

School Archive Management System: A Case Study

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Abstract

This research is motivated by problems related to the school archive management system at SMP Negeri 7 Muaro Jambi, including a lack of employee knowledge about indexes, facilities, and infrastructure, as well as minimal administrative staff for managing archives. The objectives of this study are (1) to describe the procedures for managing archives at SMP Negeri 7 Muaro Jambi; (2) to describe the archive storage space at SMP Negeri 7 Muaro Jambi; (3) to describe the archive management facilities at SMP Negeri 7 Muaro Jambi; (4) to describe the archive officers in managing archives at SMP Negeri 7 Muaro Jambi. This study uses a qualitative descriptive method with data collection techniques, namely: the interview method, observation, and documentation. Data analysis techniques in this study include data reduction, data display, and conclusion drawing/verification. The results of this study are first, the archive management procedure at SMP Negeri 7 Muaro Jambi which consists of: a) archive creation starts from the creation of the archive then managed/grouped and made into an archive; b) management of incoming mail, via WhatsApp then printed at school and given to the destination address of the letter; c) management of outgoing mail, the letter is first examined by the Principal of SMP Negeri 7 Muaro Jambi, corrected, numbered, recorded in the agenda book and then signed by the Principal; d) use of archives, copied or photographed archives to be used and returned to their original place; e) archive maintenance has not been carried out special maintenance or has not been maximized f) archive reduction, there has been no archive reduction. Second, SMP Negeri 7 Muaro Jambi does not yet have a dedicated archive storage room. Third, archive management facilities are inadequate in terms of quality and quantity. Fourth, the lack of administrative staff as archive officers affects the accuracy and neatness in managing archives.

Keywords: Management System, Letters and Filing, School Filing

Abstrak

Penelitian ini dilatarbelakangi oleh permasalahan terkait sistem pengelolaan kearsipan sekolah di SMP Negeri 7 Muaro Jambi, berupa kurangnya pengetahuan pegawai terkait indeks, sarana prasarana dan minimnya staf tata usaha dalam pengelolaan kearsipan di SMP Negeri 7 Muaro Jambi. Tujuan penelitian ini adalah (1) untuk mendeskripsikan prosedur pengelolaan kearsipan di SMP Negeri 7 Muaro Jambi; (2) untuk mendeskripsikan ruang penyimpanan arsip di SMP Negeri 7 Muaro Jambi; (3) untuk mendeskripsikan fasilitas pengelolaan arsip di SMP Negeri 7 Muaro Jambi; (4) untuk mendeskripsikan petugas arsip dalam mengelola kearsipan di SMP Negeri 7 Muaro Jambi. Penelitian ini menggunakan metode deskriptif kualitatif dengan teknik pengumpulan data yaitu: metode wawancara, observasi dan dokumentasi Teknik analisis data dalam penelitian ini yaitu, dengan data reduction (reduksi data), data display (penyajian data), conclusion drawing/verification (penarikan kesimpulan). Hasil penelitian ini yakni pertama, prosedur pengelolaan arsip di SMP Negeri 7 Muaro Jambi yang terdiri dari: a) penciptaan arsip dimulai dari dibuatnya arsip lalu dikelola/dikelompokkan dan dijadikan arsip; b) pengelolaan

surat masuk, melalui whatsapp lalu diprint di sekolah dan diberikan kepada alamat tujuan surat; c) pengelolaan surat keluar, surat terlebih dahulu diteliti oleh Kepala SMP Negeri 7 Muaro Jambi, diperbaiki, pemberian nomor, dicatat di dalam buku agenda lalu di tanda tangani oleh Kepala Sekolah; d) penggunaan arsip, dicopy atau dipoto arsip yang ingin digunakan dan di kembalikan ketempat semula; e) pemeliharaan arsip belum ada dilaksanakan pemeliharaan khusus atau belum maksimal f) penyusutan arsip, belum ada dilaksanakan penyusutan arsip. Kedua, ruang penyimpanan arsip di SMP Negeri 7 Muaro Jambi belum memiliki ruang khusus penyimpanan arsip Ketiga, fasilitas pengelolaan arsip belum memadai dari segi kualitas dan kuantitas. Keempat, kurangnya staf tata usaha sebagai petugas arsip dan ketelitian serta kerapian dalam mengelola kearsipan.

Kata kunci: Sistem Pengelolaan, Surat dan Kearsipan, Kearsipan Sekolah

1. INTRODUCTION

The opinion put forward by Fuad Ihsan (2003: 107) is that education is a system with elements, goals, educational objectives, students, educational administrators, structure or levels, curriculum, and equipment/facilities, and that education is also a human need. In Aufar's (2019) research, it was revealed that one effort to improve the quality of education in an educational institution is by implementing good archive management. Every job and activity in educational or office institutions inevitably requires data and information. Data and information significantly impact service activities and decision-making, determining the achievement of goals for an organization or educational institution. Almost all organizations are required to make various improvements to meet the need for fast and accurate information. One source of information within an organization whose existence has an impact is the archives. An archive management system is implemented to organize the physical and informational aspects of archives and to compile archive lists neatly. Through filing, the process of retrieving archives will be facilitated. According to Agus and Teguh (2015:57), active record filing includes: record classification, record information description, time, quantity, and notes. The contents of the record file include: file number, record item number, classification code, record information description, date, quantity, and notes. Widjaja (1986:103-104) revealed that there are several factors for good archives, namely: the appropriate use of storage systems, qualified archival facilities, and qualified archival staff.

Sedarmayanti (2015: 93) states that every archival officer must master a consistent filing system so that documents can be easily and quickly retrieved when needed. A well-organized filing system reflects the success of past activity management, which will significantly impact future development.

Therefore, it can be concluded that educational institutions must have an adequate system to achieve an ideal state, starting from the performance of educational staff, facilities, and infrastructure. Agus and Teguh (2015: 13) also explain that good archive management plays a very important role in organizational activities, serving as a source of information and a central repository of organizational memory. This is very beneficial for the continuity of research materials, decision-making when needed, or the development of programs for the organization in question. Additionally, archive management is considered effective when the archive management system is well-organized. According to Yatimah (2009), records management involves clerical activities related to the creation, management, storage, retrieval, depreciation, and destruction of records.

The implementation of records management should be supported by an effective records storage system, sound work procedures for storing and using records, an orderly records disposal

system, and capable records personnel. As stated by Liang Gie (2009:150), with a proper filing system, good archival workflow, and orderly document disposal, efficient archive management can be achieved within an organization. However, equipped with a capable archival staff to ensure that archives truly become a source of information and a center of memory that facilitates organizational development.

According to Agus and Teguh (2005:9-10), the important roles of archives are as a source of memory, a basis for decision-making, evidence or legal documentation, and a historical reference. Considering the importance of archives, proper and efficient archive management, also known as records management, is necessary to ensure the rapid, accurate, complete, and high-quality availability of information. However, the reality is that many schools still do not meet the criteria for good archiving. As stated in the research findings of Mustam and Abubakar (2021:110) at SMA Negeri 11 Kota Kendari, which concluded that archive storage has not fully followed the archival system because it does not use archive numbers, archive organization has not been carried out well, archive recording does not use manuscript guidelines, and archive reduction has not involved the destruction of unused or inactive archives.

Based on observations made on June 6, 2022, it was found that the archive storage cabinets were disorganized, and the archive indexing and classification were neither alphabetical nor neatly arranged. Thus, it can be assumed that the employees have a poor understanding of how to determine the index and classify archives. It can be concluded from the data obtained by the researcher that there are problems, beginning with the continuous increase in archives, which necessitate effective archive management. Good archive management can make administrative activities smoother and easier. There are also constraints related to employee knowledge about index determination and classification, resulting in active archives being stored based solely on subject matter. Additionally, the facilities and infrastructure are inadequate for archive storage, and the performance is lacking due to the small number of administrative staff.

The problems faced are the school's archival management system and the facilities needed for managing school archives. This is a challenge for educational institutions to improve. Therefore, it can be concluded that with a good school archive management system, the quality of performance in managing those archives can be improved in the future. Therefore, the researcher will further investigate the archival management system in schools. Therefore, the researcher chose a research title about "School Archival Management System (Case Study at SMP Negeri 7 Muaro Jambi)".

2. METHODS

2.1 Methodologies for Research

The data collection in this article uses a qualitative descriptive approach. Therefore, the data collection techniques used by the researcher in this study include interviews, observation, and documentation as primary data sources, along with secondary data sources in the form of articles, books, documents, archives, and various literature related to the research focus and discussion. The data will then be analyzed and described, and a discussion will be conducted in accordance with the theme being discussed. The study in this article focuses on the topic "School Archives Management System (Case Study at SMP Negeri 35 Mukomuko)." This study will analyze data continuously from start to finish. Data analysis in this study also utilizes triangulation, namely

comparison. According to Norman (2007:31), triangulation is defined as a combination of various methods used to examine interrelated phenomena from different viewpoints and perspectives. According to Norman K. Denkin, triangulation consists of four elements: 1) method triangulation, 2) data source triangulation, 3) theory triangulation, and 4) investigator triangulation.

3. FINDINGS AND DISCUSSION

Archive Management Procedures at SMP Negeri 7 Muaro Jambi. Various types of archives generated during the creation of dynamic archives are the beginning of an archive's life, enabling activities to achieve organizational goals through the creation of letters, documents, and other manuscripts. Letters must be managed before being stored as archives to prevent them from being scattered. The process of creating archives at SMP Negeri 7 Muaro Jambi begins with the initial creation, followed by managing or grouping them, and finally archiving them. Nuraida (2012) states that incoming mail management is essentially carried out in several stages: receiving, directing, evaluating, recording, distributing, and storing mail. In the management of incoming mail at SMP Negeri 7 Muaro Jambi, the process begins with receiving the mail, followed by directing it to its intended recipient, recording it in the agenda book, and archiving it.

According to Irjus (2020:58), there are procedures that must be followed for managing outgoing mail in order to archive it, namely: 1) read the letter or document carefully and thoroughly; 2) recheck the letter and mark it as ready for storage; 3) determine the letter title; 4) index the identifying marks according to the rules; 5) create an index; 6) code the letter; 7) sort the letters by grouping the archives into one group according to the code corresponding to the letter; 8) arrange alphabetically; 9) store the letters to be archived. Wiyasa (2003) states that the steps for managing outgoing mail include having it signed by the leader before it is sent outside the organization. After the manager signs the letter, its completeness is then checked and recorded in the outgoing mail agenda book. However, for external (out-of-office) letters, they must first be numbered by the general and personnel section before being sent to the destination address.

It can be concluded that the management of outgoing letters at SMP Negeri 7 Muaro Jambi aligns with Wiyasa's theory and differs from Irjus's theory. The management of outgoing letters at SMP Negeri 7 Muaro Jambi begins with the creation of the letter. It is first reviewed by the Principal, signed, recorded in the agenda book, then sent to the destination address and archived. According to Amsyah (2005:202), the process of using these archives begins with the archive lending stage, followed by the archive retrieval stage. In the archive lending activity, several things must be considered, namely: 1) filling out the archive lending form list; 2) placing the card. proof of archive storage; 3) only archive officers are authorized to retrieve archives; 4) follow-up regarding loaned archives. SMP Negeri 7 Muaro Jambi's process for using archives involves several steps: first, retrieve the archives; then, copy them (not for taking home); and finally, return them to their original location.

Regular efforts in archive maintenance must include care and damage prevention, as follows: 1) storage rooms must be dry; 2) use of insecticides; 3) preventive measures; 4) attention to archive conditions. Among the efforts made by SMP Negeri 35 Mukomuko in maintaining archives, cleaning the cabinets with insecticide has been done. However, these efforts were not fully effective; the filing cabinets were still being eaten by termites.

According to Sedarmayanti (2015:127), the activity of archiving depreciation is an important step in addressing the problem of accumulating useless archives. The records retention schedule is regulated in Government Regulation Number 28 of 2012. Records reduction is carried out for a period of 10 years or more and based on institutional policy. By conducting depreciation activities, it is possible to manage archives more effectively because managing a small number of archives is easier than managing a large number. In the process of archiving at SMP Negeri 7

Muaro Jambi, no archiving has been carried out because of the archives. The existing archives were then stacked, tied, and stored in a cabinet. Because archive reduction is done every 20 years, while the school is only 13 years old.

Based on the explanation above, it can be concluded that the archive management procedures at SMP Negeri 7 Muaro Jambi have been implemented to 80% completion, covering the entire process from the creation to the disposal of archives. There are several stages that haven't been fully implemented, such as archive maintenance, which remains simple and involves using insect repellent and daily dusting. The obstacle is that the cabinets are quite old. Therefore, it is vulnerable to termite insect pests, and SMP Negeri 7 Muaro Jambi has not yet carried out archive reduction because archive reduction is done once every 20 years, while the school is only 13 years old.

Archive Storage Room at SMP Negeri 7 Muaro Jambi. According to Sugiarto (2005:76-78), archive maintenance is the effort to prevent damaged archive materials from worsening. Generally, the most frequent types of damage are tearing, fungal growth, water exposure, and burning. a) Location of the archive room or building: The location of the archive storage room or building should preferably be outside or separate from the industrial building, with sufficient space. From the results of the research conducted by the researcher at SMP Negeri 7 Muaro Jambi, the archives are stored together in one location or one room with the administrative office. b) Building construction: Building construction should preferably use walls. If wood is used, it should not be in direct contact with the ground to avoid termite attacks. Doors and windows should be placed in areas not directly exposed to sunlight. In this case, the administrative office space is equipped with ventilation, and the building is constructed of brick. However, the condition of the filing cabinets was still affected by the wings and began to rot and crumble. c) Room: The room is equipped with lighting, room temperature control, and air conditioning. Good air humidity is around 50-60% and the temperature is around 60°-75° F or 22°-25° C. The administration room, combined with the archive storage rack at SMP Negeri 7 Muaro Jambi, remains simple, and there is no dedicated room to maximize archive storage. It can be concluded that, at SMP Negeri 7 Muaro Jambi, the archive storage room has not yet met the standards outlined by Agus Sugiarto's theory, as there is no dedicated building or room.

Specifically for archive storage, the archives are kept in filing cabinets in the administrative office, as there is no dedicated room and no budget for constructing a dedicated archive storage building. The funds managed are primarily used for activities that support the learning process. Archive Management Facilities at SMP Negeri 7 Muaro Jambi. In terms of archive storage equipment, SMP Negeri 7 Muaro Jambi has folders, paper punches, printers, and office supplies to assist with the archiving process. Based on the above discussion regarding archive management facilities at SMP Negeri 7 Muaro Jambi, according to the theory of Sugiarto and Amsyah, these facilities are still lacking. They still use basic facilities for management, which affects the condition of the archives. The lack of adequate facilities results from the leadership's lack of special attention to improving archive management facilities at SMP Negeri 7 Muaro Jambi.

Archive Officers Manage Archiving at SMP Negeri 7 Muaro Jambi. Based on observations, the archive officers at SMP Negeri 7 Muaro Jambi are still struggling to maintain the neatness of the archives. The archives are still not neatly arranged according to regulations. It can be concluded from the researcher's observations of the archive management staff at SMP Negeri 37 Muaro Jambi that their performance is still not optimal. As mentioned above, Widjaja's theory outlines several requirements and criteria for becoming an archivist. However, these have not been fully met due to an insufficient number of archivists to manage the records and the less-than-optimal quality of record management.

4. CONCLUSION

Based on the research findings on "School Archives Management System (Case Study at SMP Negeri 7 Muaro Jambi)", the following conclusions can be drawn: 1) The archive management procedure at SMP Negeri 7 Muaro Jambi is carried out in several stages, starting from the creation stage to the disposal stage. Not all stages of archive management are fully implemented at SMP Negeri 7 Muaro Jambi. There is no special maintenance for archives, and no archive disposal has been carried out because, by regulation, it is done once every 20 years, and SMP Negeri 7 Muaro Jambi is only 13 years old. 2) The archive storage space at SMP Negeri 7 Muaro Jambi has not yet been realized. There is no dedicated room for storing archives; the archives are kept in the same room as the administrative office. 3) The archive management facilities at SMP Negeri 7 Muaro Jambi utilize existing facilities provided by the school, such as archive cabinets, folders, printers, paper, and stationery. 4) The archive staff at SMP Negeri 7 Muaro Jambi are still not managing archives to their full potential due to the limited number of employees and inefficient work quality.

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