

## Archive Management System to Support Orderly Administration at the National Narcotics Agency of Central Java Province

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### Abstract

*The research with the title "Archive Management System to Support Orderly Administration in the National Narcotics Agency of Central Java Province" aims to describe in depth the archive management system carried out in the organization and evaluate the obstacles faced in archive management in order to support orderly administration. The research uses a qualitative design through a case study approach with observation, interviews, and documentation as data collection methods. The data analysis technique uses data reduction, data presentation, and drawing conclusions. This research uses source and method triangulation. The results showed that the National Narcotics Agency of Central Java Province in managing archives still uses a manual system. Lack of facilities and infrastructure to support archive management. There is no awareness from employees in managing archives. There is no budget allocation for archive management activities. The archive management system is not maximized and needs to be paid attention to by the relevant leadership so that archive management can be better organized and effective in order to support administration at the National Narcotics Agency of Central Java Province.*

### Keywords

Archives; Records Management System; Records Management



## I. Introduction

All organizations basically need archiving in its actualization which is the process obtained through the collection of documents stored in certain systems so that they are easily searchable when used for a problem. Archives are track records of organizations (administrative administration) in various forms of media (prints, recordings, audio-visuals, etc.) (Sugiarto and Wahyono, 2015).

Many uses can be obtained by organizations through filing, for example, as a record of an issue (Maryati, 2008), as a legacy (Barthos, 2013), as a consideration for decision making on the presentation of accurate information (Pancaningsih, 2015), and even Inaahaningtias and Suliyati (2017) said that archives play an important role as valid evidence in Court. There are still many other uses of archives, however, the most important thing according to Article 1 of Law Number 43 of 2009 is that archives must be made and accepted by various institutions as well as individuals for the implementation of social, national and state life.

The importance of archives as information centers is often not balanced with good and orderly archive management. Many agencies pay less attention to archive management, namely the storage of information that is processed systematically to facilitate its use (Fajri and Syahyuman, 2012).

Senqlyaharie, et al (2014) are of the view that good and efficient archive management will ultimately support smoother administrative activities. Unfortunately this stage is often overlooked for various reasons. The poor management of archives in most agencies with archivist constraints, lack of knowledge and ability of archivists or limited facilities and infrastructure in managing archives is often the reason.

The terminology of records management is also equated with records management, which according to Saeroji (2014) is a managerial function that leads to the creation, maintenance, use, and depreciation of records to achieve good documentation and in accordance with policies and transactions (events, events, activities) that real, and effective and economical/efficient management of organizational operations.

The results of research conducted by Khasanah and Sutiriono (2018) at the Sub-Division of Personnel at the Dr. Sudirman Kebumen stated that there is a strong and positive relationship between archive management and work efficiency.

Given the importance of archives in organizational activities, archives must be managed so that they can be efficient. The essence of records management is basically how records can be controlled systematically during their life cycle until their destruction. Amsyah (2005), Quible (2005), Read and Ginn (2011).

Handling the archive cycle is an obstacle in managing records for the organization. The obstacles that occur are of course different in each archive management, however, if these obstacles are not handled properly, it will ultimately reduce the effectiveness and efficiency of the organization's work.

Hendrawan and Ulum (2017) are of the view that there are at least four main elements in archival activities, namely systems, human resources, institutions, and infrastructure.

Human resources are also facilities and infrastructure, for example, Gie (2012) states that archive management will be better if it is supported by the right storage system, good equipment, and skilled employees.

Atmaja and Oktarina's research (2017) states that there is a positive and partially significant effect between archival infrastructure on the smooth management of archives at the Batang Regency Regional Library and Archives Service, while Suliyati (2020) shows the availability of archive storage space (dynamically active, dynamically inactive, static, and vital) is absolutely necessary even though the number of archives is small. Thus, archival facilities and infrastructure are important in developing village archives.

The results of Jumiati's research (2011) state that facilities and infrastructure are a support in archive management which is no less important than the element of human resources because without the support of facilities and infrastructure, archive management cannot run properly. Provision of special rooms and filing cabinets for the storage of inactive dynamic archives is very necessary so that the transfer of active archives that have become inactive archives can be carried out. This will reduce the archive stack and free up active archive storage.

The National Narcotics Agency is a Non-Ministerial Government Institution that carries out state duties in the field of prevention, eradication, abuse and illicit trafficking of narcotics, psychotropics, precursors, and active ingredients. other, except active ingredients for tobacco and alcohol. The National Narcotics Agency is led by a head who reports directly to the President of the Republic of Indonesia. The National Narcotics Agency has vertical agencies in the provinces and districts/cities. The vertical agency in the province is called the Provincial National Narcotics Agency and the vertical agency in the district/city is called the Regency/City National Narcotics Agency.

The National Narcotics Agency of Central Java Province was formed with the issuance of the Decree of the Head of BNN RI Number: Kep/51/IV/2011/BNN dated April 19, 2011 concerning Appointments in Position within the National Narcotics Agency on behalf of Police Commissioner Soetarmono DS, SE, M.Sc. The National Narcotics Agency of Central Java Province was formed under his leadership with the status of a building that is still on loan belonging to the Central Java Regional Government which is located at Jalan Madukoro Blok BB Semarang 50144.

The archives at the National Narcotics Agency of Central Java Province are generally regarding prevention, eradication, abuse and illicit trafficking of narcotics, psychotropics, precursors, and active ingredients other, except active ingredients for tobacco and alcohol in the province of Central Java. Even though the National Narcotics Agency of Central Java Province has been operating for a long time, however, there are still obstacles in managing its archives.

The results of field observations found problems with archive management related to facilities and infrastructure, including:

1. Archives are not stored properly so they are easy to lose.
2. Limited number of archive storage space.
3. There is no special maintenance of the archive.
4. Files that are piled up just like that cause damage.
5. There is no proper and correct procedure for borrowing archives.
6. There is no archive retention schedule yet.
7. Placement of archives that are not in accordance with storage standards so that it is difficult to find them.
8. There is no room for the placement of inactive archives whose volume is increasing every day.
9. Limited budget allocation for the procurement of places, equipment, and supplies in archive management.

In addition to facilities and infrastructure in archive management, there are human resources that assist and support archive management in both government and private institutions. Archives in government agencies will continue to grow because administrative activities take place every day so that archives need to be managed effectively and efficiently. Human resources are a subject that can determine success in archive management in a government or private agency.

## **II. Research Method**

The design applied to the research is qualitative in the form of a case study where the case study approach will later examine a deeper understanding of certain events and situations at the research location (Sulistyo and Basuki, 2006).

The research location is at the National Narcotics Agency of Central Java Province, which is located on Jalan Madukoro Blok BB Semarang. The research time is on February 24, 2022 until March 31, 2022.

The data collection method was carried out primarily through observation as well as interviews and secondary through documentation as a reinforcement of primary data findings.

The data analysis technique uses data reduction and presentation, as well as drawing conclusions and applying triangulation. Sugiyono (2011) views that triangulation is a technique for checking the validity of the data to test the credibility of the data by checking the data to the same source with different techniques.

### **III. Result and Discussion**

#### **3.1 Dynamic Archive Management at the National Narcotics Agency of Central Java Province**

There are six processes carried out for the management of dynamic archives at the National Narcotics Agency of Central Java Province, including:

1. Archive creation.
2. Archive use.
3. Archive maintenance.
4. Archive security.
5. Archive shrinkage.
6. Archive destruction.

#### **3.2 Archive Creation**

The process of creating archives is carried out through the creation of letters and documents that can assist and support the implementation of activities. The management of incoming and outgoing letters is the responsibility of each section and field that is in line with the main tasks and functions that have been determined by the sections and fields. The process of creating an outgoing letter must be in accordance with the guidelines given by the National Narcotics Agency of the Republic of Indonesia which are contained in the Official Manuscripts Book. The archive creator must be guided by the archive classification code that has been determined in accordance with the Regulation of the Head of the National Narcotics Agency of the Republic of Indonesia Number 14 of 2020 concerning the Classification of Archives of the National Narcotics Agency.

The results of observations made about the creation of archives are considered less in accordance with the standards that have been set. There are official letters made by divisions and fields that are not in accordance with the National Narcotics Agency Regulation Number 1 of 2018 concerning Service Manuscripts. The Official Manuscript Administration Rules regarding the font size for making official letters are font size 12 using Arial letters. Observations in the field, the use of font size in making official letters is less attention.

The initials of the letter drafter are very important, it aims to find out who made the letter. The findings in the field, in terms of affixing the drafter's initials, are still not paid attention to so that there are several letters that pass the initials.

#### **3.3 Archive Usage**

The use of dynamic archives is carried out in two stages, namely borrowing and recovering archives. The borrowing process must be monitored so that the archive is not scattered and lost after being borrowed.

The results of observations made by researchers on archive borrowing are considered less than optimal. The archive borrowing process still uses the manual method and there is no recording process on the control card by the archive manager which results in the archive being easily scattered and lost. Lack of awareness of the archive borrower to return it to the manager causes the archive to be easily lost.

The archive is the memory center of an activity that has been done. The rediscovery of archives is intended for the administration of an organization and is closely related to the records management system. A bad archive management system has an impact on the length of the archive search so that it hampers the activities to be carried out.

The increasing volume of archives from year to year is also an obstacle in the recovery of archives. Limited archive storage space results in accumulation in the workspace.

The results of observations made by researchers regarding the rediscovery of archives are considered less than up to standard. Recovering archives takes a long time and there are even archives that can't be recovered.

### **3.4 Archive Maintenance**

Archives are the most important part as a source of information for government and private agencies in determining a policy carried out by leaders. Damage to archives can eliminate information and to prevent damage, it is necessary to maintain and maintain archives. Damage to archives is caused by several factors, namely chemical factors, biological factors, physical factors, and other factors such as floods, fires, and damage caused by human actions.

The results of observations made by researchers on archive maintenance, are considered not to run perfectly. The lack of management personnel is a factor in preventing archive maintenance. Still neglected in the maintenance and care of the archives. The process of tidying and cleaning archives has not been carried out routinely and systematically in accordance with procedures. Cleaning the archive is done in a simple way, namely with a duster. In free time, the archive manager cleans the archives in the file storage cabinet.

### **3.5 Archive Security**

Physical security of archives needs to be done for organizations to prevent damage and loss, especially for records that are confidential.

The results of observations made by researchers regarding archive security are considered inadequate. Archival security is done by storing archives in glass cabinets and file cabinets. Glass cabinets used to store files are considered inadequate and have a small capacity and there are archive storage cabinets that are not locked.

### **3.6 Archive Shrink**

The increasing number of archive volumes from year to year requires shrinking the archive. The archive depreciation process is based on the use value. Archival shrinkage is the most important step in maintaining an archive system to realize a credible, effective, and reliable archive management. Maintaining records that are legal, business, and historically valuable is the goal of archive shrinkage. Archive shrinkage to minimize the need for equipment and equipment for archive storage space.

Observations made by researchers on the shrinkage of archives, are considered not to be carried out optimally and planned. In the workspace there is a buildup of archives, this is because the archive storage place or warehouse is full so it is not possible to put new documents. The transfer of archives to a place or archive warehouse has not been carried out routinely.

The archive retention schedule uses guidelines for archive management personnel in carrying out the archive shrinkage process. Archives management considers the archive retention schedule as an important tool in the archive shrinkage process, this is because the archive retention schedule makes a real contribution to improving the operational efficiency of the agency and also provides protection for archives because it contains information of high use value so that it can be easily preserved.



The results of observations made by researchers regarding the archive retention schedule at the National Narcotics Agency of Central Java Province are considered not yet available.

### **3.7 Archive Destruction**

Archival destruction is a structured activity to destroy the physical form of the archive and its identity in a total and planned manner so that the content and form are no longer known. At the stage of destroying the archives, it has a very high risk and is legally binding because the destroyed archives are not recreated or re-established.

The results of observations made by researchers on the destruction of archives found that the National Narcotics Agency of Central Java Province had never conducted archive destruction.

Obstacles Faced in Archive Management at the National Narcotics Agency of Central Java Province

The obstacles faced in archive management include:

1. Archive transfer.
2. Archive setup.
3. Archive storage.
4. Archive loan.
5. Archive rediscovery.
6. Archive maintenance.
7. Archive security.
8. Archive shrinkage.
9. Archive destruction.
10. Archives manager.
11. Archives management facilities and infrastructure.
12. Archive management budget.
13. Lack of support and attention from leaders in the field of archives.

### **3.8 Archive Transfer**

Archive transfer activities are carried out once a year in December. The process is considered to be less than optimal due to limited management staff as well as accumulation in the archive creator's workspace because the archive management unit in the field has not submitted its inactive archives to the archiving unit in the Administration Sub-Section in the General Section.

Archive transfer schedule must be made for the implementation of the transfer process from the creator to the archive storage area based on the use value of the archive. The transfer of inactive records is the activity of moving inactive records from the processing unit to the archiving unit in the Administration Sub-Section in the General Section within one archive creator with an archive retention schedule of less than ten years.

The purpose of the transfer is for the efficiency and effectiveness of saving archive management and requires certain Standard Operating Procedures (SOPs) so that errors do not occur later. The transfer of archives must also be supported by facilities and infrastructure to maximize the archive storage process in order to create an orderly archive management and in accordance with established archival rules.

### **3.9 Archive Setup**

Archive arrangement is not optimal because of the lack of equipment and supplies in its arrangement. Storage space is not too wide and mixed with workspace. The dynamic

archive files in the Administration Sub-Section in the General Section are still stored in plastic folders and stored in wooden cabinets. Archival files in the field have not been neatly organized in accordance with archival rules and the filing is not in accordance with the classification of the manuscript that has been given.

Archival equipment, such as filing cabinets, filing racks, boxes, and so on need to be added to cope with the increase in the volume of archives every year. The arrangement process requires a certain process to be neat and easy to find again through grouping by alphabet or number and labeled according to the provisions as a marker so that if the archive is needed it is easy to find. The archives that have been arranged are arranged on the archive rack and given a classification code and number sequence.

### **3.10 Archive Storage**

The increase in the volume of archives each year results in buildup and unorganized storage. The lack of facilities and infrastructure is a major factor in this process. The storage system for archive management uses the principle of centralization (centralization) in the Administration Sub-Section in the General Section. In addition, the archive manager has carried out archive storage but it is not in accordance with archival rules.

Storage aims so that the archive is not scattered and lost. Before being stored, the archive is selected based on the archive classification. Sorting based on archive classification is done to make it easier to search. The archive storage process is done by providing a code. The equipment used for storage must also be supportive, such as cabinets and shelves. The storage process must pay attention to the humidity of the room temperature to maintain the quality of the archival paper.

### **3.11 Archive Borrowing**

The process of borrowing archives is considered less than optimal due to the absence of special procedures. Conditions that occur in the field at the time of borrowing are that the borrower communicates directly to the manager, and there are no records of archives borrowed by other employees, causing the archive to be lost. Another obstacle is the delay in returning the archive to the manager.

The borrowing process should be carried out through recording or recording archive data stored in the archive room by using a borrowing book and control card that is applied so that there is no loss of archives. Borrowing rules need to be applied to avoid file loss. Records manager must record the borrower of the file, the term of the loan, and the purpose of the loan of the file.

### **3.12 Archive Rediscover**

The rediscovery of the archive is not just rediscovering the archive in its physical form but finding the information contained in the contents of the archive.

Active archives are still stored in the General Section of the Administration Sub-Section and access to active archives has not been applied. The addition of the volume of archives every year, limited storage causes accumulation and not maximal recording of archives that have been borrowed so that it hinders rediscovery when needed or the time it takes to find archives is too long, even cannot be recovered.

Re-discovery of archives can be done by structuring good and regular archives and sorting, for example, once a month to avoid piling up in the archive creator or in storage.

Archive rediscovery can be done using an agenda book. If there are employees who borrow, the manager can search the storage area with the help of an agenda book. Storage must be carried out in accordance with applicable procedures and regulations to avoid errors.

### 3.13 Archive Maintenance

Maintenance of archives at the National Narcotics Agency of Central Java Province is far from optimal. The limited archive storage space and the large volume of archives that are piled up and the absence of an archive maintenance schedule causes the archive to be dusty. Hot room conditions can cause damage to the archive. Conditions in the field, archive managers clean the archives when there is free time with simple equipment.

Records manager can perform routine and periodic maintenance of records, for example, four times a year. Archive maintenance must provide facilities and infrastructure that support activities. Archive managers are required to apply Standard Operating Procedures (SOP) for maintenance. Equipment used for maintenance, for example, the availability of camphor (camphor) to prevent the fungus that settles, the availability of fire extinguishers to overcome the occurrence of fires, and maintaining adequate air temperature in storage. The archive storage area should be cleaned regularly. Wrapping archives that have been damaged to keep the information intact. Do fumigation in the archive storage area to avoid insects and termites.

### 3.14 Archive Security

Conditions in the field there are cabinets that do not have a good locking system so that they can be easily opened and closed by unauthorized employees. There is no special cupboard for file storage. Looking at the conditions in the field, in terms of securing archives, it is considered not optimal, so there needs to be special handling because archives are a source of confidential information.

Saving archives that are stored is a form of maintenance that is carried out indirectly. Maintenance can be scheduled every month. Security can be done digitally. Archives you want to secure can be scanned, then saved with a special email or google drive. Archives stored on Google Drive are steps to minimize archive loss.

## IV. Conclusion

Based on the results of research at the National Narcotics Agency of Central Java Province, the following conclusions were obtained:

1. Archive management still uses a manual system with the manager recording it in the agenda book.
2. Lack of supporting facilities and infrastructure in archive management.
3. There is no awareness from employees in managing archives so that archives are easily scattered and even lost.
4. There are no archival resources. There is only one archive manager and not an educational background in the archives field.
5. There is no budget allocation for archive management activities.
6. Lack of supervision and evaluation from the leadership of the results of the performance of the archive manager.

The suggestions given by researchers to be taken into consideration in managing archives to support orderly administration and provide public services to the wider community are:

1. Records management system should use information technology-based systems for ease of use of archives.
2. Employees are rushed to carry out the National Movement for Archive Orderly Awareness which can be started from managing archives in their respective workspaces by organizing the archives that have been created.



3. The National Narcotics Agency of Central Java Province is expected to have an archivist by proposing additional employees to the Bureau of Apparatus Human Resources and the Organization of the Secretariat of the National Narcotics Agency of the Republic of Indonesia. Archives management personnel should be equipped with knowledge and skills in the field of archiving.
4. Allocate a budget for archive management activities to support archive management for the realization of orderly administration.
5. Supervision and evaluation from the leadership of the results of the archive manager's performance which is carried out regularly and periodically to support orderly administration. The implementation of supervisory activities consists of supervising the implementation of policy stipulation, fostering activities, and managing archives. Supervision activities on enforcement of regulations are a form of supervision of compliance and obedience in the creation of archives, structural and functional officials and managers in archive management, because good and regular archive management can improve performance accountability in the National Narcotics Agency of Central Java Province.

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