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Archival Management in the Postgraduate Program of Universitas Negeri Makassar

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ABSTRACT

The presence of archives in the office has an important role in supporting the smooth work of employees This research aims to find out the governance of archives in the Postgraduate Program of the State University of Makassar. This research is qualitative, therefore to achieve the research objectives, data collection techniques are used, namely observation/observation, interviews and documentation with 3 informants, namely the Head of Administration and archival employees at the Postgraduate Program of Universitas Negeri Makassar. The results of the study show that archival governance in the Postgraduate Program of Universitas Negeri Makassar using four indicators, namely, 1) receipt and recording of archives is carried out by classifying documents based on each study program and for recording archives is carried out manually and also classified based on education level, 2) archive storage is carried out by entering into a bundle folder based on each study program After that, it is put into the filing cabinet, 3) Archive maintenance is carried out after four years of graduation or the student judiciary period. The maintenance of archives to remain authentic is by checking or reviewing documents or files that have been saved and then saving the documents in a folder folder, and 4) shrinkage and destruction of archives is carried out by employees after the four-year student judiciary period, archives that have expired will be taken down to the warehouse or given to the cleaning service for weighing. The supporting factor in archive management is the cooperation between employees so that work related to archives can be completed quickly. Meanwhile, the inhibiting factor is that there has not been an archive destroyer/destroyer so that the archives that are due to be destroyed are only given to the cleaning service to be weighed. In this study, using several latest indicators that can answer the formulation of research problems ranging from the stage of receiving and recording archives to shrinking and destroying archives in the Postgraduate Program of Universitas Negeri Makassar. The results of the study revealed several supporting factors and inhibiting factors in archival governance at the Postgraduate Program of Universitas Negeri Makassar in depth

Keywords: Management, Archives, Employees

INTRODUCTION

The rapid development in technology and information today affects the activities of organizations, both in the private sector and the government. This development also has a significant impact on various aspects of the organization that continue to grow. One of the inseparable aspects of daily administrative activities is archiving, where each agency must manage the data and information stored.

The presence of archives in the office has an important role in supporting the smooth work of employees (Darwis et al., 2024; Kautto & Henttonen, 2020; Niswaty et al., 2020). In an increasingly advanced context, office activities produce a lot of data, files, and archives that still have useful value, so they need to be stored systematically. Not only about storage, but also about placement and ease of retrieval of archives is crucial. An archival system is considered good if archives can be found easily, quickly, and accurately when needed.

Archives have various important functions that support the organizational administration process and bureaucratic management effectively.

Archives play an important role in administration because archives function as a memory center for every activity in an agency or company (Arhas et al., 2024; Isgunandar et al., 2024; Nasrullah et al., 2023). Without archives, it is impossible for employees to remember all documents and information well (Darwis et al., 2022; Nasaruddin et al., 2024; Zulfitriani et al., 2019).

The job of storing letters or documents is also called possession administration. According to George R. Terry as quoted by (Muhidin, 2019) Archiving involves structuring documents in storage in accordance with predetermined standards, so that each document can be found easily and quickly when needed. This archival practice is a very important part of administrative work. The availability of the right written information when needed is crucial to ensure that the office can provide effective services (Nasrullah et al., 2023; Wahyuni & Purwaka, 2022). The implementation of a good and correct filing system will increase the efficiency and effectiveness of employee work in achieving organizational goals (Hassan Dotto & Mwantimwa, 2024; Ngoepe et al., 2024; Zulkipli et al., 2021). Therefore, the archive management of an office must pay attention to a system that suits the needs of the organization to achieve the set goals.

Archive management must be done carefully through the maintenance, maintenance, and shrinkage of archives with the right methods (Casadesús de Mingo & Cerrillo-i-Martínez, 2018; Malekani & Mubofu, 2023). This practice will form an efficient archiving system within the organization. The archival system implemented must be simple and easy in its implementation so that archives that still have useful value can be optimally utilized by the organization. The importance of archival management in an organization lies in its role as a crucial source of information and memory center. With the increasing activity of the organization, the number of files produced will also increase.

The effectiveness of archives management in the office is influenced by several factors, such as the quality of employees serving in the archives unit, the facilities and facilities available to support archive management, and the budget allocated for archive maintenance. The archiving system will run optimally if all these supporting factors are met. Lack of understanding and lack of awareness of the importance of archives often results in a lack of attention to archive management. In addition, the limitation of facilities and infrastructure is also the main reason for the poor implementation of archives. Some of the problems in archiving can include ineffective implementation, inadequate facilities, incompatibility of work procedures with the times, and lack of coaching and competence of employees who handle archives.

METHODS

This research uses a qualitative approach because it requires in-depth and detailed data or information, requires observation/goes directly to the location to see the real situation armed with observation guidelines, a number of questions presented in the interview guidelines and supported by research documentation. The type of research used is descriptive research. By using a qualitative descriptive approach, the researcher will describe the research results narratively based on the data of the research results that have been objectively analyzed. The data was obtained from the results of interviews, observations and documentation.

In this study, the informants are 3 archival employees at the Postgraduate Program of the State University of Makassar who are considered to be able to provide more in-depth information/data. The data analysis in this study is data collection, data condensation, data presentation and conclusion/verification.

RESULT AND DISCUSSION

To get an overview of archival governance in the Postgraduate Program of Universitas Negeri Makassar, the researcher processed and presented the data that had been collected during the study. The approach used includes observation, interview, and documentation techniques. The data is then presented in a descriptive form, which is adjusted to the theory used in this study. The data analysis obtained includes several main indicators related to archives governance, namely the receipt and recording of archives, archive storage, archive maintenance, and shrinkage and destruction of archives. The following is a description of the data analysis obtained during this study.

Receipt and Recording of Archives

Receipt of archives refers to activities that involve archives received from outside parties such as Regional Apparatus, BUMD, institutions, organizations, or other individuals. Meanwhile, archival recording is the first step to identify incoming or outgoing archives. The purpose of this recording is to facilitate the search and control of archives. Archival recording procedures are carried out using various methods, such as agenda books, control cards, and scripts. Based on the results of interviews with several employees at the Postgraduate Program of the State University of Makassar, it can be concluded that the receipt of archives is carried out by collecting documents/files first and then classified by Study Program and education level, both S2 and S3 to make it easier when needed again. Meanwhile, the recording of archives is still done manually because it has not been computerized and then differentiated based on the level of S2 and S3 education after which it is put into the bundle folder.

Based on the results of the researcher's interviews with the Head of Administration and Archives Employees, it can be concluded that the receipt of archives is carried out by collecting files or documents that have been classified based on study programs and education levels such as S2 and S3. After the file or document is collected, it will then be recorded. Archive recording itself is done manually by being classified based on each study program because there is no special computer to record archives. The files or documents are classified based on education levels such as S2 and S3 and then put into a bundle folder.

Based on the results of the researcher's observations in the Archives section of the Postgraduate Program of the State University of Makassar, it was found that the employee received the incoming archives. The archives are then classified based on their respective study programs. As for the recording of archives, employees are done manually because there is no computer, the file or document is then recorded based on the level of education, namely S2 and S3. After being classified, the archives are then put into the archive folder and filing cabinet.

Archive acceptance is a process related to the entry of archives into an archiving system. On the other hand, archival recording is the first step to identify incoming or outgoing archives. Receipt and recording of archives is the initial stage in archive management.

Based on the results of the researcher's interview with the Head of Administration and Archives Employees, it can be concluded that the receipt and recording of archives at the Postgraduate Program of Universitas Negeri Makassar is done manually because there is no computer. The management of receiving and recording archives is carried out by collecting documents first after which they are classified based on their respective study programs. Meanwhile, archival recording is done manually because there is no computer yet. The documents are classified based on education levels such as S2 and S3 and then included in the bundle folder.

Based on the results of the researcher's observations in the Archives section of the Postgraduate Program of the State University of Makassar, it was found that employees received the incoming archives, the incoming archives were then classified based on their

respective study programs. As for the recording of archives, employees are done manually because there is no computer, the file or document is then recorded based on the level of education, namely S2 and S3. After being classified, the archives are then put into the archive folder and filing cabinet. So the receipt of archives is carried out by employees by classifying the files or documents based on the study program of each student, as well as the recording of archives which is done manually and has been classified based on the level of education, namely S2 and S3 at the Postgraduate Program of the State University of Makassar.

Archive Storage

Archival storage refers to the arrangement and arrangement of files or archives in an orderly and systematic manner. The goal is for the archive to be stored safely and efficiently, and to make it easier to find it again when needed in the future. Based on the results of interviews with several archival employees at the Postgraduate Program of Universitas Negeri Makassar, it can be concluded that archive storage is carried out by storing archives in a bundle folder according to their respective Study Programs and then putting them in a closet. Due to the rather narrow archive room and inadequate archive facilities such as there are only 2 cabinets and archive drawers which are small in size, so they are not able to accommodate existing archives. So part of the archive is kept on top of the closet.

Based on the results of the researcher's interview with the Head of Administration and Archives Employees, it can be concluded that the archives are stored in a bundle folder according to their respective study programs and then put into the archive cabinet. However, due to the limitations of archival facilities such as filing cabinets, archives or documents are stored on top of filing cabinets only.

Based on the results of the researcher's observation in the archives section of the Postgraduate Program of Universitas Negeri Makassar, it was found that the archives were put into a bundle folder that had been classified based on their respective study programs after which they were put into the archive cabinet. However, due to the limitations of facilities in the archives such as filing cabinets which are not enough to accommodate all archival documents. So the archives that do not go into the cabinet are stored on top of the filing cabinet.

Archive Maintenance

Archive maintenance is an effort to prevent physical damage and information in the archive as long as it is still needed. To maintain archives properly, it is important to understand the factors that can cause archive damage and how to prevent them.

Based on the results of interviews with employees of the Archives Program of the State University of Makassar, it can be concluded that the maintenance of archives is carried out for four years after the judiciary and the graduation of the student. Maintaining archives to remain authentic is done by checking or checking the documents at the bottom and then saving the important and needed files into a folder folder.

Based on the results of the researcher's interview with the Head of Administration and Archives Employees, it can be concluded that archive maintenance is carried out for 4 years after the student's graduation. Employees maintain archives so that they remain authentic by viewing or rechecking documents or files that have been saved, then storing important documents and will need to be put into a folder folder.

Based on the results of the researcher's observation in the archives section of the Postgraduate Program of the State University of Makassar, it was found that in order to maintain or maintain the archives, employees check or check documents that have been stored in folders and filing cabinets, then documents or files that are important and will be needed are put into the folder folder.

Shrinkage and Destruction of Archives

Archive depreciation is the process of reducing the number of archives by moving inactive archives from the processing unit to the archival unit, destroying archives that no longer have useful value, and handing over static archives to archival institutions. Destruction of archives is the activity of eliminating archives that are no longer useful and have passed the specified storage period.

Based on the results of interviews with Archival employees at the Postgraduate Program of Universitas Negeri Makassar, it can be concluded that the shrinkage and destruction of archives will be carried out after four years after the student judiciary period. Regarding the destruction of archives, there is still no tool, so files that are no longer needed or have expired will be given to *the cleaning service* to be weighed or stored in the warehouse.

Based on the results of the researcher's interview with the Head of Administration and Archives Employees, it can be concluded that the process of shrinking and destroying archives will be carried out by employees after 4 years of the judiciary period of the student. Regarding the destruction of archives, it has not yet been held, so archive files that are no longer needed or have expired will be given to *the cleaning service* to be weighed.

Based on the results of the researcher's observations in the archives section of the Postgraduate Program of the State University of Makassar, it was found that the shrinkage and destruction of the archives was carried out after 4 years of the judiciary period for the student and the archive files that were no longer needed or expired would be moved to the warehouse for follow-up.

Supporting Factors and Factors Hindering Archival Governance

Based on the results of interviews with Archival employees at the Postgraduate Program of Universitas Negeri Makassar, it can be concluded that the supporting factor in archival storage is the existence of good cooperation between employees in managing archives, while the inhibiting factor is that the employees who guard usually do not understand archivists or archives. In addition, in the shrinkage and destruction of archives, there are also inhibiting factors, namely the lack of archive destruction tools.

Based on the results of interviews between researchers and Archival Employees of the Postgraduate Program of Universitas Negeri Makassar, it can be concluded that in the storage of archives there are supporting factors and inhibiting factors. The supporting factor in archive storage is the cooperation between employees so that work related to archives can be completed quickly, while the inhibiting factor is the existence of employees who do not understand much about archivists so that archive work is often piled up until the employee who understands the archivist comes and the employee who does not understand the archivist only checks the incoming archives.

Likewise, with the shrinkage and destruction of archives, there are also supporting factors and inhibiting factors. The supporting factor is the cooperation between employees and *the cleaning service* is fast in working while the inhibiting factor is that there has not been an archive destroyer so that the archives that are due to be destroyed are only given to *the cleaning service* to be weighed.

CONCLUSION

Based on the results of research and discussion on archive governance in the Postgraduate Program of Universitas Negeri Makassar, the researcher can draw the conclusion that archive governance in the Postgraduate Program of Universitas Negeri Makassar with the following indicators: 1) the receipt and recording of archives are carried out manually and archive documents are classified based on their respective study programs based on the S2 and S3 education levels and then included in the bundle folder, 2) archive storage is carried out by inserting documents into bundle folders that have been

classified based on their respective study programs, 3) archive maintenance is carried out by checking or checking documents that have been stored in folders and archive cabinets, then documents or files that are important and will be needed are put into folder folders and 4) shrinkage and destruction of archives are carried out by means of archives that are no longer needed and have expired their active life will be removed from the archive or taken to the warehouse or given to *the cleaning service* for weighing. The supporting factor in archive storage is the cooperation between employees so that work related to archives can be completed quickly, while the inhibiting factor is the existence of employees who do not understand much about archivists so that archive work is often piled up until the employee who understands the archivist comes and the employee who does not understand the archivist only checks the incoming archives.

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