



Archive Management Analysis in Secondary School: A Case Study in Indonesia

Suharti¹, Haedar Akib², Jamaluddin³, Kassim Thukiman⁴

^{1,2,3} Universitas Negeri Makassar

⁴Fakulti Sains Sosial Dan Kemanusiaan, Universiti Teknologi Malaysia, Skudai, Johor,
Malaysia

E-mail: suharti90@gmail.com¹; m-kassim@utm.my⁴

(Received: February-2020; **Reviewed:** March-2020; **Accepted:** April-2020;

Avalaibel Online: May-2020; **Published:** May-2020)

ABSTRACT

Archiving is all activities relating to the management of archives, both official and private archive. This study aims to determine the implementation of records management secondary school. In this study, there are five indicators, namely, receipt of the archive, archival storage, maintenance and security of the archive, as well as depreciation of the archive, and destruction of records. The research method applied in this study is descriptive qualitative. Data collection techniques used are observation, interview, and documentation. Five informants participated in this study. Analysis of the data used is an interactive model and the techniques in analyzing data are by performing data reduction, data presentation, and drawing conclusions. To ensure the validity of the data, an extension of observation was carried out for triangulation of data sources, holding member checks, and increasing diligence in conducting the study. The results of this study indicate that the implementation of records management in secondary school is still very simple and not in accordance with the development of existing archival science. Judging from the lack of facilities and infrastructure management records that are needed and the absence of an archive management system used to organize the archive. Thus, to find back an archive still takes a long time and sometimes even have to do records archiving. So, in this case, the management of the archive is considered less than the maximum and ineffective.

Keywords: Analysis; archive; management

INTRODUCTION

The development and progress of office administration management today is almost certain that everything depends on the archives (Edet 2014; Dewi, Amirullah, & Darwis, 2015; Goyena, 2019; Latif & Pratama, 2015; Meirinawati & Prabawati, 2015; Riasmiati, 2016; Saputri, Tambe, & Darwis, 2015). Both in the world of government and in the private world, archives are very important in the process of organizational activities. Not only within the scope of government

agencies, but also in the scope of educational organizations this administrative activity is carried out (Husain, Amirullah, & Saleh, 2015; Obot 2016; Obot 2019).

The work of storing letters or documents is often called archival administration (Damalita, 2009; Lisnawanty, 2014; Meirinawati & Prabawati, 2015; Zaenudin, 2013). Archiving is all activities relating to the management of archives, both official and private archive. The archive is a collection of documents stored systematically while the role of the archive itself is as a source of information and source of documentation (Duke 2018, Duke 2016; Agustia & Nelisa, 2013; Jeky Winarandu, 2013; Rumani, 2009).

Given the importance of archives, the Government of Indonesia pays considerable attention to archives. This is proven by the enactment of several laws and regulations that govern national archiving issues such as Undang-Undang Nomor 43 Tahun 2009 about Kearsipan Nasional and Peraturan Pemerintah Nomor 28 Tahun 2012 about Kearsipan. In a simple archive can be understood as recorded information.

Laws on archiving in Indonesia already exist, but the filing system in institutions, especially in educational institutions, is still experiencing various obstacles. Actually it is not a problem of the difficulty of implementing a filing system but, the problem of lack of manpower in the field of archives and limited facilities and infrastructure has always been the reason for poor management of records management (Enor, Edet & Etim 2019; Rosalin, 2017; Sutirman, 2015; Widodo, 2013). The cause of the problems in the field of archives is the activities of the archives that are not done properly, inadequate equipment, work procedures that do not follow developments, as well as the lack of guidance and competence of school records employees.

Activities in the archival system include the activities of receiving archives, storing archives, maintaining archives and securing archives, up to the depreciation and destruction of archives. Archive acceptance is a process of receiving, recording, handling, and managing letters. Archive storage is the activity of storing archives/letters using a particular system so that when needed it can be quickly found again. Maintenance of archives and security of archives is an activity carried out to keep the archives protected from damage and loss. Archival shrinkage is a series of archival activities carried out to reduce the number of archives with certain conditions. Destruction of records is the activity of physically destroying records that have ended in function and are no longer useful (Wursanto, 1991).

METHOD

The approach used in this research is descriptive qualitative. The variable in this study is a single variable, that is the analysis of archive management in public Senior High School 13, Gowa Regency, South Sulawesi, Indonesia. The focus of this study were the management of records in public secondary school. Two types of data that were collected for the purpose of this study, namely primary data consist of Vice Principal on Curriculum, Head of Administration, and Administrative Staff. Secondary data were obtained from observations and documentation. The results of the documentation contain the organizational structure related to the implementation of research activities in public secondary school. To obtain data comprehensive data, we conducted the observation, interview, and documentation. The steps of analyzing data in this study were: data reduction i.e., making abstractions or summaries, presenting data by taking only the main points but guaranteeing their validity, and conclusions or verification, by drawing conclusions so as to enable verification throughout the study.

RESULT AND DISCUSSION

Receiving Archieve

Records management in public secondary school is handled directly by the Head of Administration and administration staff. Based on interviews and direct observations, the employee who organized the archival activities at the school was not an archivist but only an ordinary employee armed with knowledge and experience during his work. Thus, the process of managing the archives goes well but is less effective. In the process of recording it is considered good, where incoming letters are recorded in the agenda book, which starts from the date of the letter, letter number, and the subject of the letter then the letter is disseminated to be submitted to the principal, after which the letter is returned to the Administration for further action and archived.

Storing Archives

In public secondary school, the archive storage is still manual and not yet effective. From the results of interviews and observations, the archival storage system users cannot be said to be based on an alphabetical system or a number system. The lack of archives and equipment meant that several archives had to be piled on the table. While the archives in the closet are neat but not in accordance with the order/group of files. Usually, the archives that are searched directly are found surrounded by archives. But, letters are usually seen first in the agenda book, checked the date and number of the letter and then sorting is done on the folder where the letter is stored. Because the storage system applied is not yet effective, sometimes it takes a long time to find an archive.

Maintaining Archives

In public secondary school, the activities of maintaining the archives and securing the archives are still carried out in a simple way. TU employees and staff usually do the maintenance of the archive by cleaning the archive of dust, then to keep the archive safe and undamaged the files are stored in a file cabinet. Because of the limited facilities and infrastructure, some of the archives that do not fit in the cupboard are stored and arranged neatly on the table so that one day when needed, the archive can be found again. For damaged archives, there is no special handling. However, if there is a damaged archive, one employee usually cleans the archive first, then checks if the file can still be used. The file/archive is immediately duplicated to be archived again and stored in a safe place.

Archive Depreciation

From the results of interviews and observations, the depreciation of records in public secondary school has not gone well, there is no record shrinking procedure. This is caused by the incomplete condition of archival facilities and infrastructure as well as several other factors. According to the admission from administrative staff and staff at the school in the process of shrinking archives, archives usually shrink because their active period has expired, some are because the archives are indeed damaged, so the archive is destroyed even though it is not yet due. The process of depreciation of archives that are not in accordance with these procedures

results in irregularity in the management of records so that, until now, it is still found that some stored archives are no longer needed to join an archive that is still active.

Annihilation Archives

Extermination of archives carried out in public secondary school is usually done 4 years or 5 years. Based on the results of interviews and observations carried out, the process of destroying the records carried out was not in accordance with the proper procedures. One of the ways undertaken by administrative staff in destroying records is by burning the archive or sometimes the archive is thrown away. Of the activity of destroying the archives carried out, of course, disposing of the archives was not included in the proper and correct archive annihilation procedure.

Based on the description of the discussion, if it is associated with Wursanto's theory that the researchers used in this study, it can be concluded that the management of archives in SMA 13 Gowa, South Bontonompo District cannot be said to be effective. Because, of the five indicators of archival management activities on the surface, the school only meets one indicator, which is the receipt of records, while the other four indicators are considered to be insufficient and incompatible when compared with existing theories.

CONCLUSION

Based on the results of data analysis and research discussions that have been carried out by researchers, it can be concluded that the management of the existing archives in public secondary school, South Sulawesi, Indonesia is considered ineffective.

REFERENCES

- Agustia, S.D., & Nelisa, M. (2013). Sistem Penataan Arsip Dinamis Inaktif di Badan Kepegawaian Daerah Kabupaten Padang Pariaman. *Ilmu Informasi Perpustakaan Dan Kearsipan*. <https://doi.org/10.24036/2336-0934>
- Damalita, S. (2009). Pentingnya Manajemen Arsip di Lingkungan Perguruan Tinggi. *Jurnal Ekonomi, Manajemen, Dan Bisnis (EMAS)*.
- Dewi, C., Amirullah, A.H., & Darwis, M. (2015). Efektivitas Pengelolaan Kearsipan pada Kantor Kementerian Agama Kota Makassar. *Jurnal Office*, 1(1), 18–23.
- Duke, E.O. (2016). Religious Culture in Mental Health Issues: An Advocacy for Participatory Partnership.
- Duke, E.O. (2018). Christian Military Chaplains' Role and The Gospel of Non-Violence and Mutual Co-Existence In Contemporary Nigerian Society: An Ethical Study.
- Edet, A.S. (2014). The Role of Museum in Curbing Corruption in Nigeria. *International Journal of Development and Management Review*, 9(1), 116-130.
- Enor, F.N., Edet, A.S., & Etim, A.E. (2019). Archaeology, History and the Monoliths Heritage: Nta Akwansisi in Perspective. *Academic Journal of Interdisciplinary Studies*, 8(3), 248-248.
- Goyena, R. (2019). Kearsipan. *Journal of Chemical Information and Modeling*. <https://doi.org/10.1017/CBO9781107415324.004>
- Husain, L., Amirullah, A.H., & Saleh, S. (2015). Efektivitas Pelaksanaan Pelayanan Kearsipan Pada Dinas Pendidikan Provinsi Sulawesi Selatan. *Jurnal Ad'ministrare: Jurnal Pemikiran Ilmiah dan Pendidikan Administrasi Perkantoran*, 2(1), 46–52.
- Jeky Winarandu, M. (2013). Faktor-Faktor Penyebab Rendahnya Kinerja Pustakawan Di Kantor Perpustakaan, Arsip, Dan Dokumentasi (Kpad) Pesisir Selatan. *Ilmu Perpustakaan dan Kearsipan*.

- Latif, F., & Pratama, Aditya Wirangga. (2015). Perancangan Sistem Informasi Manajemen Arsip Elektronik. *Jurnal Akuntansi, Ekonomi dan Manajemen Bisnis*.
- Lisnawanty. (2014). Perancangan Sistem Informasi Kearsipan Surat Masuk Dan Surat Keluar Berbasis Multiuser. *Jurnal Khatulistiwa Informatika*.
- Meirinawati, & Prabawati, I. (2015). Manajemen Kearsipan untuk Mewujudkan Tata Kelola Administrasi Perkantoran yang Efektif dan Efisien. *Administrasi Perkantoran*.
- Obot, I.M. (2015). Language, Culture and The Nigerian National Policy on Education. *Asian Journal of Educational Research Vol, 3(4)*.
- Obot, I.M. (2019). Culture, education and philosophy: towards an effective integration into Nigerian school curriculum. *International Journal of Educational Research, 6(2)*, 174-183.
- Obot, I.M. (2019). Effective political stability in Nigeria through responsive democratic education processes: some philosophical perspectives. *International Journal of Educational Research, 6(2)*, 184-191.
- Riasmianti, A. (2016). Manajemen Kearsipan. *Khazanah: Jurnal Pengembangan Kearsipan*. <https://doi.org/10.22146/khazanah.22880>
- Rosalin, S. (2017). *Manajemen Arsip Dinamis*. UB Press.
- Rumani, S. (2009). Dokumentasi, Kearsipan, Informasi, dan Perpustakaan.
- Saputri, I.A., Tambe, M.N., & Darwis, M. (2015). Efektifitas Pengelolaan Kearsipan pada Kantor Sekretariat Daerah Kabupaten Gowa Provinsi Sulawesi Selatan. *Jurnal Office, 1(2)*, 153–159.
- Sutirman. (2015). *Manajemen Arsip Elektronik*. Universitas Negeri Yogyakarta.
- Widodo. (2013). Pengelolaan Arsip Vital. *Manajemen Keadaan Darurat (Emergency Management) dan Arsip Vital*.
- Wursanto, I. (1991). *Kearsipan*. Retrieved from <https://books.google.co.id/books?id=SIThAAAACAAJ>.
- Zaenudin. (2013). Lembaga Kearsipan Perguruan Tinggi di Indonesia: Bentuk, Tugas dan Kelengkapannya. *Jurnal Kearsipan*.

