ARCHIVE MANAGEMENT CASE STUDY AT UNIVERSITAS ISLAM NEGERI BENGKULU

Emy Efrianty[1]

[1]   *Depatrement Public Administration, Faculty of Social Science And Political Science, University of Bengkulu.*

ABSTRACT

Implementation of records management activities is very important for an organization. This is done so that there is continuity, especially in archival management at state Islamic universities. Archive management activities consist of archive planning (creating archives, using archives, maintaining archives, and depreciating archives) and organizing archives, implementing archives, and monitoring archives. Archiving activities really help universities run and develop UIN (Universitas Islam Negeri) Fatmawati Sukarno (FAS) Bengkulu.

The purpose of this study was to analyze the management of archives after the change in status from the Bengkulu State Islamic Institute to UIN FAS and to explain the obstacles encountered in the management of archives after the transition from the Bengkulu State Islamic Institute to UIN FAS. The research method used is a descriptive qualitative approach. The results of this study were carried out through observation, in-depth interviews, and documentation, namely an assessment of archive management at UIN FAS which consisted of creating effective archives, maintaining effective archives, and not yet effective depreciation. It is necessary to develop archive management in the form of establishing an archiving UPT Institute at UIN FAS Bengkulu.

INTERNATIONAL JOURNAL OF POLICY AND PUBLIC ADMINISTRATION

INTRODUCTION

The foundation of an organization's progress is archive management. An organization will succeed if the archive management is also well managed. In relation to this, Institut Agama Islam Negeri Bengkulu (IAIN Bengkulu), which has undergone a status change to Universitas Islam Negeri Bengkulu, adjusted to the new status. IAIN Bengkulu's primary responsibility is to offer academic and non-academic services that are in line with scientific and technological advancements in an effort to meet organizational challenges and global competitiveness. This is accomplished by conceptualizing and deepening Islamic knowledge and the science and art of entrepreneurship in a variety of disciplines in order to enhance human potential and quality. The status transition is thought to be caused by the complexity of changing, improving, and continuing to improve the records management system, which also adapts to education and teaching from the old pattern of administration to the new administrative management. Therefore, it needs to be studied by using archive management theory.

According to preliminary studies, there is currently no archival institution or archival management activities taking place at IAIN Bengkulu. The amount of archive management activity is still limited and is only done when it is necessary in an administrative setting, i.e., only doing manual archive creation activities originating from creating, receiving, and serving archives. Active archival filing activities, archival maintenance, and implementation of destruction are not done optimally. The control activities of archive management in Universitas Islam Negeri Fatmawati Sukarno have not been operating as they should. Thus from the background information provided above, the author is interested in researching archive management at Universitas Islam Negeri Fatmawati Sukarno Bengkulu.

Management involves both individual and group collaboration, as well as the use of additional resources (Nizarani, Kristiawan, & Sari, 2020; Yusup & Marzani, 2018). It includes planning – identifying the first steps an organization should take to realize its goals, organization – separating a big task into smaller activities, actuating – the act of carrying out a plan or giving encouragement to all group members to want and work hard to achieve goals, and controlling – the procedure for deciding what needs to be accomplished. Higher education archives refer to the higher education organizational units, both public and private, that carry out the responsibilities of organizing archives within the higher education environment. Dynamic archive management in an efficient, effective and systematic manner includes the creation, use and maintenance as well as depreciation of archives.

Universitas Islam Negeri Fatmawati Sukarno archive management institution is an organizational unit that supports its parent organization, a processing unit that has the duties and responsibilities of processing all archives related to the activities of archive creators, and has the duties and responsibilities of organizing archives under the auspices of the national archival information system and national archival information network. During this new transitional period, the management activities at UIN Fatmawati Sukarno Bengkulu have not been carried out perfectly due to several resources limitations, which are limited archive resources to carry out their responsibilities, inadequate knowledge about archiving management and use of the archiving officials since they are originally structural officials, and insufficient archiving

infrastructure facilities. Those limitations are also reflected in the faltered service of using archives and searching for archival information and the unfulfilled information service center role.

RESEARCH METHODE

This study uses a qualitative approach (Miles & Huberman, 1994). Data collection methods include direct observation, in-depth interviews, and documentation. This research method makes use of literature such as scientific journals, articles, and various website sources related to the research topic. During observation, data is collected without the use of a mediator. A list of questions is prepared for the interview method to conduct a debriefing with informants regarding the research title. Documentation is a record of an event (Prasetyo, Anwar, & Asvio, 2022) that includes field notes, photos, and video recordings. The informant is determined as a person who provides information related to the management of archives at UIN FAS Bengkulu. The research subject is the archive management section which includes dynamic archives, vital archives, active archives, inactive archives, static archives, preserved archives, and general archives as the research object (Moleong, 2017). The research subjects were the ranks of leaders and staff related to archive management issues in each faculty at UIN FAS Bengkulu. The object of research is the subject matter to be studied, which is archive management after the change of status from the Institut Agama Islam Negeri Bengkulu. This research data is made up of secondary data and primary data, with secondary data being data that has been managed by the Institute and then selected and managed based on research needs. Meanwhile, primary data is obtained from observations and interviews in the field.

RESULTS AND DISCUSSION

Universitas Islam Negeri Bengkulu's archive management has a crucial role for future development of Fatmawati Sukarno Bengkulu Islamic State University. This includes planning by performing effective, systematic, thorough dynamic archive management tasks. Dynamic archive creation is done to ensure that records of events and activities are produced, resulting in authentic, complete, and legal archives. When using archives, the archive creator has a responsibility to provide dynamic archives as well as to maintain the integrity, security, and safety of the archives. Archives depreciation is carried out in accordance with the *Jadwal Retensi Arsip* (Archive Retention Schedule) by taking into account the interests of the archive creators as well as the interests of the society, country, and state. The planning stage of archive management at UIN FAS is the activity of creating archives, using archives, maintaining archives and depreciating archives which are followed by organizing, then other activities. The archive planning stage consists of creating archives, developing archives, recording when creating archives, and receiving archives. The next stage is using archives for organizational, governmental, and social good; maintaining archives includes managing inactive archives, archival storage, archival media transfer, and archive depreciation. It also includes managing static and dynamic inactive archives, setting an archive retention schedule, and transferring and destroying archives (Anri, 2015b).

Organizing activity is the centralization of authority at the level of organizational leadership, because the role of the leader is crucial. Therefore in a managerial activity the leader will provide the division of work tasks, unity of direction, centralization, and

organizational level links. Managers separate areas of activity, divide work tasks and centralization. Through Regulation of Government of The Republic of Indonesia Number 28 year 2012, the Implementation of Law Number 43 of 2009 concerning archives states ANRI is in charge of conducting archives training to educate professional higher education archival institutions with formal education on archival education and training, as well as to develop archival facilities and infrastructure. According to the Regulation of the Minister of Religion of the Republic of Indonesia Number 29 of 2021 concerning the Organization and Work Procedures of the Fatmawati Sukarno Bengkulu State Islamic University, the senate is the organization in charge of determining and considering the implementation of academic policies. In fact, a board of trustees (non-structural body) has the function of providing advice and considerations in the non-academic field to the rector and the Technical Implementation Unit for career development. They also report to the rector, who is assisted by the vice-rector for student affairs (ANRI, 2015a).

Alumni and cooperation units report to the Rector and carry out activities such as planning, programming, and budgeting, as well as providing job information services in the field of student career development. The alumni and administrative implementation consist of heads and functional group positions that are chosen based on requirements and in accordance with laws and regulations. Functional positions provide functional service and are responsible for acting as administrators and choosing the coordinator for carrying out functional service functions in accordance with the parameters of the task field. Administrative positions' functions, namely coordinating and managing functional service activities,

are regulated by the organizational unit's head based on its field's expertise.

Many changes have occurred since the issuance of the Statute of Universitas Islam Negeri Fatmawati Bengkulu and the Regulation of the Minister of Religion of the Republic of Indonesia, which administers government affairs in the field of religion and carries out the preparation of regulations and operations in accordance with the regulations of the tertiary institution, including the establishment of the Technical Implementation Unit for career development in the administration of functions. This empowerment took place in conjunction with the creation of an archival unit at Universitas Islam Negeri Fatmawati Sukarno Bengkulu.

The Technical Implementation Unit reports to and is responsible to the rector, and it is coordinated by the vice-rector for student affairs, alumni, and cooperation. It is led by a head who prepares administrative plans, programs, and budgets. There are seven archives coordinators and sub-coordinators who hold ranking positions as young expert archivists. They serve as sub-coordinators for the rectorate building, the Faculty of Tarbiyah, the Faculty of Sharia, the Faculty of Usuludian Adab and Da'wah, the Faculty of Islamic Business Economics, Service and Community Service Institutions. The organization of archives is demonstrated by the presence of an Archivist Unit Coordinator led by an Archives Coordinator and an Archivist Unit in the Faculty led by a sub-Coordinator. The faculties include the Faculty of Tarbiyah, the Faculty of Sharia, the Faculty of Usuludian Adab and Da'wah, the Faculty of Islamic Business Economics, Service and Community Service Institutions. The rectorate coordinator supervises the sub-coordinators who carry out archive management activities in the faculty.

Actuating entails creating archives as a result of correspondence between one or more other organizations, resulting in the creation and receipt of archives. Incoming letters received are checked for veracity, recorded on the incoming letter agenda and given a disposition sheet then initiated by the head of the division to be forwarded to the office of the head of the bureau. Depending on the issue, it will be decided whether sending the letter to the bureau is sufficient or whether it should be forwarded to the vice-rectors. When outgoing letters are recorded in the logbook of incoming and outgoing letters, they are accompanied by a disposition sheet to answer all incoming letters. The archive creation was carried out in all General Subdivisions of UIN Fatmawati Bengkulu. After receiving instructions from the leader, the next process is to address the letter to the recipient through the letter logbook.

Finished or less frequently used letters are delivered to the archive manager's desk, where the archives are filed in a filing cabinet according to the index or subject. This archive management consists of dynamic archive creation which ensures that records of events and activities are produced, resulting in authentic, complete, and legal archives. When using archives, the archive creator has a responsibility to provide dynamic archives as well as to maintain the integrity, security, and safety of the archives. Archives depreciation is carried out in accordance with the Jadwal Retensi Arsip (Archive Retention Schedule) by taking into account the interests of the archive creators as well as the interests of the society, country, and state.

Dynamic archives are used to support decision-making processes by recording activity processes from previous activity documents and using them as a benchmark in subsequent activities. They are also used to support the process of planning future activities such as building construction, deciding educational facilities, and decision-making processes. These archives can also be used for other organizations or for personal reasons. The use of this archive is also maintained in an authentic, intact, safe and secure manner. This is performed on vital archives, active archives, and inactive archives, as well as maintained archives and public archives. At UIN FAS, two types of classification are used: classification of facilitative archives (financial archives, personnel archives, legal archives, public relations archives, and supervision archives) and classification of substantive archives (archives related to student documents – such as student grades, student exams, munaqosah exams, thesis exams, student certificates, research certificates, scholarships, etc.).

Archive maintenance at UIN FAS begins with filing newly created and received archives. The purpose of this activity is to ensure the authenticity, integrity, security, and safety of archives. This is performed on vital archives, active archives, and inactive archives, as well as maintained and public archives. The archive is assigned an archive classification number, which results in a physical arrangement and archive information in the form of a file list, so that the inactive archive is organized in accordance with the original. Similarly, active archives are kept in accordance with the original, such as the arrangement of each archive sheet in a folder, the arrangement of folders within boxes, and the arrangement of one box within another. The arrangement of archive sheets in each folder is done chronologically, depending on the condition of the archive information. The arrangement of folders in each box are organized chronologically based on the index. The arrangement of the boxes is done in the order of the box numbers and the numbers on the list. Following the

completion of the archive arrangement, the next activity is archive storing to ensure physical security and the preservation of archive information during the storage period specified in the Archive Retention Schedule. The Archive Retention Schedule is a list that includes at least the storage period for each archive type, as well as recommendations on whether an archive type should be reassessed or permanently destroyed. Permanent archives are created in the form and media of technological advancements. Following the storage period, archive depreciation is performed.

Archive depreciation at UIN FAS is the process of reducing the number of archives by moving inactive archives from the processing unit to the archival unit, destroying archives that have no use value, and submitting static archives to archival institutions. This activity measures the efficiency of storage, labor, costs, and time based on the Archive Retention Schedule. The Archive Retention Schedule includes information about the storage period, type of archive, and recommendations for deciding whether to destroy, reassess, or make permanent a type of archive by going through the process of transferring inactive archives from the processing unit to the archival unit This is accomplished by examining the active archive retention column in the Archive Retention Schedule to determine whether the archive is actually inactive or not (ANRI, 2012).

Archives that have been declared inactive are combined into a collection of archives with correlations that make up a piece of information. Before transferring an archive, the series must be fully registered, including the name of the series/type of archive, year, volume, condition, and storage system used. After being registered, inactive archives are organized in accordance with the original. Following the process of organizing the inactive archive, a record of archive transfer is made, signed by the heads of the processing and archival units, and attached with a list of the files being moved. After that, the file transfer implementation is carried out. If an archival unit or record center is located far from the office, transportation is required and must be prepared in order to conduct periodic transfers to prevent archive damage. Inactive archives are moved in accordance with the organizational requirements. The processing unit at UIN FAS transfers inactive archives with an archive retention period of less than ten years to the archive unit as part of the rector's work unit. For faculties with a 10-year minimum retention requirement, the transfer is carried out from the archival unit to the higher education archival institution.

The destruction of archives at UIN FAS entails erasing both the information and the physical form of the archive so that it can no longer be recognized. This archive destruction activity is carried out by forming an archive evaluation committee, which is appointed by the archive creator's leader, the head of the archive unit (as chairman and concurrently a member), the head of the processing unit whose archives will be destroyed (as a member), and the archivist (as a member).

This activity begins with the archive selection process, which is guided by the Archive Retention Schedule. Following the selection process for the archives to be destroyed, a list of proposed archives for destruction is created. This list contains information on archives to be destroyed that has been evaluated by the archive assessment committee on whether the proposed archives for destruction have run out of retention, are not bound by other archives, are not in violation of laws and regulations, and are not related to solving a case. The archive creator's leader then submits this list to the head of ANRI, or whichever official is responsible for the

institution's level, for approval. Once approval has been obtained the archives to be destroyed are selected. Following the selection of the archives to be destroyed, the archive destruction activity is carried out in the presence of at least two officials from the legal unit and/or the supervisory field from the archive creator's background, followed by the signing of the official report listing the archives to be destroyed. The procedure for submitting static archives to archival institutions is carried out for archives with historical value, an expired retention period, and permanent information according to the archive retention schedule. The execution of static archive submission must first be trusted, authenticated, intact, and usable. When submitting these static archives, it is necessary to include a list of the archives that will be destroyed, taking into account the media and archive format.

Controlling is the process of monitoring how archiving activities are carried out, whether they are done in an organized, planned, or directed manner (Putri, Yaou, Nitiasih, & Asvio, 2022). To control is to monitor all activities and ensure that they are directed toward achieving the predetermined goals. Supervision is also mentioned in the Regulation of the Minister of Religion of the Republic of Indonesia Number 38 year 2021 concerning the Statutes of the Universitas Islam Negeri Fatmawati Bengkulu and the Regulation of the Minister of Religion of the Republic of Indonesia year 2021 concerning the organization and work procedures of the Universitas Islam Negeri Bengkulu. The controlling unit is a department within the university that reports to and is accountable to the rector. They perform non-academic supervisory duties and keep an eye on how archival institutions and units carry out their daily operations.

Controlling is an internal control unit that reports to and is accountable to the rector.

The internal controlling unit performs the controlling task in the non-academic field. According to the interview result, the implementation of archive management at Universitas Negeri Fatmawati Sukarno Bengkulu was carried out through planning activities that began with the creation of archives and continued with the use of archives, maintenance of archives, and depreciation of archives where this activity was carried out.

CONCLUSION

Universitas Islam Negeri Fatmawati Sukarno Bengkulu's archive management is in accordance with organizational management, which consists of planning, organizing, actuating, and controlling activities that are already underway but are improving. Based on the data gathered, an evaluation of archive management at Universitas Islam Negeri Fatmawati Sukarno Bengkulu includes effective archive creation, effective archive maintenance, and effective depreciation. According to the data collected, the UIN FAS Bengkulu archive management process consists of a number of components, including: 1) The archivist unit in the rectorate is active; 2) The Faculty of Tarbiyah is active; 3) The Faculty of Sharia is effective; 4) The Faculty of Ushuludian Adab and Da'wah is active; 5) The Faculty of Islamic Economics and Business is active, and 6) Community Service Institutions is active.

REFERENCES

Anri. *Peraturan Pemerintah RI Nomor 28 tahun 2012 tentang Pelaksanaan Undang-undang No 43 tahun 2009. ,* (2012). Republik Indonesia.

Anri. *Peraturan Pemerintah RI tentang Pelaksanaan UU Nomor 43 tahun 2009*

Pasal 30 Tentang Lembaga Kearsipan. , (2015). Republik Indonesia.

Anri. *Undang-undang RI nomor 43 tahun 2009 pasal 45 tentang Pemindahan arsip pada Perguruan Tinggi.* , (2015). Republik Indonesia.

Asvio, N., Yamin, M., & Risnita, R. (2019). Influence of Leadership Style, Emotional Intelligence and Job Satisfaction toward Organizational Commitment (Survey at SMA Muhammadiyah South Sumatera). *International Journal of Scientific & Technology Research*, *8*(8).

Creswell, J. W. (2018). *Penelitian Kualitatif & Desain Riset Edisi 3*. Yogyakarta: Pustaka Pelajar.

Kristiawan, M., & Asvio, N. (2018). Pengelolaan Administrasi Madrasah Tsanawiyah Negeri Dalam Meningkatkan Kualitas Pendidikan Madrasah.

Kelola: Jurnal Manajemen Pendidikan, *5*(2018). Retrieved from https://ejournal.uksw.edu/kelola/article/download/1249/925

Miles, M. B., & Huberman, A. M. (1994). *Analisis Data Kualitatif Buku Sumber tentang Metode-metode Baru*. Jakarta: UI Press.

Moleong, L. (2017). *Metodologi Penelitian Kualitatif*. Bandung: Remaja Rosda Karya.

Nizarani, N., Kristiawan, M., & Sari, A. (2020). Manajemen Pendidikan Karakter Berbasis Pondok Pesantren. *Jurnal Intelektualita: Keislaman, Sosial Dan Sains*, *9*(1), 37–44. Retrieved from http://jurnal.radenfatah.ac.id/index.php/intelektualita/article/view/5432

Prasetyo, M. A. M., Anwar, K., & Asvio, N.

(2022). The Dimensional Analysis of School Based Pesantren Design Development. *Jurnal Iqra'*, *7*(1), 1–13. Retrieved from https://journal.iaimnumetrolampung.ac.id/index.php/ji/article/view/1636

Putri, R. D., YAOU, T., Nitiasih, P. K., & Asvio, N. (2022). The Impact of Principal Academic Supervision on Teacher Professionalism. *PPDP International Journal of Education*, *1*(2), 185–195. Retrieved from https://ejournal.ppsdp.org/index.php/pijed/article/view/15/22

Sugiyono. (2017). *Metode Penelitian Kualitatif*. Bandung: Alfabeta.

Sukatin, S., Asvio, N., & Sari, O. M. (2022). *The Role and Management of School Public Health*. *3*(36), 179–189. Retrieved from https://scholar.google.co.id/citations?view_op=view_citation&hl=en&user=I7hbx_sAAAAJ&citation_for_view=I7hbx_sAAAAJ:qxL8FJ1GzNcC

Tunggal, A. W. (1993). *Manajemen Suatu pengantar*. Jakarta: Rineka Cipta.

Yusup, M., & Marzani, M. (2018). Inovasi Manajemen Pendidikan: Pemikiran, Lingkungan, Budaya, dan Perilaku (Studi di SMAN Titian Teras Abdurrahman Sayoeti Jambi). *NUR EL-ISLAM: Jurnal Pendidikan Dan Sosial Keagamaan*, *5*(2).