

Archive Management at the Pugaan District Office, Tabalong Regency

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Abstract. Archives have a role as an information center, as a source of information, and as a monitoring tool that is very necessary in every organization in the framework of planning, analyzing, developing, formulating policies, making decisions, preparing reports, accountability, evaluating and controlling activities as precisely as possible. Archives at the Pugaan sub-district office are not good because there are still problems in their management. This study aims to determine Archives Management at the Pugaan District Office, Tabalong Regency and the inhibiting factors for Archives Management at the Pugaan District Office, Tabalong Regency. This research uses a qualitative approach with qualitative descriptive type, data collection techniques used are interviews, observation and documentation, data sources used are 10 informants data sources taken through purposive sampling, data analysis techniques are the process of recording, collecting, sorting sort, clarify, synthesize, make an overview, and index and think. Test the credibility of the data, namely extending observations, increasing persistence, triangulation, analysis of negative cases and member checks. The results of this study indicate that Archives Management at the Pugaan District Office of Tabalong Regency is not yet good, it can be seen from the indicators that are not yet good, namely, Skills, Training, Facilities, Supporting Facilities, Use of Archives, Storage of Archives, Maintenance of Archives, Compatibility of Archive Types, SOP, Procurement archive facilities and infrastructure, Training or guidance to archive managers, Appreciation for the performance of archive managers. The appropriate indicator is the source of the budget. Factors affecting Archives Management at the Pugaan District Office, Tabalong Regency Lack of human resources managing archives at the Pugaan District Office, Tabalong Regency, limited budget to add advice and infrastructure to the Pugaan District Office, Tabalong Regency, training only focuses on electronic archives and the existence of a basis the underlying law in managing archives at the Pugaan District Office, Tabalong Regency. To improve Archives Management at the Pugaan District Office, Tabalong Regency, it is suggested to the Sub-District Head and Staff of the Pugaan District Office, Tabalong Regency to be able to make improvements in the filing system, especially in the maintenance and use of archives, and the need for improvements to each employee to improve their performance in managing archives.

Keywords: archive management, archival system, public administration, local government

Introduction

Archives are one of the sources of information that hold strategic value in supporting the administration of government [1]. The existence of archives not only serves as accountability documents but also forms the basis for planning, decision-making, evaluation, and the preparation of future work programs [2]. Therefore, systematic, effective, and regulation-compliant archive management is an important part of realizing accountable, transparent, and efficient governance [3].

Archival management is a series of activities that include the creation, storage, maintenance, use, and disposal of archives so that the information contained within them can be utilized optimally [2], [3]. According to Musliichah (2019), the success of archive management is influenced by several

aspects, namely human resources, facilities and infrastructure, archive systems, archive policies, the availability of funds or budgets, as well as socialization and appreciation of the importance of archives [1]. These six aspects are interconnected in supporting the creation of an effective archive system within the organization [1].

The importance of archive management is also emphasized in Law Number 43 of 2009 concerning Archiving and Government Regulation Number 28 of 2012 concerning the Implementation of Law Number 43 of 2009, which mandates that every state institution and local government must organize archive management in an orderly, systematic, and continuous manner as a form of accountability in governance [4], [5]. With these regulations, every government agency is required to have an archiving system that ensures the security, ease of retrieval of archives, and protection of information with administrative and legal value [4], [5].

However, in practice, many government agencies are still unable to manage archives optimally [6], [7]. These issues are generally caused by the limited competence of human resources in the field of archiving, inadequate supporting facilities and infrastructure, and the organization's lack of attention to the importance of archive management [6], [7], [8]. These conditions result in the process of storing and retrieving archives becoming less effective, potentially hindering the smoothness of administrative services [8].

The phenomenon was also found at the Pugaan Subdistrict Office in Tabalong Regency. Based on the initial observation results, there are several issues that indicate that the archival management is not yet running optimally. First, the archival facilities and infrastructure are still limited because the storage of archives only uses filing cabinets and hanging shelves in each department. Second, the available archive storage space is still cramped, making it unable to accommodate the archives in an organized and safe manner. Third, the low level of employee responsibility in borrowing and returning archives causes the control of archives to be ineffective. Fourth, budget constraints pose an obstacle in acquiring more adequate archival facilities and infrastructure.

Various issues indicate that archive management is not only influenced by the technical aspects of archive storage but also by the readiness of human resources, facility support, organizational policies, and budget availability [1], [3]. If these conditions are not addressed promptly, the effectiveness of government administration may be disrupted due to slow archive retrieval processes, increased risk of document loss, and a decline in the quality of public services [2], [8].

Based on these conditions, this research aims to analyze the archival management at the Pugaan Subdistrict Office, Tabalong Regency, based on the Muslichah theory, which includes aspects of human resources, facilities and infrastructure, archival systems, archival policies, funding or budgeting, as well as socialization and appreciation of archiving [1]. Additionally, this research also aims to identify the factors that influence archival management so that it can serve as a recommendation for the local government in improving the quality of archival governance and supporting the implementation of more effective, efficient, and accountable government administration.

Materials and Method

This research uses a qualitative approach with a descriptive type to gain an in-depth understanding of archival management at the Pugaan Subdistrict Office, Tabalong Regency [9]. The qualitative approach was chosen because it can describe phenomena that occur naturally based on the experiences, perceptions, and information obtained from informants without using statistical analysis [9], [10]. Thru this approach, the researcher strives to uncover the actual conditions of archival management based on aspects of human resources, facilities and infrastructure, archival systems, policies, budgets, and archival socialization [10], [11].

The research data consists of primary and secondary data [11]. Primary data is obtained directly thru observation and interviews with informants who have knowledge and involvement in archive management at the Pugaan Subdistrict Office. Meanwhile, secondary data is obtained from supporting documents, legislation, scientific literature, and archives related to archive management. The selection of informants was carried out using purposive sampling techniques, which involves choosing informants based on specific considerations to ensure they can provide information relevant to the research focus [12].

Data collection was conducted thru observation, in-depth interviews, and documentation [9], [11], [13]. Observation was used to directly understand the condition of archive management, storage facilities, and archival activities in the office environment. In-depth interviews were conducted with informants to obtain information regarding the implementation of archive management and the factors influencing it. Documentation is used as supporting data in the form of documents, photos, archives, or regulations related to the research object.

Data analysis is conducted qualitatively referring to the stages proposed by Seidel, namely thru the process of data recording, data collection, data grouping or categorization, and the thinking process to find patterns, relationships, and meanings from the obtained data, thereby producing conclusions that align with the research objectives [14].

To ensure the validity of the data, the research applies credibility tests thru several techniques, namely prolonged observation, increased researcher persistence, source and technique triangulation, the use of reference materials, negative case analysis, and member checking with informants [9], [10], [11], [15]. The application of these techniques aims to enhance the validity and trustworthiness of the research results, ensuring that the findings produced can be scientifically accountable.

Results

The research results indicate that the archival management at the Pugaan District Office, Tabalong Regency, has not been optimally implemented based on six aspects of archival management according to Musliichah (2019), namely human resources, facilities and infrastructure, archival system, archival policy, funding/budget, and socialization and appreciation of archiving [1].

In terms of human resources, the competence of employees in managing archives is still relatively low. Most employees do not have specialized skills in archiving and have not received adequate training, so archive management is still based on work experience and does not fully adhere to the applicable archiving principles. This condition affects the suboptimal processes of management, storage, and retrieval of archives [3], [6], [7].

The aspect of facilities and infrastructure also shows inadequate conditions. The archive storage facilities are still limited to the use of filing cabinets and hanging shelves in each department, while the special archive room has a narrow capacity. The limitations of these facilities result in the storage of archives not being systematically organized and potentially compromising the security and continuity of the archives [2], [3].

In the aspect of the archiving system, the use, storage, and maintenance of archives have not been implemented optimally. Archives have not been managed based on a structured classification system, resulting in a relatively long retrieval process [2], [3]. Additionally, archive maintenance has not been maximized due to limited facilities and the absence of an adequate archive security system.

From the aspect of archival policy, the implementation of standard operating procedures (SOP) has not been consistently carried out. Although guidelines for archive management are available, their implementation has not yet been fully carried out by all employees [4], [5]. The alignment between the type of archives and the storage system used also still requires improvement to make archive management more orderly and effective.

In terms of funds and budget, the financing sources for archive management are available, but the allocated budget is still insufficient to meet the needs for optimal procurement of archival facilities and infrastructure. This budget limitation is one of the reasons for the suboptimal development of the archival system at the Pugaan Subdistrict Office.

Meanwhile, the aspects of socialization and appreciation have not yet shown optimal results. The implementation of training and technical guidance on archive management is still very limited, and the available training is more focused on electronic archive management. On the other hand, there is no mechanism for awarding or appreciating employees who excel in archive management, so the motivation to improve archival competence remains relatively low [5].

Discussion

This study also found that there are several factors affecting archival management. The inhibiting factors include the limited human resources with competence in the field of archiving, the minimal

budget for the procurement of facilities and infrastructure, and the uneven implementation of training. The supporting factors for archival management are the existence of regulations and legal foundations that serve as guidelines in the organization of archiving, thereby providing certainty in the implementation of archival management in the Pugaan District [4], [5].

Conclusion

The archival management at the Pugaan District Office in Tabalong Regency has not been running optimally. This condition is indicated by the still low competence of human resources, limited facilities and infrastructure, suboptimal implementation of the archiving system, inconsistent implementation of archiving policies, budget constraints, and minimal socialization, training, and appreciation activities for archive managers. The main factors hindering archiving management are the lack of personnel with competence in the field of archiving, budget limitations, and inadequate training. Meanwhile, the existence of regulations in the field of archiving serves as a supporting factor that provides direction and guidelines in the implementation of archive management.

Improving the quality of archival management requires strengthening employee competencies thru continuous education and training, providing facilities and infrastructure that meet standards, consistently implementing SOPs, and increasing budget allocations to support archival management. Additionally, awarding outstanding archival managers can be a strategy to enhance employee motivation and professionalism, thereby making archival management more effective, efficient, and accountable.

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