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Dynamic Archives Management of the Administration Section at SMK YPLP PGRI 1 Makassar

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ABSTRACT

One of the most important pieces of information for an organization is the recording of its activities, which is stored in the form of archives. Because archives play a crucial role, they must be managed effectively and adequately. This study aims to determine the Dynamic Archives Management and the inhibiting factors in the Dynamic Archives Management of the Administration Section at SMK YPLP PGRI 1 Makassar. The approach and type of research used are qualitative research and descriptive research, respectively. The informants include the Head of Administration, the Student Affairs Administration staff, and the archives teacher at SMK YPLP PGRI 1 Makassar. The data collection techniques used are observation, interview, and documentation methods. The data analysis techniques employed are data condensation, data presentation, and drawing conclusions. The results of this study indicate that all indicators used in the study of Dynamic Archives Management in the Administration Section at SMK YPLP PGRI 1 Makassar are classified as having a less exemplary implementation. The indicators in question, recording, and distribution, are still less than optimal. This can be seen from the management of incoming mail that does not follow the procedure. Storage is also less than optimal; this is because the storage space is still inadequate, as evidenced by the unsuitable storage area, the lack of cabinets, and the absence of filing cabinets, as well as the disorganized arrangement of folders. Maintenance is classified as less than good; this can be seen from the maintenance of archives, which is limited to cleaning them of dust. Depreciation is classified as less than good; this can be seen from the fact that depreciation regulations have not implemented depreciation.

Keywords: archive management, archives, dynamic archives.

INTRODUCTION

Every task and activity in an organization requires data and information (Knowen et al., 2023; Mustafa et al., 2023; Pansara, 2021; Saleh et al., 2019). Data and information can have a significant impact on service activities, up to and including decision-making that determines the achievement of an organization's goals. Almost all existing organizations, including school organizations, are required to make various improvements to meet the need for fast and accurate information (Niswaty & Arhas, 2019; Riyanto et al., 2022; Sirait et al., 2019). A sound administrative system in an educational environment not only facilitates smooth organization but also serves as a basis for monitoring and evaluating student progress, managing resources, and ensuring academic standards are met. Administration is the process of organizing all office administration activities in schools (Darwis & Haerul, 2024; Lastri et al., 2024; Saleh et al., 2024). Effective and well-organized administration is the foundation for the smooth operation of the school, providing the necessary support to achieve the desired educational goals (Arhas et al., 2022; Nasrullah et al., 2024; Saleh et al., 2021). Administration encompasses planning, implementing, and supervising various administrative tasks, including managing time, archiving, coordinating school activities, and maintaining school facilities. One of the tasks carried out by administrative staff is managing archives. Archiving has always been a crucial part of administrative tasks, providing information data resulting from the archive management process, which enables the delivery of fast and appropriate services to those who need them (Sørensen et al., 2023; Thun et al., 2018).

In the process of storing archives, it involves not only storage but also placement and retrieval (Darwis et al., 2024; Niswaty et al., 2020; Wana et al., 2024). Good and procedural storage of archives aims so that the information contained in the archives can be found quickly and accurately". Archive retrieval to see the availability of archives and obtain the required archive information.

Organizations need to manage their archives effectively, making information retrieval easier (Mithas et al., 2011; Shein et al., 2018). However, not all organizations can do it well. Poor management can prevent organizations from utilizing the information contained in their archives optimally. In archival management, the role of human resources is crucial in ensuring reliable and high-quality archival management. Limited human resources require special training, especially in agencies that have not prioritized the qualifications of their administrative staff, especially in the field of archiving. The presence of administrative staff in the management process needs to be prioritized in archival development within an organization (Harahap, 2020; Kurniawati, 2020). Without professional human resources in the field of archiving, an organization will not implement and manage archives effectively and efficiently (Arhas et al., 2024; Bölek et al., 2023; Isgunandar et al., 2024; Nasrullah et al., 2023).

In addition to the human resources that influence the optimization of archival tasks implemented by an institution, the accuracy of the archival system also determines how easily archive documents can be found again (Jaillant & Rees, 2023; Sumarni et al., 2020). The effectiveness of the implementation of archiving in an agency or organization is influenced by the employees who work in the archiving unit, the means or facilities used to assist in the implementation of archiving, and the funds available for the maintenance of the archives (Darwis et al., 2022; Nasaruddin et al., 2024; Zulfitriani et al., 2019)."

The suitability between the number of archives stored and the number of storage facilities available needs to be considered. Storage facilities must meet the security standards to protect information in archive documents. A supportive work environment also plays a vital role in employee performance and archive maintenance.

SMK YLPLP PGRI 1 Makassar, as an educational institution, has an administration department responsible for managing archives and documents, which is not immune to problems that often occur in the archiving field. Based on the initial observation conducted, it was found that locating archives needed by teachers or students was difficult, despite the fact that many archives had been lost and could not be recovered. In the initial observation, it was also noted that there was a lack of archiving facilities, both in terms of the limited number and the inadequate quality, which compromised the security of the archives. It was observed that some archives or documents were stored in thin folders and stacked in cupboards, the suitability of which was still in doubt for archival storage.

METHOD

The research entitled Dynamic Archives Management of the Administration Section at SMK YLPLP PGRI 1 Makassar uses qualitative research. Qualitative research is used to obtain in-depth data or general data; the collected data is usually in the form of words or speech/writing. This research requires observation studies, going directly to the research location to ensure and observe the actual phenomena, supported by observation guidelines, interviews, and documentation.

This type of research is descriptive research. In descriptive research, data analysis involves managing and presenting data systematically so that it is easier to understand and draw conclusions. The use of explanatory research aims to find or explore facts about the Dynamic Archives Management of the Administration Section at SMK YLPLP PGRI 1 Makassar.

The focus of this study is to focus on the Dynamic Archives Management of the School Administration Section. Several indicators that describe the focus of this study are 1) Recording and Distribution, 2) Storage, 3) Maintenance, and 4) Filing. This study consisted of three informants: the Head of Administration, the Head of the MPLB/OTKP expertise program, and the archiving teacher. The techniques and procedures for collecting data used were observation, interviews, and documentation. Meanwhile, the data analysis technique employed in this research utilizes the intelligent model proposed by Miles et al. (2014), which consists of data condensation, data display, and conclusion drawing.

RESULT AND DISCUSSION

To investigate the Management of Archives in the Administration Division at SMK YLPLP PGRI 1 Makassar, this study employed three informants who could provide valid and accurate information. This study used four indicators proposed by Sugiarto and Wahylono (2015), namely Recording and Distribution, Storage, Maintenance, and Filing. The following are the results of the data analysis obtained from the research process in the Administration Division at SMK YLPLP PGRI 1 Makassar.

Recording and distribution

The recording and distribution process in which the archives are recorded and distributed according to the established procedures. The recording referred to in this study involves the process of capturing important data, such as date, reference number, and letter content, to facilitate further management. After the archives are distributed to the appropriate storage location, they are then managed periodically to ensure the integrity and availability of information

Based on the results of the interview, the recording and distribution process in the school administration sector showed several obstacles. Most of the challenges arise because incoming letters are often received via WhatsApp and directly by the principal, which means the letters are not officially recorded in the archives. Additionally, the limited human resources in the Administration section, with only one person handling all the work, result in the letter management procedure not always being followed properly. Even so, the outgoing letter distribution process is still quite effective, although the procedure requires further attention. Based on the observation results, I directly sent the letter of permission to carry out PPL and the Pre-Research letter to the principal without submitting it to the TU, so a reply letter was also not provided. Hence, this shows a lack of compliance with the letter management procedure.

The activity of recording and distributing official letters and documents is one of the important activities in the archiving of an office, considering that official letters and documents are one form of dynamic archives that store information. Letters that serve as dynamic archives should be properly managed and maintained so that administrative activities within an organization can run smoothly. "The smooth administration of a company is influenced by several things, one of which is the management of documents in the form of letters." With good management, the administrative process will run smoothly (Asiyai, 2020; Mustafa et al., 2022; Rifdan et al., 2024).

The theory of archiving incoming mail management activities, in principle, must be carried out through several stages, such as receiving letters, sorting letters, opening letters, issuing and checking the contents of letters, recording letters to the managing unit, sending letters to the leader, and storing letters. At the same time, the management of outgoing letters includes: receiving concepts from the leader, creating handwritten letter concepts, recording them in the

outgoing registration book, typing the letter concepts, requesting the leader's signature, recording the letters on the cover sheet, sending the letters, and storing copies of the letters.

Based on data analysis, in general, the activities of managing incoming and outgoing letters in the administration department of SMK YLPLP PGRI 1 Makassar have not been carried out by the provisions that have been determined. This can be seen in the management of incoming letters that do not follow the procedures. Incoming letters are often entrusted to parties who are not responsible for managing them. Then, the leader or head of the school does not know how to handle the letter. Letters that should have been received first by the administration are given directly to the head of the school and then to the head of the department. After being signed and stamped, the letter was not informed to the administration, so it was not recorded in the archives. Several teachers also did not know their respective responsibilities, so some performed tasks that were not within their scope. Meanwhile, the process of managing outgoing letters still involved the administration, namely the head of administration himself. The letter was written by the administration, given to the school's head, and then recorded in the calendar book.

Storage

In the storage activity of an archive, several tasks are required to organize, sort, and categorize all types of archives in a systematic manner, ensuring that the retrieval of archives is precise, fast, accurate, and complete. To support the implementation of effective archive storage in an agency, adequate facilities are necessary. In the storage and arrangement of archives, facilities are needed in the form of partitions, folders, folders, cabinets, hanging folders, and ordnance.

Based on the interview results, it can be concluded that the storage of archives in the School Administration section employs the principle of centralization, which is centered on a single storage location. The archive storage system only uses the date, month, and year system. The facilities and infrastructure used include cabinets, folders, binders, binders, and bound archives. The obstacles are that the storage facilities have not yet met the standards, and there is no budget for archive storage. Based on the observations made, the author obtained the results of the archive storage, which was centralized in a single room and managed by a single person. All types of archives are stored in one room, and a single person handles all document management. Also visible is the compilation of archives in the form of bound curriculum documents, reports on BOS funds, and diplomas, all stored in folders. Additionally, several old documents have been stacked, bound, or stored in thin folders. It is also evident from the storage cabinets which are inadequate because they are outdated and unsuitable for use.

An organization uses a storage system in the field of archiving. The archive storage system is a series of procedures that are regularly carried out according to specific guidelines to compile and store documents so that when needed, they can be easily retrieved again. According to Sattar (2018), with proper storage, employees can reduce the time spent searching for documents and focus more on completing other tasks. Based on data analysis, it can be concluded that the storage system in the administration section at SMK YLPLP PGRI 1 Makassar, using the data collection technique employed, indicates that the storage system for incoming and outgoing letters is based on the date, month, and year. It can be seen from the arrangement of letters, reports, and diplomas, which are based on the date, month, and year. In addition, the principle used in the management of dynamic archives in the administration section at SMK YLPLP PGRI 1 Makassar is the principle of centralization, namely the principle that organizes archiving or storage of archives is carried out by concentrating on one section. The selection of the principle of centralization in the management of dynamic archives is

because there are no other work units besides the Administration section of SMK YLPLP PGRI 1 Makassar. All archives, including free time, personnel/teacher archives, student archives, inventory/equipment archives, and incoming or outgoing mail archives, are stored in a centralized unit. As for the facilities and infrastructure for storage, they are still inadequate, as evident from the storage space, which is unsuitable for storage, the lack of cupboards, and the absence of filing cabinets, as well as the disorganized arrangement of folders. Therefore, it can be concluded that the storage of archives in the administration section at SMK YLPLP PGRI 1 Makassar is categorized as suboptimal.

Maintenance

Archive maintenance is an action to maintain the integrity of information data in an archive. Archive maintenance includes the efforts of archive officers to protect, overcome, prevent, and take actions aimed at saving archives and their information.

Based on the results of the interview, it can be concluded that overall, although there are procedures for archive maintenance, their implementation is still less than optimal. Maintenance is only limited to cleaning archives from dust, and even then, the maintenance is only carried out once a year. To address damaged archives, the Administration party transfers them to the service for further action. Based on the observations made, it is evident that many archives lack attention. Some archives are only stacked, tied with ropes, not stored in folders, and full of dust. The room's humid condition exacerbates this situation, and there are mold spots on the walls. Apart from that, some archives are stored in folders and arranged in cabinets, even though the cabinets do not meet the standards.

Archive maintenance is an activity that protects, supervises, and takes steps to ensure the archives remain secure, as well as to guarantee the physical condition of the archives and the storage environment. Archive damage is caused by two primary factors: intrinsic and extrinsic factors. Intrinsic factors are the causes of archive damage that originate from the archive itself, such as the quality of the paper, the effects of ink, and the effects of adhesive glue, among others. Meanwhile, extrinsic factors are factors that cause damage that come from outside the archive, such as the physical environment (air humidity, temperature, sunlight, and air pollution/dust), destructive animals (fungus, bookworms, moths, ants, cockroaches, and rats), and human negligence (cigarette sparks, drink splashes, and others). According to Valentina & Selbaylang (2018, p. 387), the factors that cause damage to archives can be divided into two, namely "Intrinsic factors and extrinsic factors. Intrinsic factors are those that cause damage originating from the archive itself, such as paper quality, the influence of ink, and the impact of adhesives. Extrinsic factors are those that cause damage and originate from outside the archive, such as physical, biological, and chemical environmental factors.

Based on data analysis, it can be concluded that the management of dynamic archives in the administration section at SMK YLPLP PGRI 1 Makassar with the data collection techniques that have been carried out can be categorized as less than good. This can be seen from the storage room that is used, which is damp, cramped, and the facilities are inadequate, such as damaged cabinets and folders that are only stacked. The maintenance carried out is limited to cleaning the archives of dust. This is considered inadequate to avoid and overcome archives from the dangers of intrinsic and extrinsic threats.

Disposal

The final stage of archive management is disposal. Disposal of archives is carried out with the aim of reducing the number of archives that are no longer used to provide the possibility of better storage and maintenance of archives that still have utility value (Caroline et al., 2022;

Santosa, 2012). The archive dismantling process is carried out by transferring and disposing of archives.

Based on the results of the interview, the dismantling of archives at SMK YLPLP PGRI 1 Makassar showed that the dismantling that was carried out did not use an archive relearn schedule. Because the administration department's usual dismantling process was annual, or even dismantling was not carried out, as some old archives that should have been destroyed were still present and piled up in the room. Based on the observation results, it was noted that the old and unused archives were still stored, but not arranged neatly, which made the room look cramped.

Archives stored by an institution have a valid value that is different in terms of time. There are archives that have eternal usefulness and there are those that have a certain usefulness. Before the archives are processed, the archives will first go through an assessment stage, which archives are still needed, and which archives have decreased in value. According to Utami & Lawanda (2022, p. 124) "record cell implementers are required to know the age of a type of document or archive when active archives become inactive by looking at the existing archive retention schedule". With the existence of archive shrinkage, it is expected to save or avoid waste of manpower, space, budget, equipment and management costs.

Based on data analysis, it can be concluded that the management of dynamic archives in the administration section at SMK YLPLP PGRI 1 Makassar with the data collection techniques that have been carried out can be categorized as less than good. This can be seen from the implementation that has not followed the shrinkage rules. The shrinkage that has been carried out is not in accordance with the archive retention schedule. The implementation is also in one year or even not done. So that the old archives are piled up in the room, making the room look narrow.

CONCLUSION

Based on the results of the data obtained and the discussion that has been described, it can be concluded that the Dynamic Archive Management of the Administration Section at SMK YLPLP PGRI 1 Makassar can be categorized as Less Good. This can be seen in the following indicators: first, recording and distribution, in the recording of incoming letters, the implementation has not been in accordance with the letter receipt procedure. Seen from when the letter came in without being notified to the Administration in advance, the letter had been given to the principal without any disposition. So that incoming letters are sometimes not recorded in the recording book. The main obstacle in this recording process comes from the lack of teacher understanding of the letter completion procedure. This results in irregularities in the management of incoming mail and has an impact on suboptimal archiving. Second, storage, there are several obstacles in terms of storage facilities and space. The use of facilities that do not meet standards such as damaged cabinets, no filing cabinets, insufficient number of folders and storage space that also does not meet standards. The room is seen in a damp condition and there are raylaps. Several of these obstacles are caused by the absence of a budget from the school for archive management costs. Third, maintenance, the maintenance that has been carried out has not been optimal, as seen from several archives whose papers have turned yellow, indicating that the archive materials are not protected from factors that can cause damage quickly. The archive storage room is damp, which is not an ideal condition for archive maintenance. The maintenance that has been carried out only cleans it from dust, but even that is not enough to protect the archives from damage. This is also caused by the absence of archive officers who focus on managing archives so that the archives do not get good maintenance. Fourth, dismantling, dismantling that has been carried out has not been

optimal because it is only carried out once a year for archives that are not important. Or even no shrinkage is done. This low frequency is not sufficient to manage the volume of archives that continue to increase. Archives that are not shrunk accumulate in very large numbers and are stored irregularly. This not only complicates the search and use of archives, but also reduces the efficiency of storage space.

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