The Archives Management System is Improved in the Administration Section of the DPRD Secretariat of South Sulawesi Province

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Abstract. All important documents, whether written or in the form of images, must be able to be found again. Therefore, the aim of this research is to find out the description of the Dynamic Records Management System in the Administration section of the DPRD Secretariat of South Sulawesi Province. This research is a qualitative descriptive study. The data collection techniques used are the observation method, interview method, and documentation method. The data analysis technique used in this research is the Miles and Huberman model of data analysis, namely data collection techniques, data reduction, data presentation, and conclusions. The number of informants in this study was 5 people, namely 1 head of the administrative sub-division and 4 administrative staff employees. The results of this research show that the archive management system is diminishing in the administrative section of the secretariat of the DPRD of South Sulawesi Province which includes the creation and receipt of dimanis archives in the form of making and recording them in agenda books, the use of domains archives includes archive lending services in the form of recording in agenda books, maintenance of dimanis archives includes storage and depreciation of archives, which includes the transfer and destruction of archives. This research can be used as reference material and knowledge about dynamic records management systems in more depth because different from previous research which used qualitative methods that focused on numbers and static, this research uses qualitative methods that focus on the process and meaning of the results. This research method focuses more on human elements, objects, and institutions, as well as the interaction relationships between these elements in an effort to understand an event, behavior, and phenomenon.

Keywords: Archive, management, system

1. Introduction

The role of the office is developing rapidly and greatly determines the success of an organization in achieving its goals, whether in government agency offices or private offices. An organizational institution needs ways and techniques to manage it because every institution needs progress and organization that is in accordance with the system that applies in an office or organization.

The office is a place where administrative activities are held. The purpose of the office is defined as providing communication and recording services (Amir, 2019; Haeruddin et al., 2022; Zulfiriani et al., 2019). Every arrangement requires basic knowledge about how to manage, organize, and direct all areas within the office or within the organization, this is to ensure that everything related to the office or organization that is formed can run smoothly.

As is known, for administrative progress in an office such as a government office, a systematic management system is required. One of them is in the field of administration and archives. Offices will develop effectively, due to the abilities of the workers in the offices. Because the development of an office requires performers who are able to manage its administration.

Meanwhile, archiving is more defined as activities related to managing letters. Talking about archive storage cannot be separated from the activity of storing letters. Meanwhile, the definition of physical archives is not limited to letters only but all forms of data and information recorders such as photos, recordings, films, diskettes, and so on. Archives are an important source of information that can support administrative and bureaucratic activity processes (Suharti et al., 2020; Wang, 2021; Zhang & Xie, 2022).
As a record of information from all organizational activities, archives function as a memory center, decision-making tool, proof of the organization's existence, and for other organizational purposes (Benson, 2011; Chasse, 2018; Niswaty et al., 2020). Based on the very important function of archives, there must be good management or administration of archives from creation to depreciation. Archives are a priority activity for an organization which is very important as long as an organization is still carrying out its activities, both in terms of routine activities and in terms of developing the activities carried out. Furthermore, (Irawan and Liliawati 2019) dynamic archives are archives that are used directly in the planning, implementation, or administration of activities within the office area, which in general can be used directly in the administration of office administration.

The existence of archival documents is very important, whether written or in the form of images, because they function as accountability, it is necessary to have good and orderly archive management, so that the archives are easy to find when needed, are well maintained, and their contents and physical authenticity are guaranteed. Archives can also be reused for current or future purposes so that employees can carry out their duties optimally. Employees must know that archives in an office are very important, with a lack of understanding of the importance of archives, will result in the archive's function as a center of organizational memory not being achieved, and ultimately tasks in the field of archives being looked down upon.

Based on the explanation of the meaning of archives management above, therefore, the administration of archives management in the secretariat office of the DPRD of South Sulawesi Province, as one of the regional people's representative institutions, would be more ideal in all matters related to the management of records/archives within the work environment. needs to be managed from the process of receiving/creating archives, using archives, storing/maintaining archives, depreciating archives, and destroying archives, so the archive management process will be easily carried out with an orderly and directed pattern or management, not only that, but the institution must also be support archivists who are professional in the field of archives so that errors do not occur in the archival process, and also with the support of adequate equipment it is also easy to find the archives that are needed so that the use of the archives can run smoothly and well for the benefit of the institution. optimized so that effective and efficient records management is achieved.

2. Method

The approach used is based on the title raised by the researcher in the existing problem, namely a qualitative approach with descriptive analysis techniques that describe the problem to be studied based on objective research data from interviews, observations, and documentation. The focus of this research refers to four archival indicators according to (Barthos, 2012), namely the creation and receipt of archives, use of archives, maintenance of archives, and depreciation of archives. This indicator is used to find out how the archive management system is described in the Administration section of the DPRD Secretariat of South Sulawesi Province. To obtain accurate and objective research results, in data collection, researchers used primary and secondary data sources.

Checking the validity of the data used so that the data in qualitative research can be accounted for as scientific research requires testing the validity of the data. As for testing the validity of the data. There are five strategies to increase data credibility, namely: 1) Extending observations, 2) Increasing persistence, 3) Triangulation 4) Discussion with colleagues, and 5) Member check. Data analysis techniques use Miles & Huberman (1994), there are four data analysis models, namely: 1) data collection. In qualitative research, data collection is done by observation, in-depth interviews, and
documentation. In this way, researchers will obtain very large and very varied data, 2) data reduction means summarizing, selecting, and sorting the main things, focusing on the important things, and looking for patterns and themes. In this way, the reduced data will provide a clearer picture, and make it easier for researchers to carry out further data collection and search if necessary. 3) data presentation can be done in the form of short descriptions, charts, relationships between categories, flowcharts, and the like, 4) conclusion is the final step of a research period which is the answer to the problem formulation. Which is data that has been obtained from interviews and observations.

3. Results and Discussion

The Regional People’s Representative Council (DPRD) is an organ of the Regional Government. Therefore, the formation of the South Sulawesi Provincial DPRD is a necessity. To find an overview of the archival management system, see the Administration Section of the DPRD Secretariat of South Sulawesi Province. So the researcher processed and presented the data that had been obtained during the research using observation, interview, and documentation techniques which were presented in descriptive form which was used, namely the theory put forward by Barthos regarding archival system indicators, namely the creation and receipt of archives, use of archives, maintenance of archives and archive shrinkage. The description of the results of data analysis obtained during the research process is as follows:

3.1 Creation and Reception of Archives

Creating and receiving archives is a process from the beginning of an archive’s life which includes creating and receiving letters, documents, and documents according to what is needed in the office. Letters and documents that are created and received must be carried out in accordance with the SOP that has been determined so that they can assist in administrative management. Through interviews conducted by researchers with the Head of the Administration Department, they stated that:

Creating archives in the administrative room of the secretariat of the South Sulawesi Provincial DPRD, the flow of creating archives begins with instructions on the contents of the letter, then making a letter or script and then giving initials by the subdivision head who is the head of the section, then to the general division head who is the head of the general section and signed by the secretary of state. is the secretary of the council and the letter is sent to the destination of the letter. The letter will then be copied and recorded in the outgoing agenda book for archival purposes, then given to the destination of the contents of the letter. (Interview result)

Officials in the Administrative Division said something similar:

The procedure for receiving incoming letters is in accordance with the SOP, starting with receiving the incoming letter, then it is disposed of and written in the incoming agenda book and initialed by the staff who received it, then the letter is doubled as an archive handle, then the letter is taken to the Secretary of the Board if the purpose of the letter is to the Secretary of the Board, however If the letter is intended to go to the leadership, then the letter is given to the previous secretary and then to the leadership. (Interview result)

The same thing was explained by an employee in the Administration department who said that:

The process of creating and receiving archives has been carried out in accordance with the SOPs that apply in the office, for example, for creating archives the flow is
first getting the task of making a letter, the letter is created and then initialed by the head of the administration section, then initialed by the head of the general section and then initialed by the secretary of the council, after that the letter is doubled as an archive handle and written in the outgoing letter agenda book, then for the flow of receiving the archive first the letter is received then the letter is disposed of and written in the letter receipt agenda book, in the agenda book, the date of receipt of the letter and the purpose are written. where did the letter come from? after that, the letter doubles as an archive handle for receiving letters. Then the letter is delivered according to the purpose of the contents of the letter, if the letter is to the leadership then the letter is first given to the head of the section to be initialed, then given to the council secretary to be initialed and then given to the leadership, but when the contents of the letter are intended to go to the council secretary first initialed by the section head and immediately given to the council secretary. (Interview result)

Based on various findings from observations and interviews with informants, the researcher concluded that the flow of archive creation and receipt of archives in the South Sulawesi Province DPRD secretariat office in the Administration section was appropriate and running well, so it was said to be a good category. The process of creating and receiving archives begins with receiving instructions on the contents of the letter to be created, then the letter is initialed by the head of the division, then initialed by the head of the general section, and directed to the secretary of the council, then delivered to the leadership to be initialed, the letter is then doubled as an archive handle and written in the outgoing letter agenda book.

3.2 Use of Archives

The use of archives is an activity to present or utilize archives for work purposes and agency needs. For example, the use of archives includes activities such as borrowing archives with the process of searching and rediscovering them. Documents are managed and stored systematically so that their useful value can be utilized effectively and efficiently in their search. The process of using archives in the Administration section of the South Sulawesi Province DPRD secretariat includes the process of borrowing archives. In connection with this, an employee in the Administration section said that:

The archives in the Administrative Secretariat of the South Sulawesi Provincial DPRD can be easily found again because they are well organized and neatly arranged. Borrowing of archives is usually done by filling in a borrowing data book with a time limit of just one day to ensure that the archives are not lost. (Interview result)

Furthermore, the explanation was reinforced by an employee in the Administration section of the South Sulawesi Provincial DPRD secretariat, saying that:

To regulate the storage of existing archives, the storage can be applied based on the subject matter so that the archives can be easily found again, then the layout is also differentiated so that the type of archive can be easily identified. There are no conditions for borrowing archives, but regarding the borrowing procedure, you can fill in the loan book. "The archives are borrowed and can only be given for one day so that the archives will not easily be scattered or lost. (Interview result)

Apart from that, the Head of Administration explained that::
Archives are arranged and stored based on the subject matter so that when at any time the archives are needed they can be easily found again. For the procedure for borrowing archives, you must fill in the loan agenda book and the time given is only one day so that the archives are protected from loss and avoid misuse of the archives. (*Interview result*)

Based on the results of these observations and interviews, it can be concluded that the process of using archives carried out in the Administration section of the DPRD Secretariat of South Sulawesi Province is in a good category. For the use of archives, researchers did not find any problems. Using the archives in the South Sulawesi Province DPRD secretariat office, the archives are arranged and stored based on the subject matter so that during the search process, when necessary and needed at any time, they can easily be found again, and for borrowing archives, the archives are only given within a period of one day, provided that you write it in the archive borrowing agenda book so that the archive is protected from loss or physical damage.

### 3.3 Archive Maintenance

Archive maintenance is an archive structuring activity to maintain and protect its integrity so that the safety of the archive remains guaranteed. Therefore, efforts are needed to ensure the safety of archives from all forms of damage. This was reinforced by the results of interviews conducted by researchers with employees of the South Sulawesi Province DPRD Secretariat Administration, stating that:

*Maintaining archives in the Administration section of the South Sulawesi Provincial DPRD Secretariat, archives are always tidied up, and stored based on archive problems and differentiated by type, then stored in archive storage cabinets so that the archives are protected from damage, and written in an agenda book so that the archives can be found when needed. easy to restore, when there are archive problems such as torn archives, they are repaired again. As an action to ensure that archives are maintained, archives that have been used are immediately stored in their place again. "Then the archives received are stored based on date and day to simplify the archive search process. (Interview result)*

Furthermore, the results of interviews conducted by researchers with the Head of the Administrative Section of the DPRD Secretariat of South Sulawesi Province, he said that:

*Employees have stored archives properly in archive storage cabinets by grouping them according to type, employees have also written in the agenda book a storage list so that if at any time someone needs archives they can easily be found again, the action to keep archives maintained is by storing them. come back when it has been used and pay attention to the archives every day, but in the administration room, the need for archive storage is still not fully met because the cupboards used are still not enough to accommodate all the archives so archives that don't have space are stored around the cupboard but are still arranged properly. good and neat according to the type of archive. (Interview result)*

This was also revealed by an administrative employee of the South Sulawesi Provincial DPRD Secretariat, saying that:

*The system used for archive management is running well, archives are stored and arranged based on the problem, and every day you pay attention to the archives in the room, especially paying attention to archives that don't have storage space in*
the filing cabinet, problems with the lack of The storage cupboard was conveyed to the leadership but there was no answer or reply. (Interview result)

Based on the results of observations and interviews from informants, it can be seen that the implementation of archival maintenance is carried out in a way that records are stored based on archival problems, types are also differentiated, and incoming records are marked with the date and day and then stored in an archival storage cabinet so that the records are protected from damage. and archives are written in an agenda book so that archives can be found easily when needed, and for archive problems such as torn archives, repairs are carried out again, archives that have been used are immediately returned to their place to avoid loss of archives. Apart from that, based on observations made, researchers found a lack of storage space in the archives so archives that did not have space were stored in archive storage cabinets.

3.4 Archive Depreciation

Archive depreciation is an activity to reduce archives by means of transfer procedures, handover to other parties, and destruction, taking into account a certain period of time. Related to that, the informant said that:

In the Administration section of the South Sulawesi Provincial DPRD Secretariat, depreciation and destruction is carried out and is carried out every five years, for example, this year 2022, so the archives that are destroyed are the archives in 2017. Then the archives that meet the requirements for depreciation are collected,
"Then the employee asked for approval from the head of the administration section to carry out the shrinkage and handed it over to the Warehouse section in the South Sulawesi Provincial DPRD secretariat office, for shrinkage purposes to reduce piled up files so they look neat. (Interview result)

The administrative department also said that:

For depreciation of archives in the administrative room of the South Sulawesi Provincial DPRD Secretariat, depreciation is applied based on the time period. Archives that meet the depreciation requirements are five years old. Archives that are classified as being destroyed are immediately given to the warehouse management at the South Sulawesi Provincial DPRD Secretariat office. , the reason given to the warehouse was because it was in accordance with existing procedures in the office. And to maintain the room so that there is no accumulation of unused archives so that it gives a neat impression. (Interview result)

The head of the department also said something similar:

Archive depreciation is actually carried out and the process is by selecting archives that have reached the age of 5 years, for example in the current year 2022 the archives that will be destroyed in 2017, then the archives that have been selected and collected are then reported to the head of administration for request approval for destruction, if the destruction has been agreed upon then the archives to be destroyed will be given to the Warehouse at the South Sulawesi provincial DPRD secretariat office to carry out the destruction.

Based on the results of observations and research interviews conducted at the South Sulawesi Provincial DPRD Secretariat office in the Administration section, it can be concluded that archive depreciation activities have taken place in accordance with
applicable procedures, such as archives that have reached five years of age and to separate active archives from inactive archives, then it can be categorized as good. The archive depreciation process takes place every 5 years. From the observation results, it can be concluded that the archive shrinkage activity carried out aims to reduce the capacity of archives that have met the requirements for destruction, thereby making the archives tidier and making it easier to manage archives.

Discussion

Based on the results of research conducted by researchers regarding the Dynamic Archives Management System in the Administration Section of the DPRD Secretariat of South Sulawesi Province, which includes indicators for the creation and receipt of archives, use of archives, maintenance of archives, depreciation of archives, it is described as follows:

3.1 Creation and Reception of Records

Creating and receiving archives is an important activity in managing letters for an organization because letters are one of the sweetest forms of archives that store information. Therefore, letters must be managed well so that administrative activities in an organization can run smoothly. Based on the results of the research that has been carried out, it can be explained that in the archive creation stage, or the initial step in the archiving management process in the Administration section of the DPRD Secretariat of South Sulawesi Province, runs according to the system that has been set up by the office, so that in the creation and acceptance process archiving is not an obstacle and can be categorized as running well. Based on Law Number 43 of 2009 Concerning Archives "at the archive creation stage, both through receipt and creation, the archive is recorded through an agenda book or control card, and then the archive is distributed." As stated by (Irwanti et al., 2019) "The letter received will be recorded by the archivist at the office, such as using an agenda book or control card, and distributed to the parties concerned or those addressed in the contents of the letter." The archive creation process carried out in the Administration section of the South Sulawesi Provincial DPRD Secretariat was initially divided into authority and responsibility so that the archive creation process was carried out without experiencing any obstacles. This includes checking the incoming letter, then after the letter has been corrected, the incoming letter is then duplicated as an archival document, written in the agenda book for recording incoming letters, then disposed of and initialed by the archivist who received the letter and then forwarded by the secretary if the purpose of the letter is to the Secretary of the Board, but if it is aimed at the leadership then the letter goes to the Secretary of the Board first and then goes to the leadership, (Biesecker, 2006).

3.2 Use of Archives

The use of archives is an activity of presenting or using archives because permission has been obtained from the authorized archives because the archives are related to the implementation of organizational tasks (Aflath et al., 2022; Nengomasha, 2013; Oktarina et al., 2020). The use of archives is usually intended for active archives, the use of active archives is carried out for planning, decision making and office purposes,(Johnson, 2016). The use of archives can be categorized as the use of archives carried out in the Administration section of the South Sulawesi Provincial DPRD Secretariat has been carried out in accordance with applicable archival procedures and can be categorized as good. In line with Law Number 43 of 2009 concerning Archives, "the use of archives that are still active must be accompanied by a recording of a loan or the use of a loan book
or loan form". Based on the results of the research that has been carried out, it can be seen that the process of using archives carried out in the Administration section of the DPRD Secretariat of South Sulawesi Province has gone well, as said by the informant. The process of using archives begins with the party wishing to borrow the archives requesting approval from the authorized officer, who then fills in the archive borrowing agenda book, which is given a date and initials, with the condition that the borrower of the archives is only given it within one day so that the safety of the archives can be maintained.

3.3 Archive Maintenance

Archive maintenance, namely efforts made to maintain the integrity and safety of archives as a form of responsibility for the life of the agency, nation and state which includes active archive management activities, (Nguyen et al., 2016; Niswaty et al., 2020). With the arrangement of archive storage, the aim is to guarantee the authenticity of existing archives and easily find archives quickly, precisely, and completely when you want to use them, (Kruisselbrink et al., 2010). Based on Law Number 43 of 2009 concerning archives, "archival maintenance procedures include the activities of filing active archives, arranging inactive archives and storing archives." Based on the results of the research that has been carried out, it can be seen that the archive maintenance process has not been fully fulfilled due to a lack of facilities for archive maintenance, the archive maintenance process in the Administration section of the South Sulawesi Provincial DPRD Secretariat has implemented a system for maintaining archives properly in cupboards, arranged and collected. based on the problem, marking the storage folder according to the problem, date, and year, this storage system is used because it is considered effective and in accordance with office needs because it can make it easier to search and find again when needed at any time.

3.4 Archive Depreciation

The process of depreciation of archives in the Administration section of the DPRD Secretariat of South Sulawesi Province, the depreciation and destruction carried out is correct, the depreciation is carried out once every five years, for example, the current year is 2022, then the archives that are destroyed are the archives of 2017. Then the archives are separated from active archives from inactive archives, then and over to the Warehouse section of the South Sulawesi Provincial DPRD office. In order to reduce archives that have accumulated so that the archives are neat, and also make work easier, such as easily rediscovering archives that are still active due to the transfer of archives whose frequency has decreased (inactive archives) and this is done because archive storage space is limited. According to Barthos (2012) It is important to carry out the archive or file-weeding activities to separate active archives from inactive archives and get rid of archives that are no longer useful based on the archive retention schedule. Based on the results of research in the Administration room at the South Sulawesi Provincial DPRD Secretariat office, the picture of archive depreciation can be categorized as good, with archive depreciation applied every five years, it is useful for getting a new archive room and making it easier for employees to manage archives.

4 Conclusion

Based on the problem formulation, research results, and discussions that have been described regarding the Dynamic Archives Management System in the Administration Section of the DPRD Secretariat of South Sulawesi Province, it can be concluded as follows: Indicators for the creation and receipt of archives are in a good
category, indicators for the use of archives are in a good category. good, the Archives Maintenance Indicator is in the poor category, due to the lack of space to store archives so archives that don't have a place are only stored in the storage area, and the Archives Depreciation Indicator is in the good category.

**References**


