

Dynamic Archives Management At The Office of The Regional Secretariat of Economic and Natural Resources Section of Hulu Sungai Utara District

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Abstract. Dynamic archive management is the process of efficiently, effectively and systematically controlling dynamic records including the creation, use, maintenance and depreciation of records. The research location is located in the office of the Regional Secretariat Of Economic and Natural Resources Section Of Hulu Sungai Utara District. The problems studied are the storage of incoming mail archives that do not use a guide, the accumulation of documents and depreciation procedures that have not been carried out optimally. The purpose of this study is to find out how dynamic archives are managed and what factors influence the management of dynamic archives at the Regional Secretariat Office of the Economics and Natural Resources Section of Hulu Sungai Utara.

This study used a qualitative approach with a descriptive research type. Data collection techniques in this research are interviews, observation and documentation. Sources of data taken using purposive sampling technique with the number of informants 7 (seven) people. While the data credibility test was carried out, namely, observation extension, observation persistence, triangulation, peer checking, reference adequacy, and negative case studies.

The results of the study show that the management of dynamic archives at the Regional Secretariat Office for the Economy and Natural Resources Section of Hulu Sungai Utara can be said to be quite good. The indicators that can be said to be good are recording incoming mail, distributing outgoing mail, protecting physical archives, saving physical archives, and transferring. For indicators that can be said to be quite good, namely, storage, retrieval and borrowing. While the indicators that are not good are destruction and submission, this is due to the absence of an archive retention schedule so that the destruction and submission of archives has not been carried out. Supporting factors in managing dynamic archives, namely the ease of scanning archives and equipment for archival needs that are quite complete. While the inhibiting factors are the ability of human resources which is considered lacking, archives that are forgotten to be stored and piled up by other files and outgoing mail archives that are still not stored and managed specifically.

The suggestions that the authors give in this study are to provide training on archiving, hold a place to store outgoing mail archives, create an archive retention schedule, provide guidance on archives and save archives immediately so you don't forget.

Keywords: Dynamic Archives, Archives Management, Records Management, Public Administration, Regional Secretariat

Introduction

Archives are one of the sources of information that play an important role in the administration of government [1]. Every organizational activity, whether related to planning, implementation, supervision, or evaluation, produces documents that have informational and legal value. These

documents are then stored as archives that serve as evidence, sources of information, decision-making materials, and media for accountability in the execution of government duties [2], [3]. Therefore, good archive management becomes one of the indicators of creating effective, efficient, transparent, and accountable governance [4].

The development of information technology has brought changes to the archive management system, but in practice, many government agencies still face various obstacles in managing archives, especially dynamic archives [5], [6]. Dynamic archives are those used directly in the daily administration, so they must be managed systematically to be easily found when needed. Improper management of dynamic archives according to archival principles can result in document accumulation, difficulties in retrieving archives, increased risk of losing important documents, and a decline in the quality of administrative services to the public.

The importance of archival management has been regulated in Law Number 43 of 2009 concerning Archiving, which emphasizes that every state institution and regional government is obliged to organize archival management in an orderly, systematic manner, and in accordance with applicable regulations [7], [8]. This provision is further reinforced by Regional Regulation of Hulu Sungai Utara Regency Number 16 of 2015 concerning Archival Management as a guideline for archival management within the Hulu Sungai Utara Regency Government [9], [10]. Nevertheless, the implementation of archive management in various regional agencies has not yet been fully optimized.

Based on the survey and monitoring results outlined in the Hulu Sungai Utara Regent Regulation Number 13 of 2016 [11], it is known that the management of dynamic archives in various regional devices is still not fully in accordance with archival principles. Important archives are still mixed with archives that have no utility value, and there are even documents mixed with non-archives. This condition causes the process of searching for archives to become slower, hinders the smoothness of administrative services, and indicates that the archiving reduction activities have not been carried out effectively in accordance with the provisions of the legislation.

A similar problem was also found in the Economic and Natural Resources Section of the Regional Secretariat of Hulu Sungai Utara Regency. As one of the work units that produces and manages various government administrative documents, this unit is responsible for effectively organizing dynamic archive management. Improper archive management has the potential to cause archives to become unmaintained, damaged, lost, difficult to locate, and reduce the utility of archives as a source of organizational information. Therefore, dynamic archive management must be carried out systematically from the process of creation, use, maintenance, to the reduction of archives.

Based on the initial observation results, several issues were still found in the management of dynamic archives in the Economic and Natural Resources Section of the Regional Secretariat of Hulu Sungai Utara Regency. First, the storage of incoming mail archives in the filing cabinet does not yet use guides on hanging maps, so the process of retrieving archives takes longer because the staff must manually check each map. Second, there is still a buildup of documents on the work desk and in the storage room, mixed between active archives, inactive archives, and non-archives, which reduces the effectiveness of the storage system. Third, the archival reduction activities have not been carried out optimally, especially in the destruction of archives that have reached the end of their retention period and the transfer of permanent archives to the archival institution. The condition indicates that dynamic archive management has not yet fully met the principles of efficiency and effectiveness as mandated in archival regulations.

Several previous studies have examined the management of dynamic archives in government agencies, with results indicating that the success of archive management is influenced by the availability of human resources, facilities and infrastructure, storage systems, and adherence to archiving procedures [12]. However, research specifically discussing the management of dynamic archives in the Economic and Natural Resources Section of the Regional Secretariat of Hulu Sungai Utara Regency is still very limited. Furthermore, this research not only describes the process of archive management but also analyzes the supporting and inhibiting factors that affect the effectiveness of dynamic archive management in that work unit. Thus, this research contributes to enriching the study of public administration, particularly in the fields of office administration and archival management.

This research uses the theory of dynamic records management proposed by Agus Sugiarto and Teguh

Wahyono [5], which explains that dynamic records management includes four main stages: creation of records, use of records, maintenance of records, and disposal of records. These four aspects are used as an analytical framework to determine the extent to which dynamic records management has been implemented in accordance with applicable regulations and to identify various factors that influence its implementation.

Based on the description, this research aims to analyze the dynamic archive management in the Economic and Natural Resources Section of the Regional Secretariat of Hulu Sungai Utara Regency and to identify the supporting and inhibiting factors in its implementation. The research results are expected to provide recommendations for the local government in improving the quality of archive management, supporting the effectiveness of office administration, accelerating administrative services, and realizing a more professional, accountable, and public service-oriented governance.

Materials and Method

This research uses a qualitative approach with a descriptive research type [13], [14], [15]. The qualitative approach was chosen because it aims to obtain an in-depth understanding of the management of dynamic archives in the Economic and Natural Resources Section of the Regional Secretariat of Hulu Sungai Utara Regency based on real conditions in the field. Meanwhile, the descriptive research type is used to systematically describe the phenomena that occur and identify the factors influencing the management of dynamic archives without manipulating the research objects. Research data is obtained thru primary and secondary data. Primary data is collected thru direct interaction with informants who understand the process of dynamic archive management, while secondary data is obtained from documents, archives, regulations, and various literature relevant to the research. Research informants were selected using purposive sampling techniques, which involved choosing informants deemed to have knowledge, experience, and direct involvement in the management of dynamic archives. Data collection techniques were carried out thru observation, interviews, and documentation. Observation was conducted to obtain an overview of the dynamic archive management conditions, including the storage system, usage, maintenance, and reduction of archives. In-depth interviews were conducted with informants to obtain information regarding the implementation of archive management along with its supporting and inhibiting factors. Next, documentation is used as supporting data in the form of archives, activity photos, administrative documents, and various other documents related to the research object. Data analysis uses the interactive analysis model by Miles, Huberman, and Saldaña [16], which includes three stages: data reduction, data presentation, and conclusion drawing. Data reduction is carried out by selecting, simplifying, and focusing on data that is relevant to the research objectives. The next stage is the presentation of data in the form of a narrative description, making it easier for researchers to understand the relationships between the obtained data. Next, the conclusion is drawn thru the process of interpreting the analysis results to obtain research findings that can answer the problem formulation. To ensure the validity of the data, the research applies source triangulation and technique triangulation, which involves comparing data from observations, interviews, and documentation to obtain valid and reliable information.

Results

The research results show that the dynamic archive management in the Economic and Natural Resources Section of the Regional Secretariat of Hulu Sungai Utara Regency has been carried out based on the stages of dynamic archive management according to Agus Sugiarto and Teguh Wahyono [5], which include creation, use, maintenance, and disposal of archives. However, its implementation has not been fully optimal because several obstacles affecting the effectiveness of archive management have still been found.

Creation of Archives, The stage of archive creation includes the activities of recording incoming mail and distributing outgoing mail. Based on the results of interviews, observations, and documentation, the process of recording incoming letters has been carried out in accordance with the applicable procedures. Each incoming letter is recorded first before being processed further, making it easier to control administration and track documents. Similarly, in the process of distributing outgoing letters, all letters have gone thru the established administrative mechanisms, ensuring that distribution to the

intended agencies can proceed orderly. This finding indicates that the aspect of record creation has been functioning well and supports the smooth operation of office administration.

Discussion

Use of Archives, At the stage of archive usage, the research focuses on aspects of storage, retrieval, and borrowing of archives. The research results indicate that the archive storage system is not yet fully optimal. Incoming mail archives have been stored using filing cabinets, but they have not yet utilized guides on hanging maps, resulting in a relatively long search process for the archives. Meanwhile, outgoing mail archives do not have a specific storage system, so their management still relies on each individual employee.

That condition affects the process of rediscovering archives. Archives can be found quickly if searched by the employee who stored the document, but it takes longer if searched by other employees. This indicates that the archive storage system is still individualistic and has not yet fully implemented a standardized archiving system. Additionally, the process of borrowing archives is not yet optimal because there are still instances of archive borrowing that are not recorded in the borrowing log, which could potentially lead to difficulties in archive management.

Archive Maintenance, In terms of maintenance, the research results indicate that efforts to protect the archives have been carried out quite well. The institution has taken various preventive measures, such as duplicating documents thru photocopying, scanning important archives, and storing archives in safer places to anticipate damage from disasters, especially floods. In addition, the physical maintenance of the archives has also been carried out adequately. So far, no archives have been found to have significant damage due to regular maintenance efforts. Digitalization thru the scanning process also serves as a form of archive protection, thereby minimizing the risk of document loss or damage. This finding shows that the maintenance aspect is one of the components of archive management that has been relatively well implemented.

Archival Reduction, The stages of archive reduction include the activities of transfer, destruction, and handover of archives. Research results show that the transfer of archives has been carried out routinely by moving archives from filing cabinets into archive boxes according to the storage period. This step helps reduce the density of the active archive storage space. However, the archive destruction activities have not been running optimally. There are still archives that have exceeded their retention period but have not been destroyed, resulting in the accumulation of documents that no longer have any utility. In addition, the transfer of static archives to the archival institution has not been carried out according to procedure. This condition causes the volume of archives to continue increasing and reduces the overall effectiveness of the archive management system.

Factors Affecting the Management of Dynamic Archives, The research results show that there are supporting factors and inhibiting factors in the management of dynamic archives. Supporting factors include the availability of adequate archival facilities and infrastructure, such as filing cabinets, archive boxes, and the ease of document digitization thru scanning processes. The availability of these facilities helps maintain the security of archives and facilitates document storage.

Meanwhile, the inhibiting factors are still more dominant. The main obstacles stem from the limited competency of human resources in the field of archiving, the inconsistency of employees in storing documents according to the applicable system, and the lack of special management for outgoing mail archives. Additionally, there is still a backlog of documents on employees' desks due to delayed archiving, which hinders the process of retrieving archives when needed.

Overall, the research results indicate that the dynamic archive management in the Economic and Natural Resources Section of the Regional Secretariat of Hulu Sungai Utara Regency has been quite good in terms of creation and maintenance of archives, but still not optimal in terms of usage and deprecation of archives. This condition shows the need for improvement in human resource competence in the field of archiving, refinement of the archive storage system, implementation of more orderly borrowing procedures, and periodic deprecation of archives in accordance with legal regulations so that archive management becomes more effective, efficient, and supports the improvement of the quality of government administrative services.

Conclusion

Based on the research results, it can be concluded that the dynamic archive management in the Economic and Natural Resources Section of the Regional Secretariat of Hulu Sungai Utara Regency has been running quite well, but still requires improvement in several aspects. Based on the theory of Agus Sugiarto and Teguh Wahyono [5], the aspect of record creation has been carried out well, as evidenced by the process of recording incoming letters and distributing outgoing letters that have followed the applicable procedures. The aspect of archive maintenance has also been carried out well thru efforts to physically protect the archives, document digitization, and preventive measures against the risk of archive damage.

In the aspect of archive usage, its implementation is still considered quite good because the systems for storage, retrieval, and borrowing of archives have not yet been fully systematic. Outgoing letter archives do not yet have a special storage place, the process of searching for archives still relies on the employees who store them, and the recording of archive borrowing has not been done consistently. Meanwhile, the aspect of archive reduction is still not optimal, particularly in the activities of destroying archives that have reached the end of their retention period and the transfer of static archives to the archival institution, which have not been carried out according to regulations.

This research also found that dynamic archive management is influenced by supporting and inhibiting factors. Supporting factors include the availability of archival support facilities and the ease of digitizing archives thru scanning processes. Conversely, inhibiting factors include the limited competency of human resources in the field of archiving, employees' habit of delaying archive storage leading to document accumulation, and the absence of a special management system for outgoing mail archives. These conditions indicate that the improvement of human resource quality and the refinement of the archiving system are still necessary for dynamic archive management to be more effective, efficient, and supportive of government administrative services.

Suggestion, Based on the research findings, it is recommended that the Economic and Natural Resources Section of the Regional Secretariat of Hulu Sungai Utara Regency improve employee competence thru training or technical guidance in the field of archiving so that archive management can be carried out in accordance with applicable standards and regulations. In addition, a special storage system or space for outgoing letter archives needs to be provided so that the process of storing and retrieving archives becomes more organized.

Institutions also need to consistently develop and implement an Archive Retention Schedule (ARS) as a guideline for the activities of transferring, destroying, and handing over archives. The use of guides on hanging maps or other storage media should also be applied to expedite the process of retrieving archives. In addition, every archive received or produced should be immediately stored according to the applicable classification system and supported by periodic digitization (scanning) as an effort to protect against the risk of loss or damage to the archive. With these measures, the management of dynamic archives is expected to become more orderly, effective, efficient, and capable of supporting the improvement of administrative quality and public services within the Government of Hulu Sungai Utara Regency.

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