

Effectiveness of Archive Arrangement in the Barru Regency Regent's Office

Muh. Nasrullah¹, Dian Suci Amalia², Sitti Hardiyanti Arhas³

^{1,2,3}Universitas Negeri Makassar

Abstract. Archives for an agency are one of the supports for the smooth running of operational activities. Archives are one of the most valuable assets owned by an agency and carry a large role for the agency. This research aims to find out how effective the organization of archives at the Barru Regency Regent's Office is in-depth and detail, equipped with supporting and inhibiting factors. This research is qualitative, therefore, to achieve the research objectives, data collection techniques were used, namely observation, interviews, and documentation with informants, 3 employees in the Archives Section of the Barru Regency Regent's Office. The results of this research show that all indicators used in this research are classified as effective. The indicator referred to is that active inspection is classified as effective because incoming files are first checked properly and thoroughly based on the number or alphabet used. Indexing archives is considered effective because the files are checked and then stored in folders with the same captured words or keywords. Giving marks is considered effective because the archives are marked in the form of bright-colored sticky notes. Sorting archives is considered effective because files that have been classified based on keywords are put into folders. Archive storage is classified as effective because the files have been organized well and carefully from the beginning to the last stage, namely storing employee records in folders and then storing the folders in archive cabinets. In this research, several indicators are used that can answer the research problem formulation from the initial stage to the final stage in arranging in-depth and detailed archives at the Barru Regency Regent's Office. The results of research using several indicators can reveal the process of structuring archives from the initial process to the final process, equipped with supporting factors and inhibiting factors contained in the process of structuring archives at the Barru Regency Regent's Office.

Keywords: Archives, effectiveness, organization

1. Introduction

As time goes by, humans are increasingly dependent on information. Information is an important resource in the lives of individuals and organizations (Hasyim et al., 2021; Niswaty et al., 2021; Syarifuddin et al., 2021). For an office to provide effective services, accurate written information must be available as needed. Every activity of an agency, both government and private agencies, cannot be separated from the scope of administration because it is an inseparable unit. An agency without administrative activities means that the agency cannot achieve its vision and mission optimally. The administrative activity in question is archiving. Good archiving can be achieved by managing archives effectively and efficiently. Archives have a very important role in administration (Darwis et al., 2022; Niswaty et al., 2020; Zulfitriani et al., 2019).

Every organization or institution must have an administration section which in its management and implementation has archives (Arhas et al., 2022). In the implementation of increasingly advanced and developing office activities, more and more data, files, documents, and files are stored and collected because they still have useful power. (Cook, 2017) Archives play a very important role in the life of an office. Therefore, to maintain and care for archives starting from the stages of creation, use, maintenance transfer, and destruction, a good and correct system is needed.

Archives for an agency are one of the supports for the smooth running of operational activities. Archives are one of the most valuable assets owned by an agency and carry a large role for the agency. Archives in general are forms of writing in the form of technical patterns, however single, in groups, or a unified form of the function of

Corresponding Author: Sitti Hardiyanti Arhas

Email: hardiyantiarhas@unm.ac.id

History: Submitted: 11 August 2023

Review: 15 October 2023

Publish: 4 December 2023

planning, implementing, and administering life in general, and archives in particular are collections of letters or other auxiliary materials with ensure that a memory in administration is created physically (visible) or juridically (by applicable legal provisions) with the development of the organization, which is stored and maintained as long as necessary (Ge, 2021; H. Li & Yin, 2022; M. Li et al., 2022).

Archive management is one of the archive processing activities carried out within the agency, (J. Li, 2022; Odhiambo, 2018). Archives must be arranged so that stored records can be easily found again when they are needed. Archive management is carried out by archivists or archivists who understand the systems and procedures for storing records and are responsible for archival work within the agency. The competency of an archivist in an agency is required to have certain requirements, namely being deft in placing and retrieving archives and being skilled in sorting archive groups. With these skills, it is hoped that they will be able to provide timely information when records are needed.

Proper arrangement of archives can increase the role of archives in which there is data or documents regarding activities to be carried out by an office or institution by actual conditions so that it can make archives the most accurate and complete source of written or printed information, (Feng et al., 2020; Wang & Lv, 2023). Apart from that, these archives can also play a role in maintaining the survival of an institution or organization and serve as concrete evidence of the existence and sustainability of an organization or institution. However, in practice, there are still many organizations that do not organize their archives properly, as many archives are still found stacked and left in warehouses. This causes archives to be easily damaged and difficult to find during the archive retrieval process.

Based on the results of initial observations carried out by researchers, several problems were found, such as only three employees handling archives and a lack of equipment to support the archives sector, such as only 2 filing cabinets, 3 archive folders, and several folders for storing archives. The lack of archive facilities means that archive management often does not run effectively and archive files cannot be organized properly due to limited facilities. Based on this explanation, the researcher was motivated to conduct in-depth and detailed research with the title "Effectiveness of Archive Arrangement in the Barru Regency Regent's Office".

2. Method

The research entitled effectiveness of archive arrangement in the Barru regency regent's office uses a qualitative research approach. Meanwhile, the type of research used is descriptive research. Descriptive research is research that is used to determine the value of independent variables, either one or more variables (independent) without making comparisons or connecting one variable with another variable.

This research uses qualitative research because it requires in-depth and detailed data or information, requires observation studies/going directly to the research location to see and identify the actual situation armed with observation guidelines, interview guidelines, and supported by research documentation.

In this research, the informants were 3 employees in the Archives section of the Barru Regency Regent's Office who were considered competent in providing more in-depth and relevant information/data. The data collection process uses 3 methods, namely observation, interviews, and documentation. Meanwhile, data analysis in this research includes data collection, data condensation, data presentation, and concluding/verification, (Miles et al., 2020).

3. Results and Discussion

To get an idea of the effectiveness of archival management in the Barru Regency Regent's Office, the researcher processed and presented the data obtained during the research using observation, interview and documentation techniques presented in descriptive regarding archive management, namely checking archives, indexing archives, marking, sorting archives, and storing archives. The description of the data analysis obtained during the research process is as follows:

3.1 Archive Inspection

Archive inspection is a preparatory step for storing archives by checking each archive sheet to ensure that the archives are ready to be stored. Archive inspection at the Barru Regency Regent's Office is classified as effective because incoming files or documents are checked by employees properly and thoroughly and then sorted by number or alphabetically.

Based on the results of the researcher's interviews with several archivists at the Barru Regency Regent's Office, it can be concluded that archive inspection is carried out by checking incoming files first by ensuring the files match the date they were entered. To be sure, the file must be checked carefully first.

Based on the results of observations by researchers in the Archives section of the Barru Regency Regent's Office, it was found that every incoming file was checked first, then when it had been checked it would be recorded manually in the ledger and confirmed whether it was following the alphabet or number.

3.2 Indexing Archives

Indexing archives is an activity in the archival field to determine the title or caption of a document. Indexing requires activities such as reading carefully to determine the essence of the letter. Determine the title or caption of the archive correctly. Indexing archives at the Barru Regency Regent's Office is considered effective because the files or documents are checked first and then put into a folder with the same catch word.

Based on the results of the researcher's interviews with several archivists at the Barru Regency Regent's Office, indexing archives was done by sorting the files or documents and placing them based on keywords or catchwords. In the implementation process, there are supporting and inhibiting factors. The supporting factor is that there is cooperation between fellow employees and files or documents that already have the same keywords will be immediately put into the folder, while the inhibiting factor is that files or documents that do not yet have catch words or keywords in the folder are created first and Prepare a new folder.

Based on the results of observations by researchers in the Archives Section of the Barru Regency Regent's Office, it was found that when indexing archives, employees first checked the files carefully and then put them in folders that had the same catchword. In indexing archives, it must be done carefully so that cooperation becomes a supporting factor in the success of archival arrangement. It was also found that when indexing files or documents that do not yet have catch words or keywords, they are created first and for archives that already have keywords, just put them in the folder. folders.

3.3 Marking

Coding is the activity of giving marks or codes that represent archives that will indicate the most appropriate place in the file. With this code, officers can sort or place files according to their groups. Marking archives at the Barru Regency Regent's Office is considered effective because files or documents that have the same catch words or

keywords are marked in the form of bright-colored sticky notes so they are easily distinguished from each other.

Based on the results of the researcher's interviews with Archives employees at the Barru Regency Regent's Office, it can be concluded that employees mark archives by marking them with brightly colored sticky notes so that when they are needed again they can be found easily by marking them in the bright colors provided. Based on the results of observations by researchers in the Archives Section of the Barru Regency Regent's Office, it was found that when there are files or documents, they are marked in the form of bright-colored sticky notes such as yellow or pink in the folder so they can be seen easily again..

3.4 Sorting Archives

Sorting is grouping documents in preparation for the final step, namely storage. This step is carried out specifically for large volumes of documents, so to make storage easier they need to be grouped first according to the grouping of the storage system used. Sorting archives at the Barru Regency Regent's Office is considered effective because the files or documents are collected after going through a classification stage based on number or alphabet. So archives can be found again easily.

Based on the results of the researcher's interviews with Archives employees at the Barru Regency Regent's Office, it can be concluded that employees sort archives by collecting all files that have been classified based on keywords and then putting them into folders. In sorting archives there are supporting factors and inhibiting factors, the supporting factors are cooperation between fellow employees, the employee's deft attitude in working, and folders with the same catchwords, while the inhibiting factors are that often in the process of sorting archives the files are mixed up because of different keywords, a large number of incoming files and employees are often not there as well as many work visits and other important activities.

Based on the results of observations by researchers in the Archives Section of the Barru Regency Regent's Office, it was found that employees sort archives by collecting all files that have gone through stages such as classification and putting them into folders.

3.5 Archive Storage

Archive storage is a system used for document storage so that storage work can be made easier and documents that have been stored can be found quickly when the documents are needed at any time. Archive storage at the Barru Regency Regent's Office is classified as effective because files or archival documents that have gone through the initial to final stages, namely archival storage are stored in a safe place, namely in folders and filing cabinets.

Based on the results of the researcher's interviews with Archives employees at the Barru Regency Regent's Office, it can be concluded that the files have been organized well and thoroughly from the beginning to the final stage, the employee archives are stored in folders and then the folders are stored in the archive cabinet.

Based on the results of observations by researchers in the Archives section of the Bapati Office of Barru Regency, it was found that files or documents that had been checked carefully from start to finish, namely archive storage, were stored in folders and folders were stored in filing cabinets. To make it easier to find archives again, search for archives using keywords or catchwords. Due to limited facilities such as folders and filing cabinets which are not proportional to the number of archives, employees took the initiative to store some archives in drawers and on top of filing cabinets. Archives stored in drawers are simply put in a plastic folder, while archives stored in a cupboard are put in a folder.

Discussion

3.1 Archive Inspection

Based on the results of the researcher's interviews with Archives employees at the Barru Regency Regent's Office, it can be concluded that incoming files are first checked properly and thoroughly. The way to ensure that the file matches the number or alphabet is by looking at the file again.

Based on the results of observations by researchers in the Archives section of the Barru Regency Regent's Office, it was found that every incoming file was checked first, then when it had been checked it would be recorded manually in the ledger and confirmed whether it was by the alphabet or number.

This is in line with the results of research conducted by Muthmainnah (2020) states that the dynamic archive storage system of the Secretariat Department in the Central Archives section is stored centrally. Apart from that, the dynamic archive storage procedures in the Central Archives section of PT Pindad (Persero), namely: inspection, letters are checked (checking) before the next stage to ensure the readiness of the archives for storage; Sorting, namely letters are grouped based on letter type; Marking, letters that have been grouped are marked with the type of letter, month and year; Letters that have been grouped and marked are then recorded in the letter archive details list; Letters are stored in an archive folder and on the front of the folder there is paper containing a list of archives, and the folder is stored in an archive storage cabinet.

3.2 Indexing Archives

Based on the results of the researcher's interviews with Archives employees at the Barru Regency Regent's Office, it can be concluded that indexing archives is done by checking the files first and then storing them in folders with the same captured words or keywords. In indexing archives there are supporting and inhibiting factors. The supporting factor in indexing archives is cooperation between fellow archive employees and files or documents that already have keywords or catchwords that just need to be put into the folder. Meanwhile, the inhibiting factor in indexing archives is that files that do not yet have keywords or catchwords are created first and a new folder is provided.

Based on the results of observations by researchers in the Archives Section of the Barru Regency Regent's Office, it was found that when indexing archives, employees first checked the files carefully and then put them in folders that had the same catchword. In indexing archives, it must be done carefully so that cooperation becomes a supporting factor in the success of archival arrangement. It was also found that when indexing files or documents that do not yet have catch words or keywords, they are created first and for archives that already have keywords, just put them in the folder. folders.

This is in line with the opinion made by Laili (2014:557) states that the creation of archives takes the form of receiving and creating archives. The use of archives includes lending and retrieval service activities. Archive borrowing does not yet use an archive lending card. Maintenance includes filing with the stages of arrangement, storage, and transfer of media. The filing stage only applies three stages, namely checking, indexing, and storing archives. Depreciation includes the activities of moving and destroying archives. Archive depreciation has not yet implemented an archive retention schedule.

3.3 Marking

Based on the results of interviews with researchers with Archives employees at the Barru Regency Regent's Office, it can be concluded that employees mark archives by marking them with brightly colored sticky notes so that when they are needed again they can be found easily by marking them in the bright colors provided..

Based on the results of observations by researchers in the Archives Section of the Barru Regency Regent's Office, it was found that when there are files or documents, they are marked in the form of bright-colored sticky notes such as yellow or pink in the folder so they can be seen easily again. This is in line with the results of research conducted by Barcell and Marlini (2013:29) stated that the Padang City library and documentation had a collection of library materials damaged due to vandalism, although in relatively small quantities. The damage included books marked with ballpoint pens, meaningless scribbles and drawings, and books colored with colored pencils.

3.4 Sorting Archives

Based on the results of the researcher's interviews with Archives employees at the Barru Regency Regent's Office, it can be concluded that employees sort archives by collecting all files that have been classified based on keywords and then putting them into folders. In sorting archives there are supporting factors and inhibiting factors, the supporting factors are cooperation between fellow employees, the employee's deft attitude in working, and folders with the same catchwords, while the inhibiting factors are that often in the process of sorting archives the files are mixed up because of different keywords, a large number of incoming files and employees are often not there as well as many work visits and other important activities.

Based on the results of observations by researchers in the Archives Section of the Barru Regency Regent's Office, it was found that employees sort archives by collecting all files that have gone through stages such as classification and putting them into folders. This is in line with the opinion carried out by Putri (2018:21) states that the practitioner carries out operational activities in the administrative subsection of the archives section such as receiving files, sorting files, and inputting data. The work that practitioners do in the archives sector is sorting or grouping archives; creating and printing archive lists; arranging archives on archive shelves; duplicating documents.

3.5 Archive Storage

Based on the results of the researcher's interview with the Barru Regency Regent's Office Archives employee, it can be concluded that the files have been organized well and carefully from the beginning to the last stage, namely the employee archives are stored in folders and then the folders are stored in the archive cupboard.

Based on the results of observations by researchers in the Archives section of the Bapati Office of Barru Regency, it was found that files or documents that had been checked carefully from start to finish, namely archives were stored in folders and folders were stored in filing cabinets. To make it easier to find archives again, search for archives using keywords or catchwords. Due to limited facilities such as folders and filing cabinets which are not proportional to the number of archives, employees took the initiative to store some archives in drawers and on top of filing cabinets. Archives stored in drawers are simply put in using a plastic folder, while archives stored in cupboards are put in a folder.

This is in line with the opinion expressed by Mahmud (2013) states that archive storage is said to be good if when needed it can be found easily, quickly, and precisely. Given its importance, the government pays considerable attention to archives. This is proven by the issuance of Law Number 7 of 1971 article (1) which defines archives as 1). Manuscripts prepared and accepted by State institutions and government bodies in any form, whether single or in groups, in the context of implementing government activities. 2). Manuscripts created and accepted by private bodies and/or individuals in any form, either in single or group situations, for the implementation of national life.

4 Conclusion

Based on the results of research and discussion regarding the effectiveness of archival management in the Barru Regency Regent's Office, it can be concluded that archival inspection is classified as effective because employees examine the archives carefully and adjust them to numbers or alphabets, indexing archives is categorized as effective because employees check the archives carefully first and then enter them. into folders that have the same catchword, marking is classified as effective because employees mark files or documents that have passed the inspection stage using brightly colored sticky notes, sorting archives is categorized as effective because employees sort archives by collecting all the files that are found. It has been classified based on keywords and then put into a folder and archive storage is categorized as effective because the files have been arranged well and carefully from the beginning to the last stage, namely storing employee records in a folder and then storing the folder in the archive cupboard.

References

- Arhas, S. H., Suprianto, S., Darwis, M., Saleh, S., Jamaluddin, J., & Nasrullah, Muh. (2022). Service Quality and Customer Loyalty at Grapari. *KnE Social Sciences*. <https://doi.org/10.18502/kss.v7i5.10590>
- Barcell, F., & Marlina. (2013). Faktor-Faktor Penyebab Terjadinya Tindakan Vandalisme Di Kantor Arsip Perpustakaan Dan Dokumentasi Kota Padang. *Ilmu Informasi Perpustakaan Dan Kearsipan*, 2(Vol. 2, No. 1, September 2013, Seri A), 27-33.
- Cook, M. (2017). *The management of information from archives*. Routledge.
- 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.
- 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>
- Ge, S. (2021). Informatization Construction of University Archives Management under the Background of Information Age. *Journal of Physics: Conference Series*, 1744(3). <https://doi.org/10.1088/1742-6596/1744/3/032017>
- Hasyim, S., Sofyang, S., Syurkati, K. K., & Sumarni, S. (2021). Dissemination Program in Improving Information Services to the Community in Bone District. *Jurnal Office*, 7(2), 289-298.
- Laili, M. (2014). Pengelolaan Arsip Dinamis Pada Kantor Perpustakaan Umum Dan Arsip Daerah Kota Semarang. *Economic Education Analysis Journal*, 3(3), 551-557.
- Li, H., & Yin, J. (2022). Optimization of University Archives Management under the Application of Blockchain Technology in the Digital Age. *Mobile Information Systems*, 2022. <https://doi.org/10.1155/2022/6256859>
- Li, J. (2022). Application of Intelligent Archives Management Based on Data Mining in Hospital Archives Management. In *Journal of Electrical and Computer Engineering* (Vol. 2022). <https://doi.org/10.1155/2022/6217328>
- Li, M., Liang, H., Ye, T., Meng, L., Tan, M., Yue, X., Li, X., Li, S., Yang, P., & Pan, Y. (2022). Current Situation and Improvement Suggestions of Archives Management

- of CAS Field Stations. *Bulletin of Chinese Academy of Sciences*, 37(8). <https://doi.org/10.16418/j.issn.1000-3045.20220721002>
- Mahmud, M. (2013). Pentingnya Manajemen Sistem Penyimpanan Arsip. *Universitas Negeri Gorontalo, Sulawesi*.
- Miles, M. B., Huberman, A. M., Saldana, J., Miles, H., Huberman, A. M., & Saldana, J. (2020). *Qualitative data analysis: A methods sourcebook* (3rd ed.). Sage Publications.
- Muthmainnah, H. H., & Cms, S. (2020). Penyimpanan Arsip Dinamis Pada Bagian Arsip Pusat Pt . Pindad (Persero). *Jurnal Perpustakaan, Arsip Dan Dokumentasi*, 12(1), 11-20. <https://doi.org/10.37108/shaut.v12i1.272>
- Niswaty, R., AMIN, M., Akib, H., & Jamaluddin, J. (2020). Records Management at PT. Bank Sulselbar Jeneponto Branch. *Jurnal Office: Jurnal Pemikiran Ilmiah Dan Pendidikan Administrasi Perkantoran*, 6(2), 143-152.
- Niswaty, R., Darwis, M., Dhahri, I., & Nasaruddin, H. (2021). Information and Communication Technology Hassles within Village-owned Enterprises of Bontomanai Gowa. *IOP Conference Series: Materials Science and Engineering*, 1125(1), 12040.
- Odhiambo, B. O. (2018). Institutional readiness for digital archives management at United States international university-Africa. *Archives and Manuscripts*, 46(3). <https://doi.org/10.1080/01576895.2018.1558407>
- Putri, M. E. (2018). *Laporan Praktek Kerja Laporan pada Sub Bagian Tata Usaha pada Badan Pengembangan Sumber Daya Manusia Energi dan Sumber Daya Mineral di Jakarta*.
- Syarifuddin, H. M., Tahir, H., Akib, H., & Rusdi, M. (2021). Innovation of Electronic Licensing Information System at the Office of Investment and One Stop Integrated Services (DPMPTSP) of Bone Regency. *Jurnal Office*, 7(1), 169-182.
- 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/ijdw.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>