

Effectiveness of Archives Systems in Administrative Governance at the Maccini Sombala Village Head Office, Makassar City

Jamaluddin¹, Nurfadila², Isgunandar³

^{1,2,3}Universitas Negeri Makassar

Abstract. Good records management plays an important role in organizational effectiveness, especially in administrative governance, namely supporting the availability of information effectively and efficiently, as planning material, policy-making material, control function, decision-making, evaluation, and accountability material. In reality, there are still many agencies that pay little attention to archive management which deviates from archival regulations. This research aims to determine the archival system in administrative governance, supporting factors, and inhibiting factors in the archival system in office administrative governance at the Maccini Sombala Village Head Office, Makassar City. This research is a qualitative descriptive research to explore all the information and information obtained in detail during the research process. The data collection techniques used were observation, interviews, and documentation. The data analysis techniques used are data collection, reduction, data presentation, and verification. The test results show that the archive system in administrative management at the Maccini Sombala Village Head Office, Makassar City, which includes dynamic archive management, has not been implemented effectively. This is due to the archive storage process being not optimal, namely using only one filing cabinet for all types of archives so that the archives can get scattered. The lack of attention from archival staff regarding archive supervision also means that archives are still piled up on office desks. Supporting factors for fast archive services, so that incoming archives can be processed immediately. The inhibiting factor for the archive system is limited facilities and infrastructure for managing and maintaining archives.

Keywords: Effectiveness, archive system, administrative governance

1. Introduction

In every organization, there are administrative activities. Administration is very important because it is the driving force or function of an organization in preparing plans, formulating policies, making decisions, carrying out evaluations, and knowing the health level of an organization (Jamaluddin et al., 2019; Mustafa et al., 2022; Nahiruddin, 2022; Niswaty et al., 2020). Administration also helps monitor the running of an organization. Administration in its narrow sense is the activity of compiling and recording data and information systematically to provide information and facilitate retrieval as a whole and about each other.

Administrative governance is the way an organization, institution, or agency organizes, manages, and stores various information in administrative activities so that it can support the success of public services. Several factors influence the implementation of administrative governance, one of which is the archive system. An archival system is an organized series of work that can be used as a guide in archiving.

Archives are records of activities or events in various forms and media in accordance with developments in information and communication technology created and accepted by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of social, national and state life. Records management that is carried out properly and correctly following archival principles will provide great value and benefits for organizations, agencies, and companies (Darwis et al., 2022; Feng et al., 2020; Wang & Lv, 2023; Zulfutriani et al., 2019). The availability of complete, authentic, and reliable archives in every institution or agency will support performance, performance accountability, and maximum public service, and provide evidence for other interests related to the

Corresponding Author: Isgunandar

Email: isgunandar@unm.ac.id

History: Submitted: 11 August 2023

Review: 15 October 2023

Publish: 4 December 2023

organization. Therefore, records management needs to be implemented effectively to achieve organizational goals, especially in administrative governance.

Effectiveness is a measure of the success of a system. Effectiveness can be seen as the level of success of a program, activity, or target to be achieved so that something is said to be effective if a program or activity can be achieved with the expected results (Akib et al., 2021; Arhas & Suprianto, 2020; Ikhsan et al., 2019; Suprianto et al., 2020). An archive system is said to be effective if in managing archives, archives are easy to find, archives maintain their authenticity, are arranged according to applicable regulations, archive maintenance is carried out regularly and the archive storage system is orderly and neat.

The Makassar City Maccini Sombala Village Head Office is one of the government agencies that carry out public service activities related to administrative governance. The existence of archives as an important document as a data and information function in administering administration is very important to maintain its existence for the smooth implementation of tasks. As stated by (Barthos 2013) that the purpose of the archival system is to ensure the safety of national accountability materials regarding the planning, implementation, and administration of national life and to provide accountability for government activities.

This research aims to determine the archival system in administrative governance, supporting factors, and inhibiting factors in the archival system in office administrative governance at the Maccini Sombala Village Head Office, Makassar City. The indicators for determining the effectiveness of the archival system in dynamic archives are according to Faradilla et al (2018) About Archives includes: 1) Creation of archives 2) Use and maintenance of archives, and 3) depreciation of archives.

Effectiveness is the relationship between output and goals. To ensure maximum success in administrative governance through an archival system, quantity, quality of work, utilization of facilities and infrastructure, and an increase in human resources are needed. An archival system is effective if controlling, organizing, and managing archival activities can be easily obtained, time is shortened, and security is maintained.

2. Method

The type of research used in this research is descriptive with a qualitative approach. In this research, the qualitative descriptive method aims to find out symptoms, overall information, and also information obtained according to the results of observations, interviews, and documentation, throughout the research process. . Next, the research results will be explained in more detail to produce more complex data according to the research focus. This research attempts to describe various conditions or situations related to the effectiveness of the archives system in administrative governance at the Maccini Sombala Village Head office, Makassar City, which focuses on a dynamic archive management system consisting of creation, use and maintenance, archive depreciation, supporting factors, and inhibiting factors. archival system in administrative governance.

This research focuses on archival systems in dynamic archives, dynamic archive indicators as well as supporting and inhibiting factors for the implementation of archival systems. Dynamic archives are archives used directly in office administration activities, and stored for a certain period which include active, inactive, and vital archives. The archival system indicators consist of 1) Archive creation, namely the activity of making records of activities, which includes the creation and receipt of archives, 2) Use and maintenance of archives, namely the use of archives for agency purposes, and archive maintenance and supervision activities which aim to maintain the integrity of archives and preventing them from being damaged, and 3) Archive depreciation is a procedure for transferring and destroying archives whose retention period has expired and which

no longer have useful value. Supporting factors are everything that supports the management of the archives system in administrative governance. Inhibiting factors are anything that hinders the implementation of the archive system in administrative management at the Maccini Sombala Village Head Office, Makassar City.

Informants in this research included the Village Head and Archives Staff within the Maccini Sombala Village Office, Makassar City. The main instrument in this research is the researcher himself. Data collection techniques consisted of observation, and structured interviews with informants at the Maccini Sombala Village Head Office, Makassar City regarding archival systems in administrative management and documentation techniques. The interview technique uses an interview guide instrument which is prepared based on archival system indicators. The supporting equipment for data collection includes notebooks, tape recorders, and cellphone cameras. Checking the validity of data under guidelines 1) the Credibility test which consists of a) Extension of observations, b) Increasing accuracy in the research, c) Triangulation; 2) the Transferability test, 3) the Dependability test, and 4) confirmability. The data analysis technique uses Miles and Huberman analysis (2014) which consists of 1) Data collection, 2) Data condensation, 3) Data display, 4) Verification.

3. Results and Discussion

The results of this research include the archives system in administrative governance at the Maccini Sombala Village Head Office, Makassar City, which includes dynamic archive management, which consists of indicators for archive creation, use and maintenance of archives, and archive depreciation:

3.1 Archive Creation

Creating archives at the Maccini Sombala Village Office includes creating records of employee absences during office operating hours and letters and documents that are the authority of the Maccini Sombala Village Office, Makassar City. As stated by archival staff:

The creation of archives at the Maccini Sombala Subdistrict Office includes making absences for employee attendance every working day, making meeting and invitation letters, making land letters, land ownership transfer letters, inheritance letters, and applications for building construction permits. (Interview result)

Dynamic archive management at the Maccini Sombala Village Head Office, Makassar City includes incoming and outgoing letters. The procedure for managing incoming mail at the Maccini Sombala Village Head Office begins with the incoming mail and the checking process and then appropriate action is taken on incoming letters and documents as stated in the following interview excerpt.:

The procedure for incoming letters at the Maccini Sombala Village Head Office consists of the stages incoming letters are received directly by the Administration, and then a checking process is carried out. After checking, the archives staff records the incoming letter in the agenda book, then initials it as a receipt for the letter by the employee who received the letter, and then the letter is delivered to the Lurah's room. The letter is then disposed of on the letter disposition sheet in the archives section so that it can be followed up on the intended subject according to the purpose of the letter's contents. (Interview result).

The statement was also reinforced by other archive staff, namely:

When an employee receives an incoming letter, the administration department first checks the destination of the recipient of the letter, if it is appropriate, the employee records the letter in the incoming letter agenda book and forwards it to the Village Head's room. If the Village Head is not in the room, it will be handed over to the Deputy Village Head for checking. After that, the letter is disposed of and processed to create a reply according to its purpose. (Interview result)

Regarding the process of creating archives at the Maccini Sombala Village Head Office, Makassar City, it is related to current technological developments based on the quote from the Maccini Sombala Village Head that:

Currently, the archive management process is slowly being transferred to digital archives. Some archive creation activities are carried out digitally and sent directly via computer media to the relevant agencies. However, the creation of electronic records is currently only used for certain purposes, for example, to discuss tasks with related agencies, for example in discussing activities with the sub-district head and other sub-district areas. (Interview results)

Based on several informant statements above, the process of creating archives in administrative management at the Maccini Sombala Village Head Office, Makassar City, most of the archive management activities are still carried out conventionally. Archive creation includes creating employee attendance lists, creating archives for official purposes, and following up on incoming letters recorded in the incoming and outgoing agenda books.

3.2 Use and maintenance of Archives

The process of using archives at the Makassar City Maccini Sombala Village Head Office includes the process of borrowing archives. The procedure for borrowing archives by archive borrowers is to state the type of archive to be borrowed, then the archive officer provides an archive loan form first for the borrower to fill out, then the archive can be given, as quoted by an informant from the archives staff:

Not all archives can be loaned, archive staff will look at them based on the type of archive you want to use. Before borrowing an archive, the borrower must first fill out the archive loan form, after that, the archive borrower's agenda book will be checked and recorded again. (Interview result)

The procedure for using archives does not end there. After the archive has been used, it is returned and rearranged so that it can be found quickly when needed. This system is called the archive arrangement system, according to informant interviews the archive arrangement at the Maccini Sombala Village Head Office, Makassar City includes:

The archive management system at the Maccini Sombala Village Head Office is based on a system of types of activities or problems, so archives are grouped based on similarities in problems, for example for the inheritance letter archive group, meeting agenda archive group, IMB archive group and so on. (Interview result)

This is also reinforced by the opinion of ASN staff in the archives management unit:

In archival storage arrangements, the storage system applied is based on the problem, and the layout continues to be differentiated. The type of active archive that is often used is located at the front of the storage cupboard, so it is easy to find. "For vital types of records such as land ownership records, they are placed at the back. (Interview result)

Based on the results of the interview, the process of using archives at the Maccini Sombala Subdistrict Office, Makassar City has gone well because when borrowing archives we use forms and control cards, as well as sorting out the types of archives that can be loaned. To store and organize the archives, a rubric system is used.

The archive maintenance process at the Maccini Sombala Village Head Office, Makassar City, based on the type of treatment for insects or other dangerous substances, is through curative efforts, namely by laminating archives that have been torn or experienced other physical damage. Based on a quote by an archives employee who stated that:

Archive maintenance efforts are carried out by employees, if an active archive is torn, the archive is repaired by laminating the archive. To prevent these archives from catching fire easily, they are stored in iron filing cabinets, carried out regular maintenance, and cleaned regularly. (Interview result)

This is also reinforced by the opinions of other informants, namely:

Archive storage maintenance is carried out routinely once a week, the archives are cleaned and arranged by the storage system. Usually spraying is done so that insects cannot reach the archives. (Interview result)

In the process of transferring archival media in the context of maintaining archives, namely the process of transferring archival media from its previous form of media to media in the context of saving physical and archival information. The implementation of media transfer in the archive system at the Maccini Sombala Village Head Office, Makassar City has not been carried out completely, according to the following informant's statement:

To transfer archive media, employees are at the stage of starting slowly. Digitalization of vital records, such as copies of land deeds, has not yet been carried out, they are still conventional, namely in the form of physical records that are guarded. "Currently new employees are adapting to digitizing archives due to limited facilities at the Maccini Sombala Village Head Office. (Interview result)

Based on the research results, the archive use system is by applicable regulations, namely by using a control card for the use or borrowing of archives. Furthermore, archive maintenance at the Maccini Sombala Village Head Office, Makassar City has not been carried out effectively because archive maintenance has not been carried out periodically at a certain time, and procedures for transferring archive media have not been carried out.

3.3 Archive Depreciation

Archive shrinkage is an activity to reduce the volume of archives by moving archives that are no longer active from the processing unit to the archives unit. The implementation of the transfer of inactive archives at the Maccini Sombala Village Head Office, Makassar City, can be ascertained through information from the following informant:

Before the archive depreciation process is carried out, the archives must first be sorted through archives that have no use value and archives whose retention period has expired. After the archives have been sorted, a draft report on the transfer of inactive archives along with the types of archives to be transferred is made which is approved by the Head of the Village. The archives are then transferred to the archives management unit. (Interview result)

This is reinforced by the opinion of the following informant:

Archives that are no longer used are sorted by employees to save archive storage space. For example, IMB archives, PBB archives, incoming and outgoing letters, field reports related to the implementation of duties in each work field, as well as invitation letters. Archives that will be destroyed are archives that have a retention period of 5 years and are no longer useful. These archives are made into minutes which are signed by the Village Head and the responsible archivist. (Interview result)

Based on the findings, it was found that the archive destruction procedure had been carried out based on applicable regulations, namely archives whose retention period had expired and were accompanied by information regarding destruction and archives that no longer had any use value. The archive destruction process is accompanied by an official report on the destruction, signed by the head of the unit/agency, the responsible archivist, and witnessed by a legal official or supervisory official in the archives sector. Physical destruction is carried out by burning until the archives cannot be reconstructed. The archive depreciation process at the Maccini Sombala Village Head Office, Makassar City is per Law No. 43 of 2009 concerning Archives. However, the Maccini Sombala Village Head Office does not yet have a fixed schedule for destroying archives and sometimes it is not carried out regularly.

3.4 Determinants of the Archives System in Administrative Governance at the Maccini Sombala Village Head Office, Makassar City

The supporting factor for the archive system at the Maccini Sombala Village Head Office, Makassar City is archive services that are processed quickly, so that office administration is optimal because the public or individuals as service recipients do not need a long time to process letters or other documents. Regarding administrative process services at the Maccini Sombala Village Head Office, as stated:

That's right, regarding the processing of correspondence, the process is fast and served immediately. "Including student research letters, introduction to making a Family Card (KK), introduction to making a new E-KTP and other types of letters. (Interview result)

This is also reinforced by the informant's statement:

After incoming letters have been matched with the sender and destination, after being recorded on the incoming mail agenda, they can be processed immediately. (Interview result)

Furthermore, the supporting factor that supports the implementation of archive management in better administrative governance at the Maccini Sombala Village Head Office is a simple storage system so that archives are quite easy to find because they are laid out sequentially.

Meanwhile, the inhibiting factor for the archival system at the Maccini Sombala Subdistrict Office, Makassar City, is that the archival facilities and infrastructure system are still very limited, where the archival storage facilities only consist of 1 filing cabinet which is not proportional to the number of existing archives, resulting in archives piling up on work desks. Based on the informant's statement regarding archive storage facilities which are still limited, namely:

One of the inhibiting factors is in terms of archival storage. Here there is only 1 (one) filing cabinet, and 2 (two) filling shelves for archival storage. In terms of the quantity of archives, the storage cupboards are not adequate, so you can still see

several archives stored on the table. "In the future, additional filing cabinets will be added, so that these archives can be organized properly"(interview results)

This is also reinforced by the opinion of the informant who stated that:

The archives that are still stored on the table are archives that have been partially processed because the archive storage cabinets are no longer adequate, additional facilities should have been made. (Interview result)

Based on the informant's opinion, limited archive storage facilities certainly make it difficult for users to find the archives they need, but some archives are still left to pile up. If these archives are not organized, there is the potential for the archives to be lost or the archives to be scattered.

Apart from that, another inhibiting factor is the archivist or archives officer. The archives officers at the Maccini Sombala Village Head Office, Makassar City do not come from graduates in the field of archives or equivalent. Resources who are competent and have expertise in their field determine the effectiveness of carrying out their duties and functions. Likewise with archival activities. If the archive management process is carried out by an expert archivist, it will support the effectiveness of the archive system in the organization.

Based on the findings, it was found that several factors that hamper administrative governance within the Makassar City Maccini Sombala Office regarding the archive system are limited archive storage media which causes archives to still appear piled up on work desks, so these archives have the potential to be damaged and can also be lost or scattered if not immediately anticipated. Resource factors are also very important in job functions and responsibilities. The archivist on duty at the Maccini Sombala Village Head Office does not meet the required competencies, because he is not an archivist graduate, nor does he have a history of office administration education.

Discussion

An archival system is a systematic procedure for managing archives. The implementation of an archival system includes all activities including policies, archival development, and archive management in a national archival system, and is supported by human resources, facilities, and infrastructure, as well as other resources that are qualified in the field of archives. The type of archive referred to in the related archive system is a dynamic archive type which includes management indicators for archive creation, use and maintenance of archives, and archive depreciation. The dynamic archives contained in the Maccini Sombala Village Head Office, Makassar City are active, inactive archives, and vital archives. Active archives are archives that are used in daily office administration activities such as employee attendance records, meeting invitations, management letters, and the like. Dynamic archive management indicators refer to Law Number 43 of 2009 Article 40 paragraph (2) concerning Archives. Based on the results of this research, each archival system indicator will be described to realize effective administrative governance at the Maccini Sombala Village Head Office, Makassar City:

3.1 Archive Creation

Archive creators are parties who have authority and independence in carrying out functions, duties, and responsibilities in the field of dynamic archive management including state institutions, regional governments, universities, State-Owned Enterprises, and Private-Owned Enterprises regarding archives created from activities funded by the state budget. Based on Law Number 43 of 2009 concerning Archives, at the archive creation stage, whether through receipt or creation, the archives are recorded through agenda books or control cards, then the archives are distributed.

The Maccini Sombala Village Head Office is one of the state regional apparatuses that carry out government duties to provide optimal services to the community regarding E-KTP services, IMB services, land ownership certificate licensing services, sale and purchase deeds, inheritance, and so on. The archive creation process includes the process of processing incoming mail and creating outgoing mail. Based on the research results, the process of creating archives at the Maccini Sombala Village Head Office was carried out through a prior checking procedure for incoming letters. After the letter has been checked for correctness, it is then written in the agenda book for recording incoming letters, and initialed by the archivist who received the letter and then forwarded to the leadership room.

Current technological developments related to archive management have shifted to digital archives. To realize good administrative governance under Law No. 43 of 2009, archive creators or archival institutions create archives in various forms or transfer electronic media. Furthermore, in Law Number 43 of 2009 concerning Archives and Government Regulation Number 28 of 2012 concerning the archival recording system, archival recording can be done using several recording facilities, and in Article 35 PP Number 28 of 2012, the recommended means of recording is an agenda book. Agenda books are divided into two types, namely ordinary agenda books and control agenda books. Small organizations usually only need a regular agenda book.

The results of this research are by the Guidelines for Law No. 43 of 2009 concerning Archives regarding archive creation procedures that use a control card system or agenda book to record incoming and outgoing archives. Currently, the Maccini Sombala Village Head Office only uses agenda books for archival records. Archives such as invitation letters, absences, and other types of archives have been created using computer media. The research results are also under the findings (Dewi, Amirullah, and Darwis 2015) which shows that archives management is measured through indicators of letter/paper management, namely the activity of recording letters that have been carried out in a computerized manner, arranging files based on the type of activity, and separating active and inactive archives. (Irwanti, Tambe, and Jamaluddin 2019) that archive recording is carried out by archivists using an agenda book and control card system, classifying letters based on classification codes or the same subject matter which is sorted based on the date the letter was recorded and distributed to the person concerned.

3.2 Use and Maintenance of Archives

The process of using archives at the Makassar City Maccini Sombala Village Head Office begins with the person borrowing the archives requesting permission either verbally or in writing from the authorized archivist, then filling in the loan form along to borrow the archives, giving the date and initials of the borrower, and the return date. After filling in the loan form, the archivist then searches the archives at the archive storage location, handing them over to the archive user and controlling activities until the archives are returned.

Archive maintenance is an activity to maintain the authenticity, integrity security, and safety of archives as a national responsibility for the life of the nation, state, and society. Maintaining dynamic archives also includes efforts to protect and prevent dynamic archives from things that could harm or threaten the existence of archives so that archives can easily be torn, wet, exposed to chemicals, moldy archives, or eaten by termites.

Maintaining dynamic archives at the Maccini Sombala Village Head Office, Makassar City, namely by classifying active archives, inactive archives, and vital archives. Next, the archives are organized and stored based on the classification of

similarities in the problem system or chronology system. However, in archive storage procedures, we still find archives piled up on tables and archives that are mixed between active and inactive archives, so efforts are still needed to organize these archives and store them according to the type of archive. This is due to limited archive storage media, where the Maccini Sombala Village Head Office, Makassar City only has 1 cabinet and 2 archive filling shelves, while the conditions in the room are a buildup of archives. If archives are continuously left to pile up on a table, they can threaten the existence of archives so that archives can be lost, wet, damaged, torn, or scattered. This is by the findings (Johan and Sadad 2021) that there are still many dynamic archives that are not well organized and do not comply with established standards so that archive management carried out by the relevant agencies is not yet effective. Apart from this, the availability of facilities and infrastructure is also still inadequate.

The process of transferring archival media is the transfer of archival media from one form to another (Alfath et al., 2022; Febriana et al., 2022; Syauqi & Suendri, 2022). The process of transferring archival media is one part of a series of archive maintenance. The Maccini Sombala Makassar City office has not made maintenance efforts by transferring archive media, due to limited computer facilities. Currently, the Maccini Sombala Makassar Office is slowly switching to using computers to create active archives and discussion activities with related work fields in carrying out tasks. Based on the guidelines for dynamic archive maintenance procedures, the Maccini Sombala Village Head Office, Makassar City has not fully implemented the maintenance procedures that have been determined, so it is said that the maintenance procedures have not been implemented effectively.

3.3 Archive Depreciation

Archive shrinkage is an activity to reduce the quantity and volume of archives by moving inactive archives from processing units to archive units. Archive depreciation is carried out by the archive creator based on the Archive Retention Schedule. The group of archives that are destroyed are archives that no longer have any use value.

The shrinking of archives using the destruction of archives occurs at the Maccini Sombala Village Head Office, Makassar City, namely sorting out archives that no longer have any use value and have no interest in completing a task or case. Before the archives are destroyed, an official report must first be prepared which is signed by the Head of Maccini Sombala Village, Makassar City. Furthermore, the destruction of archives is carried out by the archives processing unit witnessed by the leadership and authorized officials. There is an obstacle to the archive depreciation process at the Maccini Sombala Village Head Office, Makassar City, namely that it does not have a permanent JRA. So, sometimes archives have expired but their retention period has not yet been carried out for shrinking or destroying the archives.

Based on statutory guidelines, the archive depreciation process at the Maccini Sombala Village Head Office, Makassar City is not by applicable legislation because it does not have a permanent JRA. So it is concluded that the procedures for maintaining and depreciating archives are still not by Law Number 43 of 2009 concerning Archives.

3.4 Determinants of the Archives System in Administrative Governance at the Maccini Sombala Village Head Office, Makassar City

The supporting factor for the archival system in supporting administrative governance within Maccini Sombala Village, Makassar City is fast correspondence service. A public service system that is fast and precise in archive management procedures can produce a high volume of work so that organizational achievements are

very easy to fulfill. With fast service in archive management, service time can also be reduced and administrative management can be optimized.

Meanwhile, the inhibiting factor related to the archive system at the Maccini Sombala Village Head Office, Makassar City is the archive storage procedure and archive shrinkage. Archives that are left piled up on tables due to overloaded archive storage cause a high risk to the archives. Piles of archives can also interfere with the comfort of work so the administrative process can take a long time when the archives are searched for in the stack of archives on the work desk. The next inhibiting factor is archival personnel resources who do not come from graduates who come from the archives department or who are competent in their field. Considering that as time increases, the need for archives also increases, it is very important to consider that human resources who will be placed in the archives sector must have competence in their field.

4 Conclusion

The archive system at the Maccini Sombala Village Head Office, Makassar City, in supporting office administration governance consists of a dynamic archive management system that consists of the process of creating, using maintaining, and depreciating archives. The recording procedure is carried out in the incoming and outgoing mail agenda book. The process of using archives is carried out using a control card. Archive maintenance procedures are carried out by arranging archives according to the type of activity, maintenance procedures are carried out by cleaning the room and archive storage facilities, giving special treatment to torn archives by laminating them. The archive shrinking process is carried out by sorting active and inactive archives and destroying the archives. The archiving system has not been implemented effectively due to the lack of awareness of archival management staff regarding archival security so there are still records piled up on desks, inadequate archival storage facilities, and a record depreciation system that does not have a fixed schedule. The supporting factor for the archives system at the Maccini Sombala Village Head Office, Makassar City is fast archive service, thereby facilitating administrative management activities in realizing excellent service for the community. The inhibiting factor is limited archive storage facilities, namely there is only 1 (one) archive storage cabinet and 2 filling shelves which are not commensurate with the quantity of archives. Next is the archive storage room which is still attached to the employee's workspace.

References

- Akib, H., Amran, A., & Darwis, M. (2021). Effectiveness of Online Learning Implementation. *Jurnal Office*, 7(1), 41-46.
- Alfath, A. N., Taningngsih, I., & Suharto, E. (2022). Designed an Inactive Archives Management Information System Using Visual Basic 2010 at The Department of Community Empowerment and Village West Java Province. *Journal of Applied Engineering and Technological Science (JAETS)*, 3(2). <https://doi.org/10.37385/jaets.v3i2.683>
- Arhas, S. H., & Suprianto, S. (2020). The Effectiveness of 6M Implementation at Artebo MSME. *Jurnal Ad'ministrare*, 6(2), 249-256.
- Barthos, B. (2013). *Manajemen Kearsipan*. Bumi Aksara.
- Darwis, M., Claresta, Y., Jamaluddin, J., Nasaruddin, H., & Nasrullah, M. (2022). Effectiveness of Archive Management at the Office of the Education Quality Assurance Agency of South Sulawesi Province. *Jurnal Office*, 8(1), 39-46.

- Dewi, C., Amirullah, A. H., & Darwis, M. (2015). Efektivitas Pengelolaan Kearsipan Pada Kantor Kementrian Agama Kota Makassar. *Journal Office*, 1(1), 1-8.
- Faradilla, N., Saleh, S., & Arhas, H. (2018). *Pemanfaatan Media Pembelajaran Pada Mata Pelajaran Simulasi Digital Utilization of Learning Media in Digital Simulation Subjects*. 4(2), 79-90.
- Febriana, A., Yuniningsih, T., & Putranti, I. R. (2022). Archive Management System to Support Orderly Administration at the National Narcotics Agency of Central Java Province. *Budapest International Research and Critics Institute-Journal (BIRCI-Journal)*, 5(3).
- Feng, H., Yan, H., Zhang, S., Yu, Z., Chen, S., Gao, C., Han, L., & Zhang, Y. (2020). Higher Education of Library, Information and Archives Management in China: History and Status Quo. *Journal of Library Science in China*, 46(1). <https://doi.org/10.13530/j.cnki.jlis.2020003>
- Ikhsan, M. I., Niswaty, R., Saleh, S., & Arhas, S. H. (2019). The Effectiveness of Using the Lecture Method at SMK Negeri 1 Parepare. *PINISI Discretion Review*, 3(2), 151-156.
- Irwanti, I., Tambe, M. N., & Jamaluddin, J. (2019). Efektivitas Pengelolaan Kearsipan di Kantor Badan Kepegawaian Negara Regional IV Makassar. *Jurnal Office*, 3(2), 117.
- Jamaluddin, J., Sari, W. I., Akib, H., Kasmita, M., & Tadampali, A. C. T. (2019). The Influence of Spirit at Work on Employee Productivity at PT Millenium Penata Futures Makassar. *Pinisi Business Administration Review*, 1(1), 11-20.
- Johan, E., & Sadad, A. (2021). Efektivitas Pengelolaan Arsip Dinamis di Dinas Perpustakaan dan Kearsipan Kota Pekanbaru. *Jom Fisip*, 8(1), 1-16.
- Miles, M. B., Huberman, A. M., & Saldana, J. (2014). *Qualitative Data Analisis. A Methods Sourcebook*. Sage Publication.
- Mustafa, D., Ahsan, S. C., Aris, M., Niswaty, R., & Arhas, S. H. (2022). Service Quality and Performance of Academic Administration Employees on Student Satisfaction. *Sosiohumaniora*, 24(3).
- Nahiruddin, N. (2022). Web-Based Village Administration Service Model in Tanete Village, Simbang District, Maros Regency. *Jurnal Office*, 8(1), 19-26.
- Niswaty, R., Seha, S., Nasrullah, M., Darwis, M., Arhas, S. H., Nasrullah, M., & Darwis, M. (2020). Effectiveness of BPHTB Administration Services at the Makassar City Regional Revenue Agency. *Pinisi Business Administration Review*, 2(2), 88-99.
- Suprianto, S., Arhas, S. H., Mahmuddin, M., & Siagian, A. O. (2020). The Effectiveness of Online Learning Amid the COVID-19 Pandemic. *Jurnal Ad'ministrare*, 7(2), 321-330.
- Syauqi, S., & Suendri, S. (2022). Information System Design of Web-Based Document Archives Management In The Office Bappeda of North Sumatra Province. *Journal of Information Systems and Technology Research*, 1(1). <https://doi.org/10.55537/jistr.v1i1.66>
- Wang, Y., & Lv, P. (2023). Digital Management Strategy of Natural Resource Archives Under Smart City Space-Time Big Data Platform. *International Journal of Data Warehousing and Mining*, 19(4). <https://doi.org/10.4018/ijdwm.320649>

Zulfitriani, Z., Saleh, S., & Nasrullah, Muh. (2019). Archives management in Pasimasunggu Timur Sub-District Office, Selayar Islands Regency. *Jurnal Office*, 5(2), 43-50. <https://doi.org/10.26858/jo.v5i2.11819>