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Inactive Archives Management at PT Pelabuhan Indonesia (Persero)

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ABSTRACT

This study aims to determine the management of inactive archives in PT Pelabuhan Indonesia (Persero) Regional 4. The approach used is qualitative with a descriptive type of research. Data collection techniques include observation, interviews, and documentation, which are then analyzed through the stages of data collection, data condensation, data presentation, and conclusion drawn. The results of the study show that the management of inactive archives is optimal. The process of transferring archives is carried out in accordance with the 2022 Archive Transfer Procedure, including the identification of archives, the preparation of transfer minutes by the person in charge, and the transfer of archives from the processing unit to the person in charge of archives. Archival arrangement and storage are carried out by reconstruction, data processing, and physical archives, arrangement in boxes, and creation of inactive archive lists. The archive service uses the P-ERCENT (Pelindo Electronic Record Center) application, although it is not yet fully operational. The process of destroying archives refers to the 2022 Archive Depreciation Procedure, including the formation of an assessment team, identification and selection of archives, submission of a list of archives for destruction, as well as assessment and approval from ANRI for archives with a retention of 10 years and more. The destruction was carried out by the cooperative vendor and reported by the person in charge of the archives.

Keywords: Archive Management, Archives, Inactive Archives

INTRODUCTION

Indonesia is a maritime country with hundreds of islands located throughout the country (Arhas, 2024; Darwis, Musmin, et al., 2024; McLaren, 2019; Paterson-Young et al., 2023). Therefore, Indonesia has many ports that function as transportation hubs for both public and commercial purposes. In 2020, the Ministry of Transportation recorded the number of ports as many as 2,439 ports spread from Sumatra to Papua., (Feriansyah, 2016). One of the companies that manages ports is PT Pelabuhan Indonesia (Persero). PT Pelabuhan Indonesia (Persero) is a state-owned enterprise that manages ports in Indonesia. PT Pelabuhan Indonesia (Persero) is currently the result of a merger of four state-owned enterprises, namely PT Pelabuhan Indonesia (Persero) Regional 1, PT Pelabuhan Indonesia (Persero) Regional 2, PT Pelabuhan Indonesia (Persero) Regional 3, and PT Pelabuhan Indonesia (Persero) Regional 4. PT Pelabuhan Indonesia (Persero) offers integrated port services throughout Indonesia. This company manages and operates public ports and the logistics and transportation sectors.

PT Pelabuhan Indonesia (Persero) Regional 4 is responsible for managing and operating ports in the eastern region of Indonesia, which includes parts of Kalimantan, Sulawesi, Maluku, and Papua. The office of PT Pelabuhan Indonesia (Persero) Regional 4 is located in Makassar City, South Sulawesi. This region houses more than 20 branch ports, TPK (Container Terminal), and UPK (Activity Management Unit). Ports operating under the auspices of PT Pelabuhan Indonesia (Persero) Regional 4 are known for their busy and complex activities, resulting in a large number of archive documents. These documents include various records and files related to port operations, logistics, and administration.

The vital role of archives in a company as a memory aid, evidence, measuring tool for organizational activities, and consideration in making decisions (Asari et al., 2023;

Pancaningsih, 2016). To keep the archives in good condition, it is necessary to carry out maintenance and protection from physical damage due to sunlight, termites, dust particles, fungi, air pollution, and other factors that can damage the archives. In addition to storage, archives also need to be depreciated in order to reduce the accumulation of archives that have exhausted their helpful value (Darwis, Yusup, et al., 2024; Nasaruddin et al., 2024; Niswaty et al., 2020; Zulfitriani et al., 2019). Good archive management of a company can facilitate effective business decision-making, increase efficiency, improve document security, improve the quality of public services, and minimize the document management process. Therefore, every company must have proper and orderly archive management to ensure that archives can be accessed safely and efficiently. Based on observations carried out on October 16, 2023, it was found that PT Pelabuhan Indonesia (Persero) Regional 4 does not yet have a space to store inactive archives (record center). Archives managed by each division and have entered their inactive period are usually set aside in several places, namely the room on the 5th floor, storage warehouses, and several containers. The storage warehouse is in the port area, right next to the workshop. The warehouse is still vulnerable to the impact of rainwater or flooding, as the irrigation system is not good enough and archives are damaged by water. After the archive storage area on the 5th floor and the storage warehouse are complete, the archives that are still large are then stored in several containers, which are then placed in the container stacking area. The excessive volume of archives has resulted in the archive shelves not being able to accommodate all the archives, so that archives that cannot be accommodated on the shelves are stored in sacks and stacked in rooms, storage warehouses, and containers. These archives are inactive archives from the establishment of PT Pelabuhan Indonesia (Persero) Regional 4, which have never been retained, so the volume of archives has become very large. This is further exacerbated by the fact that archives are still mixed with non-archive items.

METHODS

The research entitled Inactive Archives Management at PT Pelabuhan Indonesia (Persero) Regional 4 in Makassar applies a qualitative research approach (Suprianto, 2024). And the type of descriptive research with the aim of obtaining and describing something that happens or providing a clear picture of what happens in the field. This study describes the management of inactive archives at PT Pelabuhan Indonesia (Persero) Regional 4, then uses a descriptive research type to convey the meaning of data or symptoms that can be obtained by researchers.

The focus of the research aims to center and limit the problem so that the research can be more focused in balance with the targets to be achieved from this study, namely to determine the management of inactive archives at PT Pelabuhan Indonesia (Persero) Regional four by using indicators of inactive archive management, namely; transfer of archives, arrangement and storage, archive services, and destruction of archives.

The informants in this study included two people in charge of archives and one archival intern. Observation, interviews, and documentation are data collection techniques and procedures used in this study. And the data analysis technique used is an interactive model, namely data collection, data condensation, data presentation, and drawing conclusions (Miles et al., 2014).

RESULT AND DISCUSSION

Inactive archive management is an integral part of the archival system to ensure the efficiency and effectiveness of information management. In this section, the results of the research are presented, describing how the inactive archive management process is carried out

at PT Pelabuhan Indonesia (Persero) Regional 4, starting from the transfer stage to destruction, based on data obtained from the field.

Archive Transfer

Archive transfer is carried out so that the management of inactive archives can be more efficient and does not cause accumulation in the work area of the processing unit. Archive transfer is an activity of moving archives that were previously under the responsibility of the processing unit and then transferred to the person in charge of the archives.

Based on the results of the interview, it is known that the Procedure for transferring inactive archives from the work/processing unit to the person in charge of the archives is: first, communication between the processing unit and the person in charge of the archives regarding the transfer and the archives to be transferred. Second, the person in charge of the archives issues a report regarding the transfer of active archives to inactive archives. Third, archives are transferred from the work/processing unit to the person in charge of the archives. Inactive archives that have been submitted to the person in charge of the archives have not been accompanied by a list of archives because the previous processing unit has not implemented an archive retention schedule. Based on the results of the documentation in the form of the Archives Reduction Procedure of PT Pelabuhan Indonesia (Persero) Regional 4 of 2022 concerning the Transfer of Active Archives to Inactive, the archive transfer procedure consists of: identifying archives, checking the conformity of the list and condition of the archives, making a report regarding the transfer of active archives to inactive, and moving archives from the file center to the archive center (record center).

The Procedure for transferring inactive archives is carried out as a form of transfer of responsibility from the work unit/processor for the archives transferred to the person in charge of the archives. Transferring inactive archives from the work unit/processor to the archiving unit based on the archive retention schedule appropriately and regularly (Adeyemi, 2020; Hall, 1991; Laermans & Gielen, 2007; Nasrullah et al., 2023; Shein et al., 2018). In carrying out the transfer of the archive. (Muhidin et al., 2016) states that the Procedure for transferring inactive archives is carried out by signing a report and attaching a list of archives that are transferred. The report regarding the transfer is used as evidence of an agreement between the processing unit or the person who transfers the archives, and the person in charge of the archives, or the person who receives the inactive archives. Based on the results of the study, it was concluded that the Procedure for transferring archives carried out at PT Pelabuhan Indonesia (Persero) Regional 4 was optimal, in the form of identifying archives, issuing a report regarding the transfer of archives by the person in charge of the archives, and carrying out the transfer of archives from the work unit/processor to the person in charge of the archives.

Arrangement and Storage

Arrangement of information and physical archives for retrieval of inactive archives is carried out in the arrangement and storage. (Casadesús de Mingo & Cerrillo-i-Martínez, 2018; Gesmundo et al., 2022; Ramanda, 2015) The purpose of organizing inactive archives is to unify archives, maintain the physical and informational integrity of archives, and facilitate retrieval and evaluation of archives. Meanwhile, storing inactive archives is a series of management so that inactive archives are safe, maintained, and protected (Susanti & Puspasari, 2020). Based on the interview results, the inactive archive arrangement procedure is carried out by checking and sorting the archives because the transferred archives are not accompanied by an archive list, and the archives are recorded to produce a temporary archive list. The archives are then arranged based on the processing unit, classification, year, month, and date, and put into a

folder map and archive box. The result of the arrangement is a list of inactive archives. Maintenance of inactive archives is carried out with anti-termite every 6 (six) months, weekly cleaning by cleaning staff, and fumigation if necessary. Based on the observations made, it was found that the code on the archive box was given using 4 (four) codes. The first code is in the form of capital letters of the alphabet as a room marker. The second code is in the form of a number as a shelf marker. The third code is in the form of a number as a row marker starting from the left, then right, and from the bottom, then up. And the fourth code is in the form of a number as a box number marker that will be repeated every time the processing unit file changes. Based on the results of the documentation found in the form of an inactive archive list format containing the following information: unit code, index, file number, file title, file content number, type of official document, classification, official document number, date, subject, year, development level, condition, storage location, inactive retention, and description. The activities of uniting archives, maintaining the physical and information of archives, and facilitating retrieval and assessment of archives are carried out in the context of organizing and storing archives. Reveal the stages of organizing and storing archives in the form of "checking, describing, arranging archives in boxes, numbering boxes, arranging boxes on archive shelves, and compiling a list of inactive archives. In the previous inactive archive transfer process, it was known that the inactive archives were not equipped with an archive list, so the Procedure for arranging these inactive archives used the National Archives Regulation of the Republic of Indonesia Number 9 of 2018 concerning Guidelines for Dynamic Archive Maintenance, namely: "procedures for arranging inactive archives that do not have an archive list in the processing unit, including: surveys, making an archive summary list, making an archive arrangement scheme, reconstruction, describing, maneuvering (data processing and physical archives), arranging archives and boxes, and making a list of inactive archives". Based on the results of the study, it was concluded that the arrangement and storage of inactive archives at PT Pelabuhan Indonesia (Persero) Regional 4 was optimal, where the arrangement and storage carried out were in line with the National Archives Regulation of the Republic of Indonesia Number 9 of 2018 concerning Guidelines for Dynamic Archive Maintenance.

Archive Services

Borrowing and providing information in inactive archives is an archive service step that can be carried out by the person responsible for the archives (Fathurrochman et al., 2024; Hassan Dotto & Mwantimwa, 2024; Touray, 2021). Based on the interview results, all inactive archive service processes will be carried out through the application. Archive services are carried out by employees submitting requests to borrow archives in the P-ERCENT application for digital and physical archives.

Based on the results of the documentation in the form of the Regulation of the Board of Directors of PT Pelabuhan Indonesia (Persero) Number HK.01/20/5/1/KAPN/UTMA/PLND-22 of 2022 concerning the Security Classification System and Dynamic Archive Access Rights within PT Pelabuhan Indonesia (Persero) Article 9 Requests and Borrowing of archives: 1) Requests for active archives by internal parties are the authority of the archive creator officer by obtaining written approval / filling out a loan form from an authorized official; 2) Requests for inactive archives by internal parties are the authority of the official responsible for company archives by filling out a loan form that has been prepared by the head office archives unit; 3) Requests for active archives and inactive archives from external parties by submitting a written request through the company's information and documentation management officer (PPID) c.q. The company secretary; 4) Submission of active and inactive archives is the authority of the public information

management officer (PPID), c.q. The company secretary; 5) Borrowing original archives must: a) Attach a request letter from the person in need for borrowers from external parties; b) Attach an official note or outgoing letter for borrowers from internal parties; 6) Requests for copied archives (photocopies) must be stamped and initialed by workers in the archives unit for verification. The activity of lending archives or providing information services on stored archives is a procedure in archive services. Archive services are carried out by the person in charge of archives as the party tasked with providing the service. The inactive archive service process is carried out through the P-ERCENT (Pelindo Electronic Record Center) archive service application. The inactive archive service procedure is carried out by company employees as internal parties submitting a submission by filling out a loan form in the P-ERCENT application. Meanwhile, requests for archives from external parties are made by submitting a written request through the company secretary. Muhidin and Winata (2018:199) said that "The inactive archive service procedure is carried out by submitting, searching, retrieving, controlling, and re-storing". All employees of PT Pelabuhan Indonesia (Persero) can apply for archive loans through the application. However, until the research was completed, archive services were not available until the P-ERCENT application was launched. Based on the research results, it was concluded that archive services at PT Pelabuhan Indonesia (Persero) Regional 4 have reasonable archive service procedures but are not yet optimal because services cannot be carried out until the P-ERCENT archive service application is launched.

Destruction

The final step in managing inactive archives is the destruction of archives, which is carried out by destroying the inactive archives so that the digital or physical archives can no longer be found (Al Ahli, 2021; Malekani & Mubofu, 2023; Zulkipli et al., 2021). The destruction of inactive archives is carried out with the aim of reducing the volume of archives that are no longer of value, providing space for new archives, and improving efficiency in managing the archives themselves. Based on the results of the interview, the Procedure for destroying archives over 10 years is the creation of an archive retention list, submission of archive retention from the Regional to the Head Office, the Head Office forwards it to ANRI, assessment, if approved then continued with the appointment of a vendor for destruction, and the creation of a report from the person in charge of the archives. Meanwhile, for the destruction of archives within 10 years, the destruction is submitted to the Head Office of PT. Pelabuhan Indonesia (Persero). Based on the results of the documentation found in the form of the 2022 PT Pelabuhan Indonesia (Persero) Archives Reduction Procedure Concerning the Destruction of Inactive Archives in the Region, it provides an overview of the flow of archive destruction in the region, namely forming an archive reduction assessment team, identifying, selecting inactive archives, and checking the condition of the archives, submitting a list of inactive proposed for destruction, assessing inactive archives proposed for destruction, separating the retention of inactive archives proposed for destruction, submitting recommendations for inactive archives proposed for destruction to the GH in charge of archiving, reviewing and checking the condition of inactive archives proposed for destruction (For the list of inactive archives proposed for destruction with a retention of 10 years: submitting a list of inactive archives proposed for destruction with a retention of 10 years, considering the destruction of archives, and considering the destruction of archives to the board of directors), making and submitting a board of directors' decree determining the destruction of inactive archives to the region, implementing the destruction of inactive archives, and preparing a report on the implementation of the destruction of inactive archives.

Regulation of the Head of the National Archives of the Republic of Indonesia Number 37 of 2016 Concerning Guidelines for Archives Reduction Article 7 paragraph 2 regulates archives that can be submitted for destruction, namely "no use value, has expired its storage period and is permitted to be destroyed according to the archive retention schedule, there are no laws and regulations that prevent it, and are not related to the settlement of the case process". Archives that have met these criteria are then submitted for the archive destruction process. The Procedure for destroying archives is carried out with Regulation of the Head of the National Archives of the Republic of Indonesia Number 37 of 2016 Concerning Guidelines for Archives Reduction Article 8 regulates the Procedure for destroying archives, namely: "formation of an archive assessment committee, selection of archives, preparation of a list of archives proposed for destruction by archivists from the archives unit, conducting an assessment by the archive assessment committee, requesting approval from the superior of the creator of the archive, determining the archives to be destroyed, and carrying out the destruction".

The Procedure is in line with the archive destruction procedure carried out at PT Pelabuhan Indonesia (Persero) Regional 4 based on the guidelines for the Archive Destruction Procedure of PT Pelabuhan Indonesia (Persero), namely: forming an archive reduction assessment team, conducting identification, selection of inactive archives, and checking the condition of the archives, submitting a list of inactive proposed for destruction, assessing inactive archives proposed for destruction, separating the retention of inactive archives proposed for destruction, submitting recommendations for inactive archives proposed for destruction to the head of the head office archives, reviewing and checking the condition of inactive archives proposed for destruction (For the list of inactive archives proposed for destruction with a retention of 10 years, this is done by submitting a list of inactive archives proposed for destruction with a retention of 10 years, considerations for the destruction of archives, and considerations for the destruction of archives to the board of directors. Destruction of retention of 10 years and above must obtain ANRI approval, making and submitting a board of directors' decree determining the destruction of inactive archives to the regional, implementing the destruction of inactive archives carried out by cooperating vendors, and preparing an implementation report. Destruction of inactive archives by the person in charge of the archives.

Based on the results of the study, it was concluded that the destruction of archives at PT Pelabuhan Indonesia (Persero) Regional 4 was optimal, where the destruction of inactive archives used the 2022 PT Pelabuhan Indonesia (Persero) Archives Reduction Procedure Concerning the Destruction of Inactive Archives in the Region which is in line with the Regulation of the Head of the National Archives of the Republic of Indonesia Number 37 of 2016 Concerning Guidelines for the reduction of archives.

CONCLUSION

Based on the results of research and discussion regarding the management of inactive archives at PT Pelabuhan Indonesia (Persero) Regional 4 in Makassar, it can be concluded that the management of inactive archives is optimal. This can be seen through the indicators of inactive archive management, namely, 1) Transfer of archives in accordance with the Procedure for transferring archives of PT Pelabuhan Indonesia (Persero) Regional 4 of 2022 in the form of archive identification, issuance of minutes of archive transfer by the person in charge of the archives, and carrying out the transfer of archives from the processing unit to the person in charge of the archives. 2) Arrangement and storage are carried out by reconstruction, description, maneuvering (data processing and physical archives), arranging archives in

boxes, and making a list of inactive archives. 3) Archive services use the P-ERCENT application even though the service has not been carried out until the inauguration of the application. 4) Destruction of archives in accordance with the 2022 PT Pelabuhan Indonesia (Persero) Archives Reduction Procedure Concerning the Destruction of Inactive Archives in the Region in the form of forming an archive reduction assessment team, conducting identification, selection of inactive archives, and checking the condition of the archives, submitting a list of inactive proposed for destruction, assessing inactive archives proposed for destruction, separating the retention of inactive archives proposed for destruction, submitting recommendations for inactive archives proposed for destruction to the head of the head office archives, reviewing and checking the condition of inactive archives proposed for destruction (for the list of inactive archives proposed for destruction with a retention of 10 years, this is done by submitting a list of inactive archives proposed for destruction with a retention of 10 years, considerations for the destruction of archives, and considerations for the destruction of archives to the board of directors. Destruction of retention of 10 years and above must obtain ANRI approval), making and submitting a board of directors' decree determining the destruction of inactive archives to the region, implementing the destruction of inactive archives carried out by collaborating vendors, and preparing a report on the implementation of the destruction of inactive archives. by the person in charge of the archive.

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