ANALYSIS OF ARCHIVAL TRANSFORMATION AT X INSTITUTION IN BEKASI CITY

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Abstract

This research is motivated by the importance of archival transformation as an effort to increase the efficiency and effectiveness of archive management at Institution X Bekasi City. This research uses a qualitative descriptive method by describing and analyzing problems based on primary and secondary data collected through observation, interviews, documentation, as well as studies from books, previous research and related articles. This research aims to find out more deeply about the transformation of archives at Institution X Bekasi City which faces challenges in the manual archive management system. The results obtained from this research show that the archiving system at this institution is still very manual with processes for recording, storing and searching archives that are prone to loss, damage and are less efficient. Transforming archives through archive digitization is an urgent need to increase operational efficiency and archive security. The proposed digital transformation includes transferring archival media from physical to digital format using an e-archive application which is able to speed up the document search process, reduce the risk of damage, and maintain data security. Apart from that, this digitalization is also expected to support the operational sustainability of Institution X Bekasi City with a more modern and integrated archive system. The implementation of this technology not only overcomes physical limitations in document storage, but also facilitates faster access and transparency in archive management.

Keywords: archival transformation; electronic filing system; institution X Bekasi City

1. Introduction

Archives are activities that cannot be separated from documents that have important value to an organization as well as storage requiring large space (Almahdi & Pahlevi, 2020). Physical and electronic records serve as a source of information, legal evidence, and a basis

for accurate decision-making. Well-managed archives can help an organization ensure access to the information it needs. Therefore, X institution needs neat, clear and structured documentation so that all of its operational activities can be accounted for.

Based on the results of observations that have been made by researchers at institution X, researchers found problems with the archive system. In the researchers' observations, some important archives were tucked away among other irrelevant files and the archives were still managed manually without an adequate filing system. This causes difficulties in finding the documents needed and creates the potential for loss or damage to archives.

Then in a brief interview with employees related to archives that are often tucked between other files and the constraints of the archive system that is still manual. The participant stated “archives are often tucked away because the storage is still manual without an adequate filing system, so important documents can be lost or not well organized. This causes difficulties in searching, accessing information and the time it takes to find documents can interfere with work efficiency.”

Pre-research through a questionnaire distributed to 20 employees at institution X Bekasi City was used to strengthen the validity and reliability of the data.

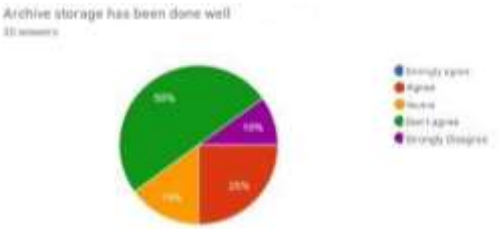

Figure 1. Pre-research Results of Archive Storage

Source: Data processed by researchers

Based on the results of the pre-research, it shows that out of a total of 20 respondents as a sample, 50% answered “Disagree” then 10% answered “Strongly Disagree”, 25% answered “Agree”, 15% answered “Neutral” and 0% answered “Strongly Agree”. This is in line with the results of observations that have been made by the author during observation.

According to previous research by Hermawati et al., (2021) media transfer processing and preservation efforts using the help of archive digitization tools are carried out by converting archives from manual to digital archives. Research by Fitri., (2020) states that in the current era of information technology or digital which is growing rapidly, a new innovation is needed in archives, especially the problem of managing the system in order to

keep up with the times that are increasingly advanced. Research by Arwana et al., (2024) states that the lack of human resources and many archivists who do not know about media transfer processing are only 2 archivists who can process media transfer and also inadequate facilities and infrastructure.

Research related to archival transformation has been widely discussed, such as research conducted by Fauzi & Irvansyah, (2022) entitled Digital Transformation of the Archives System at SMAN 1 Takengon, Central Aceh Regency. The object of this research is SMAN 1 Takengon, Central Aceh Regency using quantitative research methods using survey techniques in data collection. The difference between this research and previous research is that this research discusses the problem of archival transformation at Institution X Bekasi City using qualitative research methods and data collection techniques carried out by observation, interviews and documentation. So that this research has the aim of knowing the application of archival transformation to offer solutions in archive media transfer at Institution X Bekasi City.

2. Literature Review

2.1 Definition of Archival

According to Law Number 43 of 2009 concerning Archives, archives are matters relating to archives. According to Almahdi & Pahlevi., (2020) archiving is an activity that cannot be separated from documents that have important value to an agency or organization as well as storage requiring a large space. Meanwhile, according to Gie., (2012) archiving is the activity of storing information as a business administration activity in reality in the form of activities to put documents in various ways and tools in a certain place so that they are safe from being damaged or lost.

Archiving is a process of organizing and storing records or records of activities systematically, so that when needed it can be quickly and accurately found (Cendani et al., 2023). Meanwhile, according to Andriyani & Firmansyah., (2022) archiving is a storage of archives in an archive place, arranged in an orderly manner in accordance with the design of the company's storage system, with an arranged and orderly arrangement, if you are going to find the archive, it will be easy to find quickly. According to Law of the Republic of Indonesia Number 43 of 2009 concerning Archives, the purpose of organizing archives is to ensure the protection of the interests of the state and the civil rights of the people through the management and utilization of authentic and reliable archives.

As explained above regarding the definition of archives, it can be concluded that archiving is the science and practice of managing important documents that include collecting, storing, maintaining, and providing access to historical or functional information. This process ensures that documents are stored safely, maintained in quality, and easily accessible, thus supporting the efficiency of organizational governance and operations.

2.2 Digital Transformation in Archival

A. Changes in Records Management from Manual to Digital Systems

Digital transformation in archives refers to the process of managing records manually (paper, physical) to managing records digitally (electronic). This process involves not only technological change, but also the transformation of the way organizations store, manage, and utilize records. In a manual system, archives are stored in physical form such as paper documents, photos, or books that require large physical storage space, as well as a search process that is often time-consuming. With the transformation to digital systems, documents are stored in electronic formats that are more efficient and easily accessible. Digital records management includes the use of information technology such as cloud storage, electronic document and records management systems (EDRMS), and automated search software.

B. Electronic Archive Concept and Implementation

Electronic archives are a form of data that is digitally managed using software such as computers or laptops and stored in the form of data files (.jpg, .png, gif) or databases (.docx, .xlsx, etc.) which are used as authentic evidence (Amalia & Panduwinata, 2022). There are several key components in implementing electronic archives, namely:

1. Electronic Document and Records Management System (EDRMS)

   EDRMS is used to store, manage, and archive electronic documents. With EDRMS, documents are automatically organized by category, date, or keywords, making it easier to search and manage.

2. Cloud Storage

   Digital records are often stored in cloud-based services that allow for secure document storage with access from multiple locations. This system facilitates collaboration between branches of the organization without geographical barriers.

3. Digitization of Legacy Archives (Legacy Archiving)

   Pre-existing physical archives are converted into digital format through a scanning and digitization process. These archives are then integrated into the e-

archive system so that they can be accessed along with the latest electronic archives.

C. Challenges and Opportunities of Digital Transformation in Records Management

There are several challenges in digital transformation in archive management, namely:

1. Cost

   Migrating from manual to digital systems requires a large investment in technology infrastructure, including software, hardware, and employee training to operate the new system.

2. Data Security

   Digital records are vulnerable to cyberattacks, data loss, or unauthorized access. Therefore, a strong security system is required, such as the use of encryption, firewalls, and regular backups.

3. Changes in Organizational Culture

   The transition from manual to digital systems often faces resistance from employees who are used to the old way of working. Intensive training and organizational culture change are required to ensure everyone can adapt to the new system.

4. Management of Growing Digital Archives

   The number of digital archives will continue to grow. Managing large volumes of archives requires an infrastructure that is constantly updated and upgraded to remain efficient.

Furthermore, there are also several opportunities in digital transformation in archive management, namely:

1. High Efficiency and Productivity

   Digital transformation allows for increased efficiency in records management. The process of searching and processing documents becomes faster, and collaboration between teams becomes easier and more coordinated.

2. Accessibility and Flexibility

   Digital archives can be accessed from various devices and locations, providing flexibility for organizations, especially in the era of remote working. It also facilitates collaboration across locations or branches.

3. Transparency and Accountability

With a digital system, all documents and recording processes become more accessible and auditable, supporting organizational accountability, especially for non-profits that need to maintain public trust.

4. Long-term Cost Savings

   Although the initial cost of implementation is quite high. In the long run, archive digitization can save operational costs. There is no longer a need for large physical storage space, as well as reduced paper usage and maintenance costs.

2.3 The Role of Technology in Archives

A. Technology Used in Modern Records Management

Technology plays an important role in the modernization of records management, helping organizations overcome the limitations of manual systems. Some of the technologies used in modern archives are:

1. Electronic Records Management System (EDMS)

   A technology platform used to systematically manage electronic documents. EDMS allows organizations to store, index, organize, and access electronic documents easily. Commonly used EDMS are M-Files, OpenText, and Microsoft SharePoint.

2. Cloud Storage

   Cloud platforms are managed by third-party service providers. The benefits of cloud-based storage include flexible capacity, easy access from various devices, and automatic backups to keep data safe. Popular cloud storage includes Drive, Dropbox Business, and Microsoft OneDrive

3. Scanning and Digitization Technology The process of digitization involves converting physical archives (paper, books, photos) into digital format through scanning. This technology is often used to archive old documents for easier electronic access. Archival scanning tools that can be used are High-Resolution Scanner and OCR (Optical Character Recognition).

4. Blockchain for Archive Security

   Blockchain is used to secure digital documents and archives by recording every change to the document in a distributed ledger. Blockchain technology is suitable for documents that require high security such as legal and financial records.

B. Applications, Software, and Other Supporting Tools Archival Transformation

There are several additional applications and tools that support digital transformation in archives including:

1. Document Management System (DMS)

   A DMS helps organizations manage the document lifecycle from creation to archiving and document access management. In addition to digital storage, a DMS offers real-time collaboration, integration with email, and security features. Popular DMSs include DocuWare, Alfresco, and Laserfiche,

2. Electronic Filing Software

   This software helps in managing and storing records electronically, supports various document formats, and provides backup, audit, and retention management features. There are electronic filing software such as eFileCabinet and Evernote.

3. Automated Workflow Software

   These applications help speed up the document approval process and document-related workflows. Applications that support document workflow automation are Nintex and K2.

4. Archive Backup and Recovery System

   Backup and recovery technology allows organizations to automatically store archive backups and restore data in the event of damage or loss. Examples of backups used are Acronis Backup and Veeam Backup & Replication.

2.4 Archives Transformation Indicators

The archival transformation indicator is a measure or tool used to assess the extent of the process of transitioning from a conventional archival system to a digital one. The following indicators in archival transformation are:

1. Archive Preservation

   According to Sutrisno & Christiani (2019), one of the main reasons for holding archival media transfer is to maintain the preservation of archives, especially those that are starting to be damaged or vulnerable. Digital archives are more durable than physical archives if managed properly, thus ensuring the continuity of important information in the long term.

2. Accessibility of Archives

   Archives that are digitized can be accessed more easily and quickly, both for administrative and research purposes. This accessibility also allows various parties to access archives from various locations (Laksono, 2018).

3. Efficiency of Records Management

   The success of archive management can be seen from structuring procedures that do not experience obstacles, as well as the ability to apply archive management as

needed with the necessary speed and accuracy (Riyadi, 2024). In addition, digitization can also speed up access to information and reduce time and operational costs.

4. Archival Equipment and Supplies

   Ignasius Wursanto argues that in structuring archives, archival equipment and supplies are needed (Ariani & Kusuma, 2022). This indicator measures the type of equipment, software, or technology used in archive management, either manual or digital.

Digital Records Transformation is a process to improve efficiency, accessibility and security in records management. With the transfer of media from physical archives to digital formats, the risk of damage and loss of archives is significantly reduced, and storage becomes more practical. Digital archives also facilitate the search and distribution of information, speeding up administrative and decision-making processes. In addition, this transformation supports transparency and accountability, especially in government agencies and the public sector.

3. Material and Method

3.1 Design Study

This research was conducted at Institution X Bekasi City, located in Bekasi City, West Java. The selection of this location is based on the transformation process that is happening in their archive system, both manually and digitally. This research uses a qualitative approach with descriptive methods. The qualitative approach was chosen because the purpose of this research is to deeply understand the transformation of archives at Institution X and descriptive research is used to provide a detailed description of the current situation and conditions related to the transformation of archives at Institution X. The data source of this research consists of two types, namely primary and secondary data.

The data sources in this research consist of two types, namely primary and secondary data. Primary data is data obtained or collected directly by researchers from the data source (Fadilla & Wulandari., 2023). Meanwhile, secondary data are external sources obtained through references from outside (Siregar et al., 2022). This study uses purposive sampling technique. Purposive sampling is a data source sampling technique with certain considerations (Sutrisno et al., 2022). Based on this theory, the researcher selected four samples that were relevant to the research topic. These four samples provide a variety of

understanding information that can increase understanding of the perspective being researched. Other theories presented in tabular form are as follows:

Rules of thumb for Qualitative sample size

Basic Study Type	Rule of Thumb
Ethnography	30-50 interviews
Case Study	At least one, but can be more
Phenomenology	Six participants
Grounded Theory	30-50 interviews
Focus Groups	Seven to ten per group or more groups per each strata of interest

Table 1. Qualitative Sample Size

Source : (Njie & Asimiran, 2014)

Data collection in this study was done through the following methods:

A. Primary Data

1. Observation

   Observation is a data collection technique by making direct observations in the field of the object under study (Apriyanti et al., 2019). Observation is carried out to understand how the archive system processes at Institution X both manual and digital systems and to validate information obtained from interviews.

2. Interview

   Interview is a data collection technique carried out through face-to-face and direct question and answer between data collectors and sources / sources of data (Trivaika & Senubekti, 2022). This interview was conducted in a semi-structured manner, where the researcher has a question guide but still gives freedom to informants to speak more freely.

3. Documentation

   Documents in qualitative research are used as a complement to the interview and observation data that has been conducted (Anufia & Alhamid, 2019). These documents provide an overview of the archival system at institution X.

B. Secondary Data

Literature study which is an activity of collecting materials related to research derived from scientific journals, literature, and authors (Moto, 2019). Researchers use this technique to find information and theories related to the topic under study.

To ensure the validity of the data, this study used triangulation techniques. Source triangulation is research that uses data collection to obtain data from different sources with the same technique to test the credibility of data through data checking (Ule et al., 2023). In this study using triangulation techniques where data collection from various sources such as observation, interviews, and documentation related to the data needed for research.

3.2 Data Analysis

Data analysis is one of the research processes carried out after all the information needed to solve the problem under study is fully available (Febriani et al., 2023). This study uses the Miles and Huberman interactive model data analysis technique through four stages, namely the stages of data collection, data reduction, data display, and conclusions/verification (Utomo, 2021).

1. Data Collection

   Researchers involved a qualitative data collection process through observation, interviews, and documentation. The data obtained is related to the transformation of archives at institution X, such as system changes, influencing factors and obstacles faced.

2. Data Reduction

   Data reduction is defined as the process of selecting, focusing on simplifying, abstracting, and transforming "rough" data that emerges from written notes in the field (Yusra et al., 2021). The data reduction process involves sorting out important information related to archival transformation at institution X and data that is irrelevant or does not support the focus of the research will be set aside.

3. Data Presentation

   After the data has been reduced, the remaining data is presented in the form of descriptive narratives, images or tables that facilitate understanding. At this stage, the results of the analysis are organized so that the theme of archival transformation at institution X can be seen more clearly such as the change from manual to digital systems.

4. Conclusion and Verification

   This stage involves drawing conclusions from the data that has been analyzed. Conclusions can be in the form of important findings. In addition, verification is carried out to ensure the validity of the conclusions.

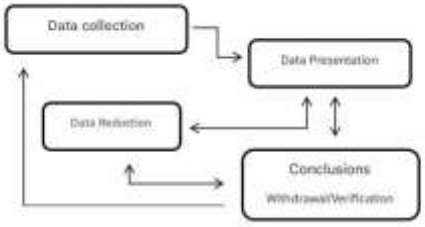

Figure 2. Data Analysis Components

Source: Data processed by researchers

4. Result

Archival Transformation at X Institution in Bekasi City needs to be implemented optimally. Therefore, to find out the extent of the application of the archival transformation, the researcher asked several questions to four participants. The following are the responses from the participants related to archival transformation:

4.1 Archives System at X Institution in Bekasi City

Based on the results of observations, the archive system implemented at this time is still very manual and not fully integrated digitally. Every document received by Institution X Bekasi City is recorded manually in a register book. This recording involves the document registration number, date of receipt, document description, and document category. After being recorded, the archives are grouped by category and year of issue, then stored in the filing cabinet. This grouping process is done to ensure that the documents are easily accessible if needed. However, the storage space available is limited, so old archives that are rarely used are placed in a special archive section that is more closed. Records that are frequently used are stored in a more accessible place. Archive storage still uses conventional filing cabinets that are vulnerable to damage due to environmental factors. In maintaining the archives, Lembaga X Bekasi City uses quality folders, room temperature regulation, and periodic inspection. The archive search system still relies on manual methods.

The results of interviews between researchers and participants A, B, C, and D regarding the equipment used to manage records and the risk of loss or damage as well as difficulties in finding manual records at Institution X Bekasi City are as follows:

Participant A: "We mostly use folders and filing cabinets to store documents. Each archive is categorized and put into a folder, then stored in a file cabinet based on the type and year. For digital management, we have not applied much because most of them are still manual. So far, losing manual archives is very possible, especially if there is no good management system. We sometimes find archives tucked away in other files due to unplanned transfers of

storage locations. Also, searching for manual archives is a bit of a test, especially for documents that have not been used for a long time"

Participant B: "Currently we still use tools such as folders, folders, and archive shelves. Digitalization is not very developed here, so most archives are still managed manually and stored in physical form. There is a risk of damage and loss of manual archives. We often face the problem of documents being tucked away or damaged due to poor storage. For searching, we have difficulties because we have to rely on the register book and manually check the filing cabinet which is not always efficient"

Participant C: "We still use filing cabinets, folders, and paper as the main equipment in managing records. The risk of losing manual records is quite high, especially for older documents that are rarely accessed. We often find documents that have been damaged by moisture or not maintained. We also have difficulties in searching, especially when the documents are not properly recorded in the register book"

Participant D: "Folders, cabinets, and stationery to record and store archives. The risk of damage to manual archives is significant. There are archives that are already vulnerable to damage. We also often have difficulty finding documents because of the less organized recording system. When there are documents that are not well organized, it makes searching longer and more tiring."

4.2 Implementation of Archival Transformation at X Institution in Bekasi City

Archival transformation at Institution X Bekasi City is an important step to improve efficiency in managing archives and documents. Although most archive management is still done manually, there are efforts to implement a more modern system by adopting digital technology. This transformation process includes digitizing the archives of several important documents that have been scanned and stored in digital format even though it is not yet comprehensive. The interview results regarding the digitization process at X Institution in Bekasi City show statements from participants A, B, C, and D as follows:

Participant A: "The archive digitization process at X Institution in Bekasi City is gradual. We start from documents that are considered very important, such as financial reports and aid program data. Each document is scanned using a scanner, then stored in a digital folder on the computer. However, due to limited equipment, this process takes quite a long time and has not covered all archives"

Participant B: "Digitization is done by scanning physical documents using a scanner. Once scanned, the files are saved in PDF format and organized by category in computer folders.

However, the digitized archives are still limited, as we lack the tools and time to complete everything"

Participant C: "At the moment we are only focusing on digitizing new archives and some old documents that are often needed. This process is done with a scanner and stored on a computer. However, the digitization process has not been very thorough due to limited human resources and equipment"

Participant D: "The digitization process starts with the selection of priority archives, such as financial documents and annual reports."

4.3 Solutions in Archive Media Transfer at X Institution in Bekasi City

Archive media transfer is an important process in modern archive management in order to reduce dependence on physical documents and facilitate access and data management. At Institution X, Bekasi City, requires a solution to archive media transfer as part of archival transformation. The interview results regarding the solutions taken in archive media transfer at X Institution in Bekasi City show statements from participants A, B, C, and D as follows:

Participant A: "Implementation of an electronic archive system, this system is needed so that the archive management process is more structured and document searches are faster"

Participant B: "We need a digital-based system that can accommodate all archives in one platform. The new system is expected to help overcome the difficulties in managing the increasing number of documents, as well as ensuring automatic backup of digital archives."

Participant C: "A digital archive system is needed that allows all departments to access documents easily. Currently, the solution is to apply for a budget to develop a digital system that can be shared by all staff."

Participant D: "The solution we are discussing is the implementation of a cloud-based records management system. We need a new system that allows faster access and better security"

5. Discussion

According to Government Regulation No. 28/2012 Article 40, archive media transfer is one of the ways to maintain dynamic archives. Digital Archive Transformation is a process to improve efficiency, accessibility, and security in archive management. By transferring media from physical archives to digital formats, the risk of damage and loss of archives is significantly reduced, and storage becomes more practical. Digital archives also facilitate the

search and distribution of information, speeding up administrative and decision-making processes. In addition, this transformation supports transparency and accountability, especially in government institutions and the public sector. Based on the acquisition of data and information from the results of observations, interviews, and literature studies that have been conducted by researchers directly at Institution X Bekasi City, the following discussion of the research results is obtained:

5.1 Archives System at X Institution in Bekasi City

An archival system is a series of processes used to manage documents or archives systematically. Based on Law No. 43 of 2009, archive management starts from creation, utilization, storage, and retrieval. This system aims to ensure that archives can be accessed, protected, and used as needed, both for administrative, legal, and historical purposes. The implementation of archives as a form of data management of the Bekasi City X Institution, the data is received and archived properly. At the archive creation stage, archives are created as a result of administrative and operational activities. The archives produced include incoming and outgoing letters, reports on the receipt and distribution of zakat, mustahik and muzakki data, and activity program documents. The archive creation process is carried out by each work unit according to administrative needs. Each archive is equipped with a clear identity, such as date, archive number, and archive category to facilitate the management process. At the stage of receiving and grouping archives, they are recorded manually in a register book. This grouping is based on the type and function that refers to the archive classification system. There are two types of archive storage at Institution X Bekasi City, namely active archives and inactive archives. Active archives are a series of activities to organize archival archives to support the smooth work and decision-making process systematically and logically so that they become one file that has the same problem from a work unit. Meanwhile, inactive archives are archives whose frequency of use has decreased (Hendriyani, 2021). In maintaining archives, Institution X Bekasi City uses quality folders, room temperature settings, and periodic checks and searches for archives still rely on manual methods that must check the register book or archive list, then physically search for it in the file cabinet. This process is often time-consuming, especially if the documents sought are old archives that are rarely accessed or placed in inappropriate locations. Based on the results of the interview, the archive system at Institution X Bekasi City which still uses manual methods allows the risk of loss or damage and difficulty in finding archives.

5.2 Implementation of Archival Transformation at X Institution in Bekasi City

Archives at Institution X Bekasi City have an important role because they are used as a medium to support an existing activity at Institution X Bekasi City in the form of financial, program, and administrative archives. The application of the use of equipment in archiving management in the archiving system at Institution X Bekasi City can be seen from the use of equipment from archiving management in the form of cabinets, shelves, and scanners. From the results of interviews and observations, the implementation of archives at Institution X Bekasi City prioritizes the use of manual archives in storing archives, while the use of digital archives is very rarely used as a medium for storing archives. With a manual system, this document management requires a large enough storage space and is vulnerable to damage due to environmental factors, such as humidity, pest attacks, or fire. Archives are also often poorly organized, which causes the process of searching or using documents to be slow. Archival transformation efforts at Institution X Bekasi City were carried out through improving the existing manual system. Archive management began to be organized more neatly with classification based on the type of document, program category, and year of creation. In addition, Lembaga X Kota Bekasi has prepared an archive retention schedule to sort out documents that are still needed from documents that are no longer relevant. However, the transformation to a digital system has not yet been fully realized due to budget constraints for technology investment and a lack of experts in electronic records management. Another challenge faced is the lack of understanding and skills of employees in managing modern archives. Most employees are still accustomed to manual methods, so efforts to digitize archives have not been a priority. On the other hand, awareness of the importance of archival transformation continues to increase, considering that efficient and secure document management is essential to support institutional transparency and accountability. Although still using a manual system, Lembaga X Bekasi City has begun to plan steps towards archival transformation. Some important documents are starting to be prioritized to be digitized, especially those related to zakat receipt and distribution data and financial reports. This step is expected to be the beginning of the implementation of a modern archival system that is digitally integrated. The implementation of archival transformation in Lembaga X Bekasi City requires budget support, technological infrastructure, and training to improve the capacity of human resources.

5.3 Solutions in Archive Media Transfer at X Institution in Bekasi City

Based on the results of interviews and observations, archive media transfer at Institution X Bekasi City is considering the use of electronic archive applications (e-archives) to manage archives that have been digitized. Archival media transfer at Institution X Bekasi City is an important step in facing the growing challenges of physical archive management. As an institution that manages zakat, infaq and alms funds, Lembaga X Bekasi City needs an efficient and secure archiving system, so that documents can be accessed easily and safely. Therefore, media transfer from physical to digital archives is a very relevant solution to improve the effectiveness of archive management in this institution. One of the main solutions in archive media transfer is to digitize important documents that are often used, such as financial reports, data on zakat receipt and distribution, and correspondence. This digitization process is done by scanning physical archives into a secure digital format, and storing them in an electronic archive management system (e-Archive). With this system, archives that were once only available in physical form can now be accessed easily through electronic devices, which of course saves time searching for documents. In addition, digitization also minimizes the risk of damage that can be caused by physical factors, such as moisture, fire, or mechanical damage to physical documents. The use of a cloud-based archive management system can also be a solution. Digital archive storage in the cloud allows Lembaga X Bekasi City to reduce the use of physical space for archive storage and provides convenience in accessing archives anytime and anywhere, as long as they are connected to the internet. Cloud storage also offers advantages in terms of data security, with protection through encryption and automatic backups that prevent data loss or damage. To support archive media transfer, Lembaga X Kota Bekasi also conducts training for staff on the use of digital records management software and proper digitization procedures. This training aims to ensure that staff have the skills needed to operate digital systems properly and can manage archives more efficiently. In addition to digitization, another solution that can be implemented is the use of applications. U-Arch is a digital archive application which functions to help organize electronic archives digitally, effectively and efficiently. The software is expected to provide solutions in quick search through keywords so as to minimize the time needed to find certain documents, structured storage where documents are stored electronically with clear categories and dates and data security with a password protection system and regular backups to avoid data loss due to system damage.

6. Conclusion, Implication, and Recommendation

Archival transformation at Institution X Bekasi City needs to be implemented optimally to improve efficiency and security in archive management. Based on the results of observations and interviews, the archive system at this institution is still very manual with the process of recording, storing, and searching archives that are vulnerable to loss, damage, and inefficiency. Although digitization efforts have begun, this process is still limited to a few important documents, while most archives are still managed physically using folders and filing cabinets. To overcome this challenge, Lembaga X Kota Bekasi needs to accelerate the archival transformation process by implementing a more comprehensive digital archive system. Archival media transfer solutions such as the use of e-archive applications can help speed up document searches, reduce the risk of damage, and ensure data security with a good protection system. In addition, investment in records management software and staff training to support the use of modern technology are also key to a successful archival transformation in the future.

The results of research that has been conducted by (Hermawati et al, 2021), (Fitri, 2020), (Arwana et al., 2024), and (Fauzi & Irvansyah, 2022). This research contributes to the development of theory in the field of archive management, especially in the context of archival transformation. Previous studies emphasized the importance of digitization and the application of technology in archive management to improve efficiency and document security. This study reinforces the theory that the integration of information technology in records management can reduce the risk of loss, speed up the document search process, and maintain the integrity of the archive from physical damage. This study only uses one variable. Hopefully, further research can use more than one variable so that the results are more varied. To get more optimal results, it is recommended that further research add the necessary documentation so that the results obtained are more accurate.

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