

The Effectiveness of Archive Management at the Makassar State Administrative Court

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Abstract. Management is a series of activities carried out by someone who has the function and purpose of achieving a goal of the organization. Good records management supports the achievement of an organization's goals. This study aims to find out how the effectiveness of records management at the Makassar State Administrative Court. This study used a qualitative descriptive research study, while the number of informants in this study were five people with data collection techniques using the observation method, interview method, and documentation method. The data obtained from the research results were processed using data analysis techniques in this study using data reduction techniques, data presentation, conclusions and verification. The results of this study indicate that the effectiveness of Archive Management at the Makassar State Administrative Court is seen as a whole good and effective. This can be seen from the fulfillment of the indicators that are aspects of the assessment, namely storage and arrangement of archives, securing archives, maintaining archives, preventing damage to archives, and an archive depreciation system.

Keywords: Effectiveness, governance, archives

1. Introduction

Every organization, institution and agency produces documents and texts in carrying out its activities. Documents and manuscripts resulting from the work will be stored and managed properly so that it is easy to find these documents again. Documents that have been stored regularly are referred to as archives (Meirinawati & Prabawati, 2015; Riasmiati, 2016). In an organization, institution or company aims to provide services to other parties and for the internal information needs of an organization, institution or a company. An archive is any written record, either in the form of a picture or a chart, which contains information about a subject or event that is made by a person to help that person's memory as well." (Niswaty et al., 2022).

According to Niswaty (2010), archive management aims so that we can store archives properly so that if needed at any time they can be found quickly and accurately. Good record management supports the achievement of an organization's goals. This research is expected to contribute to making preparations effectively and efficiently. Management of records that are efficient and effective have an effect on tracking and searching data and good organizations for organizational goals for decision-making materials.

If an organization or agency is good in the government environment, you definitely want to have a good, complete and accurate information center. There is no other way that you have to carry out archive maintenance properly and regularly in accordance with applicable regulations. With the arrangement of this archive, of course, not only can provide good service to parties who need data but also speed up the completion of office work (Daryana, 2018a).

Archives have a role as material for planning, material for consideration in making decisions, material for saving assets, protecting intellectual property rights for decisions, dispute resolution, and protecting areas. Archives also have a very important role for the smooth running of the activities of organizations or institutions, because archives are used as a source of information and as a monitoring tool that is very necessary in every organization or institution in the framework of planning, analyzing, developing,

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formulating policies, making decisions, preparing reports, accountability, assessment and control as appropriate (Law Number 43 of 2009 concerning Archives).

Archives are needed in an institution both private government and individuals as data or information. If a leader in a company needs data or information, it can be obtained through archives, because archives are evidence and records of activities or transactions from the beginning of activities to the end of activities related to decision making (Gusda & Rahmah, 2013; Niswaty, 2010). Data in the form of archives is used to support decision making because decision making is very dependent on the completeness, speed and accuracy of information recorded in archives. an archive is a collection of documents that are stored systematically because they have a function so that whenever needed they can be quickly found again (Zulfitriani et al., 2019). an archive is a collection of letters or a collection of letters that contain meaning and are useful both for the benefit of the organization and for individuals/individuals/individuals that are stored in such a way that they can be easily and quickly recovered if used at any time (Darwis et al., 2022).

Archives must be managed properly and correctly using a good and correct procedure so that they are easy to find and make archives as authentic evidence. As an effort to save and preserve archives, it is necessary to manage records properly and correctly. Archive management activities as a series and archive rescue and preservation are carried out to ensure that permanent archives are well maintained.

Archiving problems at the Makassar State Administrative Court, namely not being able to store archives properly so that the archives needed are difficult to find again. This is due to the lack of archivists or people who have expertise in the field of archiving. Based on initial observations conducted at the Makassar State Administrative Court during the internship from July to August, it shows that archival management is still not optimal. The not optimal management of archives can be seen from several problems such as incoming and outgoing letters which are allowed to mix and accumulate before being recorded in the agenda book which is a common thing to do at the Makassar State Administrative Court office. Based on this, researchers are interested in researching "Effectiveness of Archive Management at the Makassar State Administrative Court".

2. Method

This research uses a qualitative approach because this research tries to produce findings through various ways of collecting data, namely interviews, observations, documents (Sugiyono, 2019). This type of research uses a descriptive research type. In every research, in order to support the research process and results, definite and real data from the research object are needed. The types used are Primary Data and Secondary Data. Data collection techniques are the most important step in research because the main purpose of this research is data collection. Therefore, the research techniques that researchers use to collect data are observation, interviews, documentation.

The informants from this study were 5 people, namely the Head of Subdivision of Civil Service and PTIP, Head of Subdivision of General Affairs and Finance and Head of Subdivision of Young Legal Registrars and 2 of their staff. To complete the instrument used by checking the validity of the data using a triangulation technique consisting of source triangulation, technical triangulation, and time triangulation. In accordance with the qualitative research method in this study, the appropriate data analysis technique that will be used is interactive data analysis with the model according to Miles and Huberman which consists of data collection, data display, data condensation and drawing conclusions (Miles et al., 2014).

3. Results and Discussion

3.1 Archive Storage and Management

Storage and arrangement of archives is a process in managing records which in the process of storage are not just stored immediately but are based on archiving systems and are well organized so that when needed again they can be found easily and quickly. The storage and arrangement of archives at the Makassar State Administrative Court is carried out using several effective and efficient methods and processes. Judging from how to manage the documents received and examined one by one then checking the number, year, type and year of the case. Archives are printed and recorded manually into an agenda book and then stored as best as possible in an archive box then neatly arranged into a cupboard or filing cabinet so that the archives can be found quickly if needed at any time.

3.2 Archive Protection

Archive security is one of the processes to maintain archives properly so that archives in physical or non-physical form, the information in them is kept safe from any disturbance. By securing it, you can establish security procedures in the archive storage space so that damage or loss of archives can be avoided. In securing archives or documents at the Makassar State Administrative Court office this is considered very effective, because the Makassar State Administrative Court office does not only use a cupboard or filing cabinet as a place to secure its files but also has an archive storage room which is always locked to prevent loss of archives. F

3.3 Archive Maintenance

Archive maintenance is needed to prevent loss or damage to an archive which is done routinely. Archive maintenance can be done in various ways, such as always checking archives that have been stored to find out whether there are damaged archives. Archive maintenance carried out by employees in each section at the Makassar State Administrative Court office is good and effective. This can be seen in implementing archive maintenance which is carried out routinely by ensuring the integrity and security of an archive in order to prevent unwanted things from happening. Based on the results of maintenance observations carried out by checking the box used to store archives.

3.4 Archive Damage Prevention

In archive management, preventing archive damage is also important. Preventing archive corruption requires good maintenance or security. Preventing damage to archives at the Makassar State Administrative Court office is carried out in various ways, namely by spraying regularly to prevent termites and ensuring that cupboards or archive storage areas are not damp to prevent damage to archives. Based on the results of observations, the researchers saw that the cupboard or filing cabinet used to store archives was still very good to use.

3.5 Archive Shrinkage System

Archive shrinkage is an activity of reducing and retaining archives by using how to move archives and submit and destroy them with the aim of minimizing the need for equipment and storage space. Archive shrinkage that was carried out at the Makassar State Administrative Court office was considered effective and efficient in depreciating archives based on the applicable procedures taking into account the time period for each archive before carrying out the destruction. Based on observations at the Makassar State

Administrative Court office it can be said that it is good and effective, this can be seen from each section depreciating archives based on established procedures at the office such as depreciating before destroying archives with a predetermined timeframe.

Discussion

3.1 Archive Storage and Management

Storage and arrangement of archives is an activity of organizing and compiling letters based on a predetermined system in an office or organization which, if necessary, can be retrieved easily and quickly. Based on observations made, in the management of records at the Makassar State Administrative Court office prior to storage and compliance, archives received through the SIMAP application are directly disposed of by the secretariat and then immediately given to the intended department. Archives received are recorded in an agenda book and stored based on a storage system that has been implemented at the Makassar State Administrative Court office which uses an issue system to facilitate archive retrieval. This is in line with the opinion of Finnahar & Fatmawati (Finnahar & Fatmawati, 2021), which suggests that the system used for document storage is so that it is easy for storage work to be created and the discovery of documents that have been stored can be done quickly when these documents are needed at any time.

Based on the results of the research that the storage and arrangement implemented at the Makassar State Administrative Court office is fairly good and effective, this can be seen when receiving letters that are managed based on the SOP that has been applied to the Makassar State Administrative Court office. By using the SIMAP application in receiving incoming mail at the Makassar State Administrative Court office, it makes it easier to manage letters to avoid mail accumulation. Letters that have been received and disposed of are then given to the department where the letter is addressed and recorded and then stored properly to facilitate retrieval of archives (Meirinawati & Prabawati, 2015).

3.2 Archive Protection

Archive security is an archive management activity in which activities maintain and protect both physical archives and the information contained therein so that they are not lost or damaged. Based on the results of the research conducted, it can be said that the archive security applied to each section of the Makassar State Administrative Court office can be said to be effective. then it was locked and gave responsibility to one of the employees to keep it safe.

This is in line with the opinion of Niswaty et al. (2022) that it is necessary to take action in securing archives to protect both physical archives and the information in them. Based on the results of observations by looking at the archive storage room which is very well maintained using cupboards or shelves that are still very good and considering the humidity by using air conditioning to prevent damage to the archives. The theory put forward by Daryana (2018b) is that archival security is an effort to safeguard archives so that they are not lost and that their contents and information are not known by unauthorized persons.

3.3 Archive Maintenance

Archive maintenance is an activity where an archive must be maintained as well as possible which aims to reduce the risk of damage or loss of archives. Archives are not only maintained but also must be cared for properly to maintain the condition of the archives so that they remain safe by means of storing them in a special room and keeping them clean. Based on the results of maintenance observations carried out by checking

the box used to store archives. This is in line with the opinion of Sedarmayanti (2011) who stated that archive maintenance is an activity of cleaning records regularly to prevent damage due to several reasons.

Based on the results of data analysis and theory that has been described that archive maintenance applied to the Makassar State Administrative Court office can be said to be good and effective, this can be seen from archive maintenance which is carried out by storing archives in boxes and then placing them on shelves or filing cabinets that have been gated. This is in line with Niswaty et al. (2022) opinion that archive maintenance is an effort to safeguard archives so that their physical condition is not damaged as long as they still have use value.

3.4 Archive Damage Prevention

You can prevent damage to archives in various ways such as using air conditioning in the archive storage room, fumigating and microfilming so that archives that have been stored properly can avoid damage. In the opinion of Daryana (2018a), preventing damage to archives can be done by carrying out routine maintenance such as using insecticides, and keeping the room or archive storage area from damp.

Based on the results of data analysis and theory that has been described that in preventing damage to archives in physical form at the Makassar State Administrative Court office it can be said to be good and effective, this can be seen from the method used by spraying chemicals regularly to avoid termites and insects that can cause damage to archives and ensure that the room or archive storage cabinet is not damp and wet.

3.5 Archive Compilation System

The depreciation system is an archive management activity in which the transfer or reduction of inactive records is carried out to minimize archive storage. Based on the results of data analysis and observation at the Makassar State Administrative Court office, it can be said that it is good and effective. It can be seen that each division depreciates archives based on established procedures at the office, such as depreciating before destroying archives with a predetermined timeframe.

This is in line with Niswaty et al. (2022) opinion, he argued that inactive archives cannot forever be stored in archive storage. However, archives are kept according to their retention schedule. Inactive archives that do not have high use value and only have primary use value will be destroyed. The opinion of Rahmawati et al. (2018) said that depreciation of one archive reduction activity through the transfer of inactive records from the management unit to the archival unit within the organization's internal environment.

4. Conclusion

Based on the results of research on archive management at the Makassar State Administrative Court and the discussion previously described, archive governance has several indicators, including first, the storage and arrangement of archives carried out in each section has been carried out based on established procedures in the office and facilitates discovery. back archive. Second, secure archives which are highly guarded in each section by locking a room or cupboard and giving responsibility for the key to one employee but have not thought of another way if at any time the employee cannot come to work when there is a letter needed. Third, archive maintenance has been carried out as well as possible by ensuring the security of the box used to store archives. The fourth is preventing archive damage by maximizing the use of order files, spraying regularly to protect physical damage to archives. Fifth, the shrinking of archives is carried out at a predetermined time.

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