SMA Negeri 13 Gowa, South Bontonompo District is handled directly in the Administration (TU) section by the Head of Administration and his staff. Based on the results of interviews and direct observations, the employee who organizes archival activities at the school is not an archivist but only an ordinary employee who is armed with knowledge and experience during his work. Thus, the process of implementing archive management runs well but is less effective.

Every archive/letter that comes in or out is always recorded in the agenda book. The Administrative Staff prepares two letter agenda books, namely, the incoming mail agenda book and the outgoing mail agenda book. In the process of recording it is considered good, where incoming letters are recorded in the agenda book, starting from the date of the letter, letter number, and the subject of the letter then the letter is disposed to be submitted to the principal, after that the letter is returned to the Administration section for follow-up and archived.

Archive Storage

Archive storage activities at SMA Negeri 13 Gowa District South Bontonompo needs to be improved so that the archive storage system is clear and considering the archive is a very important source of information then, the archive must be maintained (Lawanda, 2013). Facilities and infrastructure too needs to be completed because it is based on the results of observations made by researchers at SMA Negeri 13 Gowa, the equipment and supplies for storing archives are still inadequate so there are several active archives mixed with inactive archives. In addition, some archives that are not saved by type of file group should even have been destroyed. In addition, the space for storing and managing archives is less qualified because the space is narrow. That's because the Administration room is still joined to the Teacher's room

so that the preparation of files is sometimes mixed with student assignment books. Because some filing cabinets are placed in the teacher's room as a partition. The arrangement of tables and chairs is good because it still allows employees to move freely. It can be concluded that in archive storage procedures at SMA Negeri 13 Gowa are not running effectively because the facilities and infrastructure are still incomplete so that the the storage used is still simple and the procedures used in retrieving the archive is also still very simple so to find back an archive or a particular file takes a long time long.

At SMA Negeri 13 Gowa, South Bontonompo District, the archive storage is still manual and ineffective. From the results of interviews and observations, the archive storage system used cannot be said to be based on an alphabetical system or a number system. Judging from the equipment and equipment used to store archives, they still use makeshift equipment such as plastic folders, large folders, paper holes and several file cabinets made of wooden cabinets and glass cabinets. Lack of archival equipment and supplies resulted in several files having to be stacked on the table. Meanwhile, the files in the closet are neatly arranged but not in the order/group of the archives.

The condition of the administrative room used to store archives is also small so that some of the filing cabinets are placed outside the room as a partition between the teacher's rooms, as a result, sometimes there are archives mixed with student textbooks. Most of the archives that are saved when searched can be found again, however, sometimes there are files that are no longer found which may be scattered or lost. To find an archive is still in a very simple way, according to the understanding and habits of employees. Usually the files you are looking for are directly found in the filing cabinet. However, for letters, they are usually first viewed in the agenda book, checked for the date and number of the letter and then sorted on the folder where the letter is stored. Because the implemented storage system has not been effective then,

Archive Maintenance

Archive maintenance and security is an activity that carried out by the archive manager to maintain and care for the archives stored so as not to be lost and avoid damage (Gusda & Rahmah, 2013). From the research results obtained information that the maintenance and security of archives at SMA Negeri 13 Gowa is considered to be lacking because it is still found there some archives are damaged and scattered. In its maintenance, handling of archives also needs to be done on damaged archives to save the value of the information contained therein. At SMA Negeri 13 Gowa, South Bontonompo District, based on observations made by researchers, researchers found several files that were damaged and just lying on the floor, there were several files that were lifted and separated from other files to be cleaned because, upon inspection, it turned out that according to the staff the archives could still be used so that archives that had been damaged by termites were finally cleaned, then separated from other archives to be stored again. Meanwhile, archives that cannot be saved are discarded. At SMA Negeri 13 Gowa, South Bontonompo District, archive maintenance and archive security activities are still carried out in a simple way. TU employees and their staff usually carry out archive maintenance by cleaning the archive from dust, then to keep the archive safe and not damaged the files are stored in a filing cabinet. Due to limited facilities and infrastructure, some of the archives that do not fit in the cupboard are stored and arranged neatly on the table so that one day they can be found when needed.

What TU employees usually do to maintain the security of the archives in the filing cabinet, the filing cabinet is not attached to the wall so that termites don't enter the cupboard. Meanwhile, the pillars of the filing cabinet are given anti-termite oil to prevent termites from damaging the filing cabinet. There is no special handling for damaged archives. However, if there is a damaged archive, one of the employees usually cleans the archive first, then checks if the archive can still be used, the file/archive is immediately duplicated to be archived again and stored in a safe place.

Archive Shrink

Archival shrinkage is an activity carried out to minimize or reduce the number of archives that have expired in a certain way. If the archives that are no longer useful are not reduced then the result will be a lot of piles of archives so that the implementation of the school administration process will be disrupted. From the observations that the researchers made at the time of observing the archive shrinkage process carried out at the school, it was not in accordance with the proper procedure. Shrink archives are mostly due to damage by termites and other factors that cause them to be destroyed. In the filing cabinet, some old files that should have been destroyed are still stored with active files.

The shrinkage of archives at SMA Negeri 13 Gowa, South Bontonompo District has not gone well, there is no archive shrinkage procedure. This is due to the condition of incomplete archive facilities and infrastructure as well as several other factors. According to the confession from the administrative staff and TU staff at the school, in the process of shrinking the archives, the archives usually shrink because they really are the active period has expired, there are also those because the archive has been damaged, so the archive is immediately destroyed even though the time has not yet come. The process of shrinking archives that are not in accordance with these procedures results in irregularities in archive management so that, until now, some archives that are stored are no longer needed to join the archives that are still active.

Archive Destruction

Files that are stored can not be stored forever. Given the larger and increasing number of archives every time, archive managers must destroy archives that have expired (Widodo, 2013). To find out, there is usually a period of time for destroying archives as was done at SMA Negeri 13 Gowa, South Bontonompo District. It can be concluded that the destruction of archives at SMA Negeri 13 Gowa is still carried out in a very simple way. That is, files that are destroyed are sometimes burned or discarded. From the observations of the researchers themselves, they saw that the number of archives and the limited facilities and infrastructure used in archive management made it difficult for school administrative staff to handle school archives so that archives damaged by termites or other factors were not infrequently found. The destruction of these archives resulted in some of the archives having to shrink by themselves and there were even archives that had to be destroyed even though it had not yet reached the deadline for destroying them.

Archives that are destroyed, of course, have expired and are no longer useful. The destruction of archives can be done in three ways, namely, by burning archives, destroying archives with chemicals, or destroying archives using a paper shredder. There are several things that need to be considered in the archive destruction process, namely the need to make a list for

the archives to be destroyed; Make a report of the destruction; In the process of destroying archives, it must be witnessed by 2 or more people. The destruction of archives carried out at SMA Negeri 13 Gowa, South Bontonompo District is usually carried out every 4 years or every 5 years. Based on the results of interviews and observations made, the archive destruction process was not in accordance with the proper procedure. One of the ways used by administrative staff in destroying archives is by burning archives or sometimes the archives are simply thrown away. From the archive destruction activities carried out, of course, removing the archive is not included in the proper and correct archive destruction procedure.

Based on the description of the discussion, it can be concluded that the archive management in SMA Negeri 13 Gowa, South Bontonompo District cannot be said to be effective. Because, of the five indicators of archive management activities put forward, the school only meets one indicator, namely the archive acceptance indicator, while the other four indicators are considered to be lacking and not appropriate when compared to the existing theory.

CONCLUSION

Based on the results of data analysis and discussion of research that has carried out by researchers, it can be concluded that, the management of archives at SMA Negeri 13 Gowa, South Bontonompo District considered ineffective. This can be seen from the lack of employee knowledge about archives because the average employee who handles archives does not educational background in the field of archives. Facilities and infrastructure archive management is still lacking. In addition, the use of management systems archive doesn't exist yet so, to rediscover an archive still need a long time. Lack of attention in maintaining archives resulting in sometimes there are archives that are lost/scattered and damaged due to termite. Then the destruction of the archive is carried out by disposing of the initial archive is not in accordance with the procedure.

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