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The Influence of Archive Management on the Work Efficiency of Attendants

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ABSTRACT

Work efficiency is the most important factor to achieve organizational goals. Work efficiency will be created if employees can meet the demands of their work so that work results will be better. The purpose of this study is to determine the influence of archive management on the work efficiency of employees at the Soppeng Regency Population and Civil Registration Office. This research is classified as a descriptive research with a quantitative approach. The sample in this study amounted to 49 employees of the Soppeng Regency Population and Civil Registration Office with census techniques. In this study, data collection was used observations, questionnaires, interviews, and documentation. Meanwhile, the data analysis technique in this study uses descriptive analysis and inferential statistical analysis. The results of the study explain that the archive management variable is in the very good category, while the employee work efficiency variable is in the very good category. Based on the correlation test of the two variables, namely archive management, it is shown that the work efficiency of employees has a moderate relationship. Based on the T test, conclusions were obtained if there was a positive impact and archive management had a major impact on employee work efficiency

Keywords: Archive management, work efficiency, efficiency sources

INTRODUCTION

Working efficiently means working with as little movement, effort, time, and fatigue as possible. Efficient work methods can be applied to any task, both light and heavy work, work efficiency also refers to the comparison of work and results achieved by employees. Efficiency is a basic principle about the best comparison between an effort and its results (Dong et al., 2021; Hasegawa et al., 2022; Tsunoda et al., 2021)

The work efficiency of employees in an agency has a very important impact because each agency has goals to be achieved (Peng et al., 2022; Yoon et al., 2022; Zheng et al., 2019). Therefore, in order to realize organizational goals properly, it is necessary to pay attention to the work efficiency of employees in the agency and work efficiency is closely related to productivity. On the other hand, labor productivity affects the performance of the agency, in order to be effective at work, employees must complete their tasks effectively and efficiently. This is considered effective if the goals to be achieved are consistent with the policies and program plans that have been set previously. However, it is said to be efficient if the amount of equipment needed to achieve the goal is less compared to the results achieved. To achieve the agency's goals, a good SOP (standard operating procedure) is needed to manage and monitor all existing activities, including archive management.

Along with the progress of the world in the era of globalization, information technology is developing rapidly and affecting all fields (Arhas et al., 2022; Mustafa et al., 2023). One of them is archive management. When managing archives, it is necessary to pay attention to the state of the system and its archiving to achieve its goals. Therefore, if the storage is not properly managed, it can have consequences that must be borne by the authorities in the future. Moreover, the management of archives directly and indirectly affects the work of employees, especially in terms of work efficiency. This research is consistent with the research conducted Malik (2023) about "The Influence of Archive Management on the Work Efficiency of Civil

Servants in the Gorontalo City Finance Agency" states that archival management has a positive and significant effect on the work efficiency of employees. This means that if the management of archives is better, it will have a positive impact on the work efficiency of employees.

Archive management is one of the elements that greatly supports the smooth running of activities in organizations, offices, government agencies, education and others. These activities are always related to archival issues, both in government and private organizations. Archives play an important role in providing information that helps the administration make decisions, make reports, and develop effective, efficient and professional organizational management for the advancement of the organization, government and self-sufficiency. In Law Number 43 of 2009 Concerning Archives It is stated that "Archives are records of activities and events carried out in various forms and media such as the development of information and communication technology, by national institutions, local governments, educational institutions, and companies, political groups, community organizations, and individuals in the implementation of social and national activities, and patroic social life".

In the archival unit, it must always be ready in accordance with the planned and set goals, in order to provide accurate information services in solving administrative problems in general. Although archives have an important role in the administration of government, there are still many in the office sector (government and private) that do not organize archives properly. Many archives are still piled up in warehouses, so archives will quickly be damaged and difficult to find again when needed.

Based on the results of the observation carried out at the Soppeng Regency Population and Civil Registration Office, several problems were found such as the difficulty of rediscovering archives, there are no workflow guidelines for archive management, and the existing system is not perfect. The purpose of this study is to obtain an overview of the management of archive integrity at the SOPPEN Regency Welfare Office, obtain an explanation of the work efficiency of employees of the SOPPEN Regency Population Office, and find out the scope of the impact of operational management archives because the reason lies in the efficiency of the Population Bureau and the prefectural population registration. The indicators of archive management according to Darwis, et al. (2024) includes: receipt, storage, maintenance, use, and depreciation. The indicators of employee work efficiency according to The Liang Gie (Arhas, 2022) Including: Effort and Revenue.

METHODS

The type of research used in this study is descriptive research and the approach used is quantitative. The purpose of this study is to measure the relationship between the research variables, namely archive management and the work efficiency of employees of the local population office and the civil registry office of Soppeng district. While the quantitative approach in this study is data and the analysis is based on statistical calculations.

The operational definition in this study consists of planning and employee work efficiency, proper archive management to improve work efficiency. The indicators of archive management consist of receipt, storage, maintenance, use, and depreciation. Work efficiency is carrying out a job in a certain way without lowering the goals that have been set previously, business efficiency indicators consist of business aspects and value aspects. The population used in this study is all employees of the Population and Registration Office of Soppeng Regency. All existing pupolations were used to determine the sample of this study.

In this study, the data analysis techniques applied are satatistic, descriptive, and inferential analysis. Descriptive statistics use percentage, mean, and standard deviation analysis. Meanwhile, inferential analysis uses normality test, product moment correlation test, T test,

determination coefficient, and simple linear regression analysis. The statistical tool in amplification to analyze the results in this study is the Software Statistical Standard Solution (SPSS) 24.

RESULT AND DISCUSSION

The results of the study include an overview of archive management, an overview of employee work efficiency and how much the influence of archive management on employee work efficiency at the Soppeng Regency Population and Civil Registration Office. The results of this research consist of descriptive statistical analysis and inferential analysis.

Archive Management

The archival management variables in this study include 5 indicators, namely receipt, storage, maintenance, use, and depreciation. To understand the overall picture of archive management at the Soppeng Regency Population and Civil Registration Office, the data presented in this study was obtained from the results of a questionnaire given to 49 employees of the research sample. The results of the descriptive analysis of archive management indicators are presented in the following table 1:

Table 1: Descriptive Analysis Per Archive Management Indicator (X)

Num.	Indicator	N	N	%	Category
1	Acceptance	853	980	87,04	Excellent
2	Storage	612	735	83,26	Excellent
3	Maintenance	595	735	80,85	Good
4	Use	605	735	82,31	Excellent
5	Depreciation	577	735	78,50	Good
Sum		3242	3920	82,70	Excellent

Source: Processed from accumulated respondent answers for all X variable indicator items

Based on the results of the data processing that has been carried out, it can be concluded that the results of the archive management indicators are at a very good level with a percentage level of 82.70%. However, the maintenance indicator is at a good level because there is no specified time for cleaning the archives at the time of cleaning the archives using feather dusters. On the other hand, the shrinkage indicator is still not optimal because there is no time to decide which archives should be depreciated, and because of the large number of existing records, there is no time to carry out archive shrinkage activities, so that the shrinkage indicator is in the good category.

Receipt of archives is the initial stage of archive management. Incoming letters are checked first by reading the envelope to find out the purpose of the letter, then sorting to select, separate, and classify letters/documents according to their type, then recorded in the agenda book with the intention to know the number of documents that are missing and those that come out. Receipt of archives at the Soppeng Regency Population and Civil Registration Office is carried out with documents/letters that are entered in the process and followed up then sorted according to the urgency of the type and placed appropriately in each part of the labeled file box. Yatimah (2014) about the steps to be taken before storing the letter in the file box, the systematic and logical organization of the archives, and the storage of the archives in a protected space, with this statement it is possible to find the archives right when they are needed.

Checking and validating documents that are ready to be stored or require follow-up to get approval and markings by the authorities, after obtaining approval from the authorities at this stage, indexing and recording the integrity consists of two stages, namely selecting and classifying documents in accordance with using keywords such as recording the name of the subject, region, alphabet, etc. number, or chronology digitally or manually on the control agenda and save the document in a folder according to the classification system then save it in a predetermined place and place.

Archive storage is one of the supports for the profitability of archive management. archiving at the Office of the Population and Civil Registration Office of Soppeng Regency The archives have been followed up and then stored in the room provided, then the alphabet and date storage system is used in the archives that are stored. The archive storage system includes the alphabet system, subject system, number system, chronology system, and regional system. Archive maintenance is the process of protecting archives from damage to their physical condition while maintaining their useful value, archives must be stored and maintained safely, both their quality (not damaged), strength (nothing is lost), and informality (confidentiality), from damaged archives that cannot be rebuilt must be repaired so that they can be used,

The maintenance of archives is important to protect security from the possibility of loss, damage or fire as well as its confidentiality, remember that the role of archives is very important for an agency, so the existence of archives needs to be considered so that their existence can be maintained safely. Archive maintenance is an effort to maintain archives so that they are well managed, to prevent the possibility of archive damage. Regarding the maintenance of archives at the Soppen Regency Population and Civil Registration Office. The maintenance of the archives uses a duster. The time for maintaining the archive has not been determined, if the motorcycle archive of the new employee will clean or inquire. This may happen once a month or two weeks a week

The exit of the archive from storage is because it is needed by other parties, therefore it is necessary to record so that the archivist can know where the archive is, who uses it, when the funds are borrowed and when they must be returned. For closed archives, it is necessary to regulate the procedure for borrowing both for itern and external agency purposes. Archives stored can be borrowed at any time, borrowing archives not only within the agency but also outside the agency. Therefore, the borrowing of archives must be arranged so that they are not scattered or lost in their storage place. In accordance with the results of the research that has been carried out. Regarding the borrowing of archivesThe Office of the Population and Registration Office, the civil of Soppen Regency is quite good in terms of borrowing archives because it leaves an identity card and there is a recording process. However, for a period of how long the archive is borrowed, this is not clear. So far, borrowing usually returns archives immediately after use, but in rediscovery, employees always look for archives that are no longer needed and stored separately so that the process of searching for archives takes quite a long time. According to the toeri submitted by T (Putri et al., 2020, p. 45) "The time period agreed upon by benchmark experts to rediscover a maximal archive is 1 minute.

Archive downsizing is carried out by agencies to avoid the accumulation of archives due to the increase in archive volume. When archives pile up, it not only takes up other jobs, but also consumes space, and even the agency's budget inefficiently. Archives have their own age depending on the use value, articles that no longer have useful value can be deleted.

The shrinkage of archives at the Soppeng Regency Population and Civil Registration Office has never been done, so the archive storage area is full because of the large volume of archives so that they pile up on the workbench in this case interfering with the work of archive management, but the employees themselves also feel objections to having to classify archives that have already been mixed with archives that are still active and inactive. This is in

accordance with the statement Barthos (2013) which states that the shrinkage of archives is carried out by moving or destroying archives whose useful value has expired, archives that no longer have useful value in their storage can fill the archive storage space and depend on the management of archivesp.

Employee Work Efficiency

In the work efficiency variable in this study, there are 2 indicators, namely: business aspects, and results aspects. To be able to find out the picture of employee work efficiency, the data presented in this study is data obtained from the questionnaire that has been distributed to 49 employees who are the sample of this study. The results of the descriptive analysis of each indicator on work efficiency are described in table 2:

Table 2: Descriptive Analysis Per Work Efficiency Indicator (Y)

Num.	Indicator	N	N	%	Category
1	Effort	1984	2450	80,97	Good
2	Revenue Aspect	604	735	82,17	Excellent
Sum		2588	3185	81,25	Excellent

Source: Done from the accumulation of respondents' answers for all indicator items of the variable Y

Based on the results of the data processing that has been carried out, it can be concluded that the results of the employee work efficiency indicator are in the very good category with a percentage level of 81.25%. However, in terms of business indicators, it is in the good category because employees work professionally in carrying out and completing their work tasks even though they are still wasting time and still cannot use the minimum space. And in terms of performance indicators, it can be said that it is very good because it has produced satisfactory results, both in terms of service quality and the number of work results.

Employee work efficiency is the basic principle for carrying out all activities of an agency, with the aim of achieving the desired results with minimal effort in accordance with existing standards. Every employee is expected to be able to work effectively in supporting the goals of the agency or office. In order for employees to work effectively and efficiently, the quality and capacity must be in accordance with the needs of the agency or office. If the work of employees who are inefficient, incompetent, or do not meet the requirements of the work may not be completed on time, to prevent this from happening, the tasks that need to be done must be carried out as efficiently as possible. Namely covering the business aspect and the following results:

Working efficiently can be realized if you achieve more results with less energy, work best in less time, use the least space to achieve the maximum results of the system simply and quickly, then the more efficient the work can be done.

Efficient work can be achieved by achieving more results with less energy, working optimally with less time, producing more with less cost. Of course, the simpler and faster the system, the more efficient the work will be done.

Employees of the Population and Civil Registration Office carry out their work has produced satisfactory results, both in terms of quality and quantityEach employee in carrying out his work must be based on the achievement of the goals that have been set previously. The magnitude of the benefits and quality of the work reflects the capacity of the work results in the work.

The Imfluence of Archive Management on Work Efficiency

Inferential statistical analysis used normality test, product moment correlation test, t-test, determination coefficient, and simple linear regression analysis. Presented in table 3:

Table 3: Test Results One-Sample Kolmogrov Smirnov Test

One-Sample Kolmogorov-SmirnovTest		
		Unstandardized Predicted Value
N		49
NormalParameters[a,b]	Maen	52.8163265
	Std.Deviiation	2.20156139
MostExtreme Differences	Absolute	.093
	Posiitive	.093
	Negatiive	-.065
TestStatistic		.093
AsympSig. (2-tailed)		.200[c,d]

a. Test distribution is Normal.
b. Calculatedfrom data.
c. Lilliefors SignificanceCorrection.
d. This is a lowerbound of the true significance.

Source : Statistical Analysis Through the SPSS 24 Program

Table 3, shows that the results of the normality test on the variables of archive management and employee work efficiency are normally distributed, with a significance value of 0.200. In accordance with the basis for decision-making in the One-Sample Kolmogrov Smirnove Test, if the value of symp. Sig(2-tiled) is greater (>) at 0.05 then the data is normally distributed. Based on the results of the study, it can be concluded that the data is normally distributed due to the Asymp value. Sig (2-tiled) by 0.200 is greater (>) than 0.05.

Table 4: Product Moment Correlation Test Results

Correlations			
		Archive Management	Work Efficiency
Archive Management	PearsonCorrelation	1	.456**
	Sig(2-tailed)		.001
	N	49	49
Work Efficiency	Pearson Correelation	.456**	1
	Sig. (2-taiiled)	.001	
	N	49	49

**. Corelation issignificant at the 0.01level (2-taiiled).

Source: Statistical Analysis Through the SPSS 24 Program

Based on the results of the product moment correlation analysis, the significance value between the archival management variable (X) and work efficiency (Y) was 0.001 less than 0.05 (0.001<0.05) which means that there was a significant correlation between the two variables. In table 4, it is known that the pearson correlation or calculation in this analysis is positive, which means that the relationship between the two variables is positive, in other words, the

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better the archive management, the better the work efficiency of employees. The magnitude of the relationship between the two variables using the interpretation of the r value, namely the calculation value of 0.456 is at the interval of 0.40 – 0.599, so it can be said that the degree of relationship between the 2 variables has a medium relationship.

Table 5: T- Test

Coefiicients[a]						
		Unstandardiized Coefiicients		Standardiized Coefficiients		
Model		B	Std. Error	Beta	T	Sig.
1	(Constiant)	24.152	8.177		2.954	.005
	Pengelolaan Kearsipan	.461	.131	.456	3.516	.001

a. DependentVariable: Work Efficiency

Source: Statistical Analysis Through the SPSS 24 Program

Based on the results of the analysis of the T Test through SPSS 24, it is known that the archival management (X) value t_{count} 3,516 > 1,677 with a significance level of 0.001 < 0.05. So H_0 rejected and H_1 It was accepted with the conclusion that the archival management variable (X) has a positive and significant effect on work efficiency (Y).

Table 6: Determination Coordination

ModelS ıммary[b]				
Model	R	R Square	Adjusted R Square	Std. Errorof the Estiimate
1	.456[a]	.208	.191	4.339

a. Prediictors: (Constant), Archive Management

b. DependentVariable: Work Efficiency

Source: Statistical Analysis Through the SPSS 24 Program

Based on the results of obtaining the value of the determination coefficient, it can be concluded that the archive management variable has 20.8% in work efficiency, while the rest is due to other variables that are not explained in this study.

If the regression coefficient is (+), then it can be bound that there is a unidirectional effect between the independent variable and the dependent variable. If the regression coefficient is (-), then the opposite effect also occurs, where an increase in independent vaiables leads to a decrease in dependent viables. Based on the coefficient table, a simple linear equation is obtained as follows:

Y = 24.152 + 0,461

From the results of the calculation of SPSS 24, it can be concluded that: (a) Constant of 24.152 states that then the independent variable (archival management) is assumed to be constant, then the Efficient of Work (Y) is 24.152; (b) The (+) sign indicates the direction of the relationship in the same direction, then the variable of archive management increases, so that

work efficiency will also increase; (c) The value of the regression coefficient for the archive management variable (X) is 0.461. This figure indicates that every additional value of archive management, the efficiency value increases by 0.461.

Based on the results of data analysis, the value of the relationship coefficient with the level of relationship is moderate, which provides an explanation that the relationship between the management of the environment and work efficiency is at a moderate level. Therefore, the findings of this study are to state that there is a positive and significant relationship between Archives Management and Work Efficiency at the Soppeng Regency Population and Civil Registration Office. The results of this study are supported by research conducted by Malik (2023) with the title "The Influence of Archive Management on the Work Efficiency of Civil Servants in the Gorontalo City Finance Agency", which shows that the influence of archive management on work efficiency is 31.6% and the remaining 68.4% is influenced by other factors outside the study. And the value of the correlation coefficient is 0.562, which shows that employee performance and the quality of population administration services have a moderate relationship.

CONCLUSION

Referring to the discussion and results of data analysis conducted regarding the influence of archive management and work efficiency at the Soppeng Regency Population and Civil Registration Office, this study shows that the management of archives in Soppeng Regency has a contribution of 82.70% at a very good level, meaning that the management of archives at the Soppeng Regency Population and Civil Registration Office is good which consists of 5 indicators, namely revenue, storage, maintenance, use, and depreciation. The work efficiency of employees of the population and civil registration office is at a very good level, which is 81.25%. This is that the work efficiency of employees at the Population and Civil Registration Office of Soppeng Regency is very good, consisting of 2 indicators in terms of business and results. Based on the results of the produck moment correlation, a correlation of 0.456 was obtained at the level of medium relationship and a determination coefficient of R square was obtained 0.208 which showed that archive management was influenced by employee work efficiency.

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