

DYNAMIC ARCHIVE STORAGE AT KSU BATANG CEMERLANG

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Abstract. *The purpose of this study is to determine the management of archive storage to support archive retrieval at KSU Batang Cemerlang. Qualitative approaches were used in this study, as well as techniques in data collection through observation, interviews, and documentation. The number of informants is 5 informants consisting of 1 owner of KSU Batang Cemerlang, 1 leader in the operational department, and 3 administrative staff. The results showed that dynamic archive storage at KSU Batang Cemerlang was still not running well. The conclusion of this study is 1) dynamic archive storage at KSU Batang Cemerlang is still not running well but has run a manual recording system and sorting archives based on the nature of their usefulness. 2) Inhibiting factors in dynamic archive storage include lack of knowledge possessed by human resources in the field of archives, limited facilities and infrastructure and funding. 3) Efforts to overcome obstacles in dynamic records storage, namely developing employees through training in the field of archives, allocating funds for the purchase of records management equipment and equipment and providing special archive storage rooms.*

Keywords: archives, archive retrieval, cooperatives, dynamic archives, storage

1. INTRODUCTION

Organizations formed have goals to be achieved, for the realization of organizational goals, support from all sectors is needed, one of which is the provision of information. The increasing activities and dynamics of the organization tend to increase the need for information and information that is presented properly and completely can help leaders in decision making so as to achieve goals in an organization. This is reinforced by research conducted by Anastasia Lipursari saying that more appropriate information results in better decisions (Lipursari, 2013).

Information comes from processed data so that the available data must be complete, reliable and up-to-date. When data has become information, it must always be easily accessible to lower, middle and upper level management leaders. Therefore, it is necessary to compile and store information systematically so that if needed, the information in question can be accessed easily again (Sirojuddin et al., 2022). Data can be analogous to something that is still raw, both *softcopy* (computer data) and *hardcopy* (prints, books, photocopies) which must be processed again to be more meaningful and have added value (Arisandy et al., 2017). In order for the information presented to be of high quality and can help decision making, it is necessary to pay attention to 3 (three) things, namely, accurate, timely, and relevant information (Lipursari, 2013).

Archive is one form of data and information presented by organizations or data creators. Based on the Big Dictionary Indonesian archives are written, oral or pictorial documents from the past, stored in written, electronic media, usually issued by official agencies, stored, and maintained in a special place for reference (Ali Muhidin, 2019). A good and correct records management system needs to be a concern for organizations because an effective records management system can help organizations in supporting work activities, in order to realize optimal work activities, it is necessary to improve the

quality of the organization in a quality-oriented records handling system. Quality is defined as the level of good or bad something, degree, or level of quality (KBBI, 2016). Therefore, quality records management must be guided by established rules. In addition, the element of human resources in records management is the main factor so that archival information sources in the organization can assist leaders in decision making, and are supported by budgets and other supporting facilities (Kuswantoro, 2017; Wahyuni, 2020). Thus, every activity of the organization and company cannot be separated from the scope of administration and becomes an inseparable unit and has an impact on achieving its vision and mission (Kuswantoro, 2017).

KSU Batang Cemerlang is a business savings cooperative engaged in producing and supplying ice blocks in the Fish Auction Area of Batang Regency. KSU Batang Cemerlang has as many as 200 fishermen in the Fish Auction Area of Batang Regency. In its work activities, KSU Batang Cemerlang always comes into direct contact with fishermen regarding the needs or supply of ice blocks. In one month, the need for an ice block supply of 250 ice blocks used by fishermen to store their catches and the number of ice block orders that enter KSU Batang Cemerlang with an average of 25 orders per day. With the large number of ice block supply needs for fishermen, KSU Batang Cemerlang strives to meet and optimize the supply of ice blocks at the production site so that there is no shortage of ice blocks in the Fish Auction Area. The efforts made by KSU Batang Cemerlang are a form of organizational commitment to its members, namely providing excellent service so that members remain loyal to the organization.

To fulfill orders for ice block needs, the management of KSU Batang Cemerlang needs to pay attention to incoming letters that come to the cooperative so that they can process orders from members and produce ice blocks in accordance with the incoming order letters. Therefore, KSU Batang Cemerlang needs to realize quality archive management and in accordance with the expectations of archive users. Based on observations from researchers, it was found that the implementation of the archive management system at KSU Batang Cemerlang has been carried out but has not been maximized such as the presence of files that are not neatly arranged and scattered on the work desk, limited archive storage areas, lack of facilities and infrastructure supporting archive management and added to the environmental conditions around KSU Batang Cemerlang are prone to tidal disasters. For important files, the leadership has carried out storage and rescue of archives in other locations that are not affected by tidal disasters. KSU Batang Cemerlang requires a long step in improving archive management in order to realize quality records management.

Over time, the continuous increase in archives without being followed by records management and the lack of knowledge of cooperative administrators in the field of records management certainly causes polemics in the organization so that it can cause the achievement of organizational performance expected by the leadership of the organization. Cornelius said that company performance is the most important thing and must be achieved by every company or organization because it reflects the ability of a company or organization to manage and allocate its resources (Iskandar, 2018). In addition, organizational performance or company performance is an indicator of the level of achievement achieved and reflects the success of the leadership in running the organization or company (Soedjono, 2005). Furthermore, Mahmudi said, that performance indicators are a means or tool to measure the results of activities, activities, or processes (Mahmudi, 2015). There are three organizational performance indicators that are in accordance with records management, including cost, productivity, and time

targets (Wahyuni, 2020). Four things in measuring records management in organizations include the creation, use, maintenance and depreciation of records (Fauziyah, 2019).

Based on the phenomena that have been described, researchers are interested in conducting further research on dynamic records management that has an impact on organizational performance at KSU Batang Cemerlang. The purpose of this research is to determine the management of dynamic records that have an impact on organizational performance at KSU Batang Cemerlang. The limitations of the problem in this study are:

1. How is the storage of dynamic archives at KSU Batang Cemerlang?
2. What are the obstacles faced in the dynamic archive storage process at KSU Batang Cemerlang?
3. What are the efforts to overcome obstacles in the dynamic archive storage process at KSU Batang Cemerlang?

2. LITERATURE REVIEW

1.1 Dynamic Archive

Undang-Undang No. 43/2009 concerning archives states that archives are records of activities or events in various forms and media in accordance with the development of information and communication made and received by State institutions, local governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of community, nation and state life (Priansa & Damayanti, 2015). Ratnawati said that archives are collections of instruments that are considered to have certain uses and are stored systematically so that whenever needed they can be searched again easily (Asriel, 2018).

Archives are an important factor because of the authentic information and data needed by the organization to carry out organizational operational activities and decision making. The functions of archives include: as a tool for storing information, as a tool for leaders and management in making decisions, as a tool for recording organizational travel, effective and efficient work, as a tool to provide information needed for those who need data, and as a source of information on events and activities that occur in the office (Priansa & Damayanti, 2015). Similarly, Sedarmayanti said that archives have an important role in organizations because archives are the main tool of organizational memory, materials or tools of evidence, basic materials for planning and decision making, as a barometer of the life of an organization, and information materials for other scientific activities (Asriel, 2018).

There are two types of archives based on their functions, namely: archives that are used directly in planning, implementing, and organizing activities in the office environment (dynamic archives) and archives that are no longer used in their creation, but have certain values so that they are suitable to be preserved for general interest, history, or as evidence material (static archives) (Priansa & Damayanti, 2015). Barthos said dynamic archives are archives that are used directly in the creation of archives that are stored for a certain period of time. While static archives are archives that are no longer used in management functions (Asriel, 2018).

1.2 Archive storage

An archive storage system is a system used to store archives so that they can be found quickly when archives are used at any time (Priansa & Damayanti, 2015). Archive storage is an activity to organize and store archives in such a way as to use certain storage systems with the aim of facilitating the discovery of archives again when needed (Asriel, 2018).

The success of records management activities is directly influenced by the equipment used to store archives and the efficiency of equipment use therefore some of the criteria needed in the selection of equipment are the physical form of the archive to be stored, the frequency of use of archives, the length of time the archives are stored, the location of storage facilities, the type and location of storage places for inactive archives, and the level of protection of the archives stored (Sugiarto & Wahyono, 2015). Similarly, Widjaja revealed that good archival factors are the right archive storage system, qualified archival facilities and qualified archival officers (Fitriana & Christiani, 2018).

There are five ways used for archive storage, namely: alphabetical system, subject system, number system, date system, and regional system (Priansa & Damayanti, 2015). The storage process is the steps taken in connection with the storage of a document. In archive management can be organized as follows: checking, indexing, coding, sorting, and storing (Hadiaty, 2020). Some of the facilities used in archive storage include filing cabinets, file cabinets, folders, guides, folders, sorting racks, index cards, rotary, staplers, tickler file boxes, cardex, and perforators (Asriel, 2018).

1.3 Archive Retrieval

Archive retrieval aims to recover records that will be used in administrative administration both in organizations and companies. Wursanto said that the activity ensures where the script or archive to be used is stored, in groups of files, arranged according to the system and how to retrieve it (Putra & Wasisto, 2018). Retrieval is an archival activity that aims to recover archives that will be used in the administrative process at an agency/institution (Zuliyanti, 2021).

In the archive retrieval process, there are several important components including archival document representatives, user questions, and matching functions (Putra Pamungkas & Jumino, 2019). In addition, procedures are one of the determinants of effectiveness and efficiency in archive retrieval (Zuliyanti, 2021). Archive retrieval is required to provide excellent service to satisfy its users, therefore it is necessary to design a good archive retrieval system to speed up and facilitate users in finding the information needed both manually and digitally (Prasetyo & Husna, 2021).

3. RESEARCH METHODS

Qualitative methods or naturalistic research methods are used in this study because the research is carried out on natural conditions and emphasizes meaning rather than generalization. This study does not use population but social situation which consists of three elements, namely place, perpetrator, and activity. All employees of KSU Batang Cemerlang became a social situation in this study (Suhendi et al., 2020). The informants in this study were 5 people, including 1 owner of KSU Batang Cemerlang, 1 leader in the operational department, and 3 administrative staff. Data collection techniques are sourced from literature studies and field studies. This research focuses on the phenomenon that occurs in the field, namely dynamic archive storage to support archive retrieval at KSU Batang Cemerlang.

4. RESULTS AND DISCUSSION

A. Dynamic archive storage at KSU Batang Cemerlang

KSU Batang Cemerlang in the implementation of office activities that are growing, there are also many data, files and archives that are created, collected and stored because they have use value for the organization. Therefore, a good and systematic system of records storage procedures is needed to facilitate the retrieval of records that

have an impact on decision making by the leadership. Based on interviews conducted by researchers to the management of KSU Batang Cemerlang, there are the following findings:

- 1) The completeness of equipment and equipment for archive storage is still not optimal. Found during observation, there are 2 wooden cabinets used for archival storage but the storage is still piled up in the cabinet. The cabinets used are not in accordance with archive storage standards so that the stored archives are damaged. The cabinets that comply with archive storage standards are filing cabinets made of iron because they are not easily eaten by termites and the position of file storage is not stacked but hangs so that the archive does not suffer damage due to moisture.
- 2) The archive furniture system at KSU Batang Cemerlang has not been maximized, the administrative officer of KSU Batang Cemerlang sorts incoming and outgoing letters and then makes labels based on the nature of use such as ice block manufacturing order letters, ice block delivery letters and goods purchase letters. After sorting out, administrative staff records letters based on incoming letters, outgoing letters and grouping letters using the document master book.
- 3) There is no special room for archive storage due to limited space at KSU Batang Cemerlang so that there are many letters stored and piled up on the work desk and there are even some files stored in cardboard.
- 4) The archive destruction schedule at KSU Batang Cemerlang did not run smoothly because archive checking was not routinely carried out, which had an impact on the accumulation of archives on the table and even some archives were stored in cardboard.

B. Inhibiting factors in dynamic archive storage at KSU Batang Cemerlang

The results of observations and interviews found that there are several factors that hinder the storage of archives including:

- 1) KSU Batang Cemerlang administrative officers have duties and responsibilities in carrying out work activities in the administrative field. Therefore, the administrative officer needs to have competence in the field of administration and records management. However, employees at KSU Batang Cemerlang who are responsible for the administration are still focused on receiving ice block order messages and scheduling the distribution of ice blocks to the Fish Auction Place and fishermen in the Fish Auction Area of Batang Regency so that there is no time for records storage management to archive retention. In addition to administrative officers, leaders and owners of KSU Batang Cemerlang need to have competence in the field of archives in order to achieve maximum organizational performance.
- 2) Equipment becomes a supporting means for the implementation of archival activities. The types of equipment that support archive management activities include filing cabinets, shelves, cabinets, computers, printers, office tools, and box files. While the equipment supports the implementation of archival activities. The equipment used in archive management includes the master book of documents, for archive storage space is an obstacle due to the limited number of rooms in KSU Batang Cemerlang and is not equipped with a fire extinguishing system, the KSU Batang Cemerlang building is categorized as quite well maintained because every 6 months a building is checked, the air humidity level and room temperature level.
- 3) Funding, availability of competent human resources and procurement of infrastructure for good archives cannot be separated from the budget allocation. So

KSU Batang Cemerlang made a budget allocation for archive management, however, the allocation of these funds is still one with office operational needs such as electricity payments, internet payments, and others so that the need for the procurement of facilities and infrastructure is very limited. Funding for human resource development at KSU Batang Cemerlang is still limited and submissions must be submitted first to the KSU Batang Cemerlang work meeting.

C. Efforts made to overcome obstacles in dynamic archive storage at KSU Batang Cemerlang

Archives are vital in operational activities in the organization because archives can help leaders in decision making, as evidence and organizational performance, special handlers need to be handled in records management. Good records management requires human resources who are able to manage these records. From the results of observations and interviews, it is known that the human resources at KSU Batang Cemerlang in knowledge and skills in the field of archives are still not competent. Therefore, it is necessary to develop employees so that they can manage archives properly and correctly through various means such as creating training programs or sending administrative officers to attend training at educational institutions, and comparative studies with other cooperatives around Batang Regency. The availability and completeness of archival equipment supports the continuity of archive management activities in an organization so that the quality of the archives can be well maintained, not damaged by archives and prevent loss. In order not to accumulate files or archives, a special room is needed for archive storage. To support the fulfillment of these facilities, a budget is needed for the procurement of goods so that archiving activities in an organization can run well and smoothly.

CONCLUSION

Based on the results of the analysis and discussion, the following conclusions can be drawn:

1. Dynamic archive storage at KSU Batang Cemerlang has not been going well. There are several findings, namely the limited equipment, equipment and special places for file storage so that there is a buildup of files on the workbench and storing in cardboard. In addition, the record retention schedule does not run because archive checking is not carried out regularly, which has an impact on the accumulation of records. The archive labeling system at KSU Batang Cemerlang is based on the value of the archive function, this is done to facilitate officers in the process of completing ice block orders from their customers.
2. Factors that hinder dynamic records storage at KSU Batang Cemerlang are as follows: lack of competence of administrative officers, limited funding which results in very minimal equipment and equipment for records management activities.
3. Efforts made to overcome obstacles in dynamic records storage at KSU Batang Cemerlang are to improve the competence of administrative officers, it is necessary to develop human resources by attending training in the field of administration and records management, and making budget planning for the procurement of infrastructure facilities for dynamic records management activities and the provision of special archive storage rooms for the absence of Stacking archives so that archives can be maintained and maintained properly.

Here are some suggestions related to archive storage at KSU Batang Cemerlang including:

1. Design and create rules or work steps related to dynamic archive storage.
2. Allocate funds for infrastructure facilities for dynamic archive storage activities to increase infrastructure facilities that are still incomplete.
3. Switch to digital archive storage or the use of computers in archival activities.

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