

ANALYSIS OF ARCHIVE ROOM LAYOUT AT XYZ COMPANY

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Abstract

This research uses a qualitative descriptive approach by describing and analyzing the layout of the archive room at XYZ Company. The data in this research consists of two types, namely primary data and secondary data. Primary data was obtained through field observations, in-depth interviews with employees involved in archive management, as well as internal company documentation. Meanwhile, secondary data comes from relevant literature, such as books, scientific journals, and previous research related to the research. The aim of this research is to understand the conditions of the archive room layout at XYZ Company, including identifying obstacles and solutions in the document search process. The results of this research reveal that even though the archive room layout has been designed using vertical shelves and implementing a clear document classification system, there are still a number of operational obstacles. These obstacles include limited access in and out of the archive room, as well as a lack of integration between the archive room and the main work area which results in several limitations in mobility and work efficiency. From the results of this research, it can be seen that the overall layout of the archive room at XYZ Company has supported document search efficiency, but there are still several aspects that need to be improved. Therefore, this research recommends adding emergency access to archive rooms as well as physical separation between archive rooms and work spaces to increase productivity and maintain document security.

Keyword: Archive Room Layout; Records Management; Efficiency; XYZ Company

1. Introduction

Archive management plays a very important role in supporting a company's operations. Archives not only function as a collection of documents that store information, but also as a resource that influences strategic decision-making in an organization, both internally and externally. The existence of well-managed archives is one indicator of success in running an efficient operational process. Haumahu et al. (2023) stated that good archive governance can accelerate access to the necessary information, thereby minimizing waiting time and increasing work efficiency. In this digital era, archive management is not only focused on physical archives, but also includes digital archives that require special management strategies and tools to ensure their effectiveness.

In the midst of the rapid development of archive digitalization, companies still need a physical storage system for certain documents, such as legal documents, contract archives, and other important letters that require precision in their storage and management. However, often the management of physical archives that is not structured enough to cause various challenges, such as difficulty in finding documents, loss of archives, and reduced employee productivity. Darmansah (2023) explained that these challenges can lead to a decrease in the quality of service and operational efficiency of the company, which can ultimately affect the performance and competitiveness of the organization. Therefore, a structured and efficient archive room layout design is needed to minimize the time required to search for documents and maximize employee productivity and performance.

An efficient archive room design will also facilitate integration with modern technology, such as RFID (Radio Frequency Identification) and digital archive management systems. This technology allows for document searching and tracking with high accuracy and faster time. Hilmi et al. (2018) emphasized that combining a digital archive management system with a well-organized archive room design will result in higher efficiency in document searches, as well as minimize the risk of losing archives. However, the physical design of the archive room remains a top priority, especially for companies that still rely on physical archives as an integral part of their operations. Agustiani (2020) also noted that an ergonomic and efficient workspace design, including an archive room, can reduce the time required to search for documents by up to 40%, which in turn has a significant impact on increasing employee work productivity.

This study uses Company XYZ as a case study to analyze the relationship between archive room layout and document search efficiency. Based on interviews and observations conducted, it was found that although Company XYZ has made a number of significant

improvements in archive management since 2019, the current archive room design still faces a number of limitations. The results of the pre-research conducted showed that around 60% of respondents felt that the existing archive room layout did not fully support optimal work efficiency and document search. This condition indicates that there is a need for adjustments and updates to the archive room design to support company operations more optimally. Better spatial planning will not only facilitate the document search process but also increase employee comfort and productivity in carrying out their duties.

Referring to previous studies such as those conducted by Ali et al. (2019) and Mufidati & Wijayanti (2023), this study aims to provide recommendations regarding a more efficient archive room layout at Company XYZ. The main focus of this study is to analyze the archive room design, not only in terms of physical appearance, but also how the design can affect the effectiveness of employee performance in carrying out archive management tasks. Thus, this research is expected to provide significant contributions in designing and planning a more efficient archive space, which in turn can improve the overall work productivity and operations of the company. In addition, the results of this study are also expected to be a reference for similar companies who want to improve and optimize their archive management, both physically and digitally.

2. Literature Review

2.1 Archive Management Theory

Archive management is a process that involves storing, maintaining, and utilizing documents that are arranged systematically and efficiently. Archives play an important role in supporting organizational decisions, both in physical and digital forms. Along with the development of technology, the concept of archive management has also changed, where digital systems are increasingly used to increase efficiency in searching and managing documents. According to Fathurrahman (2018), archives are not just documents, but important assets that must be preserved to ensure the sustainability of information in the future. In the theory of archive management, it is important to understand the various types of archives, such as dynamic, static, and vital archives, as well as adequate storage systems for each type (Ghofilah et al., 2022)

According to Wulandari & Ismaya (2023), good archive management is closely related to time management and efficiency in the organization. Well-managed archives not only facilitate access to information but can also support transparency and accountability in the organization, as valid evidence in legal and administrative processes. Effective archive

management requires an understanding of the archive life cycle, which includes the creation, use, maintenance, to the reduction or destruction of archives in accordance with applicable regulations.

Another factor that influences the success of archive management is the role of technology in supporting the digitalization system. Archive digitization allows documents to be stored in electronic format which not only saves space but also facilitates accessibility. For example, an electronic records management system (ERMS) allows users to manage documents centrally with a higher level of security. The implementation of this technology also helps reduce the risk of losing archives due to physical damage, such as humidity, fire, or natural disasters (Santoso, 2019)

However, the success of archive management does not only depend on technology, but also on the capabilities of the human resources (HR) who manage it. Training and development of archivist competencies are important elements in maintaining smooth archive management. According to research by Handayani (2021), the level of HR understanding of good archive management procedures can increase document search efficiency by up to 30%. Therefore, effective archive management involves synergy between adequate infrastructure, application of technology, and competent HR.

2.2 Archive Room Layout Theory

Archive room layout is an important aspect in archive management related to the physical arrangement of archive storage space to ensure efficiency in searching and retrieving documents. In this theory, A. Rahman (2020) emphasizes the importance of spatial planning that considers various elements, such as workflow, types of archives, and storage systems used. An efficient archive room layout can increase productivity, reduce search time, and prevent damage or loss of archives.

Nasution (2018) mentions several basic principles that must be applied in designing an archive room, including accessibility, security, and ergonomics. Accessibility refers to the ease of users in accessing the required archives, while security relates to protecting archives from the risk of damage, theft, or loss. Ergonomics focuses on user comfort when working in the archive room, such as a room design that allows comfortable movement and good lighting arrangements. Good spatial planning also considers the use of information technology in archive management, such as a computer-based archive management system to increase the efficiency of data searches.

These principles are interrelated in creating a work environment that supports organizational productivity and efficiency. Setiawan (2019) revealed that the main indicators of archive room layout include the ability to manage storage capacity, regulate temperature and humidity to prevent document damage, and implement a security system to protect archives. A good layout not only makes archives easier to access, but also helps maintain the integrity and sustainability of important documents in the long term.

Research by Suparyanto & Rosad (2020) shows that the 5R method can be applied to improve the efficiency of archive room layout. By implementing this method, companies can organize documents based on their priority of use, thus facilitating the search and management process. In addition, modern storage systems such as mobile shelving and the use of barcodes for document identification can also support archive room efficiency.

In the context of digitalization, the layout of the archive room must also consider the need for hardware storage, such as servers and other supporting devices. This is becoming increasingly relevant with the increasing use of electronic archive systems that require adequate technological infrastructure. Overall, a good archive room layout should be designed by considering the needs of the organization, the type of archive, and the technology used. Optimal design not only improves operational efficiency, but also supports more sustainable archive management, so that organizations can utilize archives as a strategic resource for decision making.

3. Material and Method

3.1 Desain Study

This study uses a case study design that aims to analyze the layout of the archive room at Company XYZ, a company that is part of a government agency in Indonesia. The approach used is a qualitative approach, with the aim of gaining a deep understanding of the layout of the archive room and the factors that influence it. The main focus of this study is how the design of the archive room layout affects work efficiency and accessibility in document searches. The unit of analysis in this study is the layout of the archive room at the company which includes elements such as physical space arrangement, document storage systems, and other supporting facilities.

The research subjects consisted of four participants who were selected purposively based on certain criteria, namely a minimum of two years of work experience in the field of archive management. Participants included two people who worked in the archives department and two people from the personnel department who were directly involved in

document management. This participant selection was carried out to ensure that the data obtained came from individuals who had an understanding and experience relevant to the research topic.

The research process began with direct observation of the condition of the archive room at Company XYZ. Observations were carried out to determine the layout of the room, document storage patterns, and the use of supporting facilities in archive management activities. In addition, in-depth interviews were conducted with participants to obtain information about their experiences in managing documents, their views on the current archive room design, and the challenges faced regarding document efficiency and accessibility. Data obtained from observations and interviews were analyzed to determine important elements in the layout of the archive room. This analysis includes aspects such as physical space arrangement, effectiveness of storage systems, and the effect of layout on work productivity. This study also considers external factors such as resource availability and company policies that can affect the design of the archive room.

The data sources in this study are divided into two types, namely primary data and secondary data. Initial information was obtained through in-depth interviews and observations of the archive room at XYZ Company. Interviews were conducted with employees who were directly involved in archive management. From this interview, researchers can obtain data on the layout of the archive room, how the archive room is managed, and obstacles in managing the archive room.

In-depth interviews allow researchers to explore the experiences and perspectives of informants in great detail, which is very useful in qualitative research (Aritonang, J. and Nursidi, 2021). Observations are made by directly observing the structure and arrangement of the archive room to produce a level of efficiency and effectiveness in supporting archive management.

Additional information was obtained from official documents related to archive management policies, archive space arrangement, and literature relevant to the research topic. Secondary data sources used to support the analysis were references from journals, books, and related reports. The use of secondary data can improve analysis and provide a broader perspective in research (Safitri, L. and Pramono, 2022).

Sampling in this study used the purposive sampling technique, which is a sample selection technique based on certain criteria that are relevant to the research. Researchers chose samples that had sufficient experience and knowledge about archive management at

XYZ Company. This is in line with Creswell's opinion (2018), which states that purposive sampling allows researchers to obtain rich and in-depth information from relevant individuals.

Through this sample selection, it is hoped that the data obtained can provide a clear and comprehensive picture of the layout of the archive space and its management. The following is a table of theories that are the main points of the selection of the 4 (four) samples:

Tabel 1. Qualitative sample size

Source: (Njie & Asimiran, 2014)

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 Group	Seven to ten per group or more groups per each strata of interest

3.2 Data Analysis

Data collected through observation, interviews, and document analysis will be analyzed using qualitative descriptive analysis methods. This analysis process consists of four main steps:

1. Data Collection

Data is obtained through direct observation of the layout of the archive room, in-depth interviews with archive staff, and analysis of related documents that support further understanding of archive management. Observations were conducted to evaluate the circulation of space, storage systems, and ease of access in the archive room.

2. Data Organization

After the data is collected, the researcher will organize the information into relevant categories such as accessibility, storage systems, and security. This data grouping makes it easier to conduct further analysis and helps to find emerging patterns.

3. Data Analysis

The analysis process uses a thematic approach to identify patterns or themes that emerge in the data. The researcher will assess the performance of the archive room layout, existing obstacles, and opportunities for improvement that can be made to increase the efficiency of the archive room.

4. Drawing Conclusions and Recommendations

Based on the results of the analysis, the researcher will draw conclusions regarding the arrangement of the archive room and provide recommendations to improve the effectiveness and efficiency of the archive room at XYZ Company.

This analysis method allows the researcher to provide a clear picture of how the design of the archive room can affect archive management and suggest improvements based on existing findings.

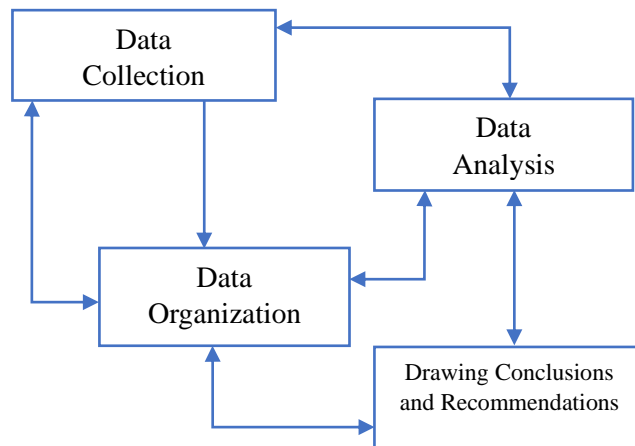


Figure 1. Research Model

Source: Data processed by researchers (2024)

4. Result

4.1 Unit of Analysis and Scope of the Study

This study focuses on the analysis of the layout of the archive room at XYZ Company, a government agency engaged in public services. The layout of the archive room is the main focus of the study because it is an important part in supporting the efficiency of document management, including the search and storage process. The study uses a qualitative approach with a case study method, which allows for in-depth exploration of how the layout of the archive room affects employee performance and the effectiveness of document searches.

The unit of analysis in this study is the design of the layout of the archive room, including the arrangement of shelves, the use of vertical space, grouping documents by category, and aspects of accessibility and security of archives. In addition, the scope of the study also includes the obstacles faced by employees in accessing documents, especially related to limited space and the availability of supporting facilities.

4.2 Participant Description

This study relies on qualitative methods to dig up in-depth information about the layout of the archive room at Company XYZ. Four participants were selected based on at least two years of work experience in archive management and their involvement in document management. In-depth interviews were conducted to understand their views and experiences regarding the layout of the archive room, with a focus on efficiency in document retrieval.

Tabel 2. Participant Data

Source: Data processed by researchers (2024)

Participant	Gender	Length of Service	Section
Participant 1	Female	5 years	Archive
Participant 2	Female	3 years	Archive
Participant 3	Female	5 years	Employment
Participant 4	Male	4 years	Employment

4.3 Data Results

1. Archive Room Layout Design

Archive room layout design is a very important element in optimizing efficiency, accessibility, and document security in a company. Based on the results of observations and interviews with several participants at XYZ Company, it was found that the design of the archive room in this company has several advantages that can improve the archive management process. One of the main advantages is the optimal utilization of vertical space. The use of high shelves allows the company to maximize archive storage capacity without requiring a lot of floor space, so that the archive room area remains organized and does not feel cramped. In addition, a clear and structured labeling system also makes it easier to search for documents efficiently, because each document has a label that makes it easy to identify, either by category, type, or date.

In addition, the use of closed archive boxes to store documents provides extra protection for valuable or sensitive items in the archive. The use of this clear labeling system is supported by an interview with Participant 1 who revealed that the labeling system is not

only well organized, but also easy to understand by every employee, thus speeding up the process of searching and returning documents.

Participant 2 added that other facilities such as good ventilation and air conditioning (AC) create a comfortable working environment and maintain the temperature and humidity of the room to be optimal for document storage. This reduces the possibility of document damage due to unsuitable room conditions. On the other hand, Participants 3 and 4 stated that the presence of easy-to-use portable ladders is very helpful in facilitating access to high shelves, thus minimizing the time needed to retrieve documents that are in higher places.

2. Archive Storage Layout

The archive storage layout at XYZ Company has been designed quite well, with documents grouped based on systematic classification codes. This provides benefits in facilitating the search for archives according to certain categories. In addition, the presence of security facilities such as CCTV systems to monitor the archive room provides a sense of security for the documents stored.

However, based on observations and interviews, there are several challenges in the archive storage layout, especially related to the shelves at the top. Although document grouping has been done very well, retrieving documents from the top shelves requires the use of a ladder, which sometimes takes longer and is less practical. Participant 1 said that grouping based on classification codes does speed up document searches, but the use of ladders on the top shelves is an obstacle, especially for documents that are frequently accessed. Participants 2, 3, and 4 also added that grouping based on a certain year or period is also very helpful in organizing archives, making it easier to search according to chronological order.

3. Obstacles in Archive Room Layout

Although the layout design of the archive room at XYZ Company has many advantages, it cannot be denied that there are several obstacles found during observations and interviews. One of the main obstacles identified is the limited number of entrances and exits to the archive room, which only consists of one main door. This raises concerns regarding safety, especially in emergency situations such as fires or circumstances that require rapid evacuation. This limited access has the potential to hinder rapid movement in emergency conditions, which can endanger the safety of archive managers and other employees.

In addition, the archive room that is integrated with the workspace also causes disturbances in the concentration of employees who are working. The existence of an archive room that is too close to the work area often causes noise or visual disturbances that reduce employee comfort and productivity. Several participants also expressed that the integration of the archive room with the workspace reduces privacy, which should be important in maintaining focus and efficiency in document searches.

Participant 1 stated that the limited emergency exits were very dangerous in certain circumstances, while Participants 2 and 3 added that the disturbance from integrating the archive room with the workspace often made employees feel uncomfortable and had difficulty staying focused. Participant 4 also emphasized that the lack of privacy in the archive room that is integrated with the workspace is a challenge for employees working in the area. This reduces the efficiency of document retrieval due to unavoidable distractions.

5. Discussion

1. Archive Room Layout Design

The efficient layout design of the archive room plays an important role in supporting the effectiveness of document management. Based on the results of interviews with participants, the layout of the archive room at XYZ Company has been designed to make optimal use of space. The placement of tiered shelves with a height reaching the ceiling allows for maximum use of vertical space. These shelves are equipped with clear labels and a document categorization system that facilitates identification and searching.

Supporting facilities such as air ventilation, cooling systems (AC), and adequate lighting help create a conducive environment, both for document management and work comfort. In addition, well-controlled temperatures help protect documents from damage due to humidity or extreme temperatures, as suggested by Ali et al. (2019)

This study is in line with the findings of Suhardo (2022) who stated that optimal archive room design can increase work productivity by up to 40%, especially in reducing document search time and creating work comfort for employees. The combination of space efficiency and supporting facilities makes the layout of the archive room at XYZ Company close to best practice standards in modern archive management.

2. Archive Storage Layout

Organized archive storage plays an important role in accelerating the document retrieval process. Based on observations and interviews, document grouping in the archive

room of XYZ Company is carried out systematically, namely by year, document category (active/inactive), and department of origin. In addition, each document is labeled with a unique code to reduce the risk of document retrieval errors.

For example, active documents that are frequently accessed are placed on lower and easily accessible shelves, while inactive documents are stored on upper shelves. This allows for efficient management, where frequently used documents do not require more effort in searching. According to A. Pramono (2020), a structured layout like this can reduce document search time by up to 50%, while increasing the accuracy and effectiveness of archive management.

In addition, the archive room at XYZ Company is equipped with security facilities such as CCTV and limited access using electronic keys. These facilities not only maintain document security but also increase employee trust in the archive management system. The results of this study are consistent with the findings of T. Handayani (2021), which show that an archive room layout that integrates security and efficiency aspects can improve overall organizational performance.

3. Obstacles in Archive Room Layout

Although the layout of the archive room at XYZ Company has been designed to support work efficiency, several obstacles are still found that affect the optimization of archive management. One of the main obstacles is the limited access in and out of the archive room, which only has one main door. This is not only the main route for daily access, but also the only evacuation route in an emergency. This condition can threaten employee safety and document security in the event of a situation such as a fire or other disaster, as stated by Surya & Aminah (2021) who emphasized the importance of alternative access routes to support safety.

In addition, the archive room at XYZ Company is combined with the administrative workspace, causing disruption during the document search process. Activities such as taking documents from high shelves with a portable ladder often disrupt the concentration of other employees who are working in the room. The combination of the archive room with the workspace also reduces the privacy of documents which should be a priority, especially for sensitive archives.

Another obstacle is the limited supporting facilities, especially for reaching documents stored on the upper shelves. The portable ladder provided is sometimes considered less efficient by some employees, because its use takes longer and requires additional space to store the tool.

This creates impracticality in managing archives, especially when the volume of documents accessed increases.

These conditions indicate that although the layout of the archive room at XYZ Company has provided benefits, there are still aspects that need to be improved to increase efficiency, security, and convenience in managing archives.

6. Conclusion, Implication, and Recommendation

The conclusion of this study shows that the layout design of the archive room at XYZ Company has been designed to support efficiency, accessibility, and document security. Based on the results of observations and interviews, the use of vertical space with tiered shelves, clear labeling, and the use of closed boxes have helped protect documents from damage and facilitate the search process. Ventilation and the use of air conditioning also contribute to the comfort of the work environment in the archive room, thus supporting smooth operations. In addition, aids such as ladders are available to reach documents placed on high shelves, indicating that the accessibility aspect has also been well considered. Overall, the layout design of the archive room has met the needs of efficiency and accessibility, in accordance with the standards expected to support optimal document management.

The layout of archive storage at XYZ Company has also been systematically designed to facilitate document searches. Documents are grouped based on classification codes and storage years, with each shelf equipped with security facilities such as CCTV and sprinkler systems to protect documents from the risk of theft or fire. This arrangement allows for more structured and efficient document management. However, several obstacles were found, such as documents placed on upper shelves that require ladders to access them, which can be an obstacle if not managed properly. Another obstacle is the limited access in and out of the archive room which only has one door, which can increase safety risks in emergency situations. In addition, an archive room that is not separated from the workspace causes disturbance to employees who are working, reduces privacy, and affects operational efficiency in document searches.

Theoretically, the results of this study strengthen the findings of previous studies, such as those conducted by Agustiani (2020), Handayani (2022), and Santoso (2019), which state that a well-planned archive room layout can increase the efficiency of archive management and support work productivity. The principles of efficiency in document searches, ease of access, and document protection found in this study are consistent with the results of these studies. These findings also emphasize the importance of ergonomic and safe archive room

layout design to improve document management performance, thus contributing to academic literature in the field of archive management and spatial planning. This study also opens up opportunities for further studies on ergonomics and safety in archive room layout design that can be applied in various sectors.

Practically, this study provides several relevant implications for Company XYZ and other agencies. To improve the efficiency and security of the archive room, it is recommended that the archive room be separated from the main work space to reduce disruption to employees. In addition, additional evacuation routes are needed to improve safety in emergencies. Improving lighting in the archive room can also improve work comfort. The implementation of technology such as Radio Frequency Identification (RFID) to facilitate document tracking, as well as a more detailed document classification system, are other recommendations that can help improve the efficiency of archive management. By implementing these steps, companies can create a more modern, safe, and efficient archive management system.

However, this study is not free from several limitations. One limitation is the limited research time, so that researchers cannot explore several aspects related to the layout of the archive room. In addition, the research data is only based on interviews and observations conducted with archive employees, without involving other parties who may have additional views on the archiving process.

For further research, it is recommended that researchers use a quantitative approach to measure the effectiveness of the archive room layout more objectively, such as through surveys or performance data analysis. Future research can also be conducted in companies with different organizational structures, so that the research results can be broader and more relevant to various types of organizations. In addition, further researchers are advised to complete documentation, such as archive room layout maps or visual data, to provide a clearer picture of the effectiveness of the analyzed layout. Thus, future research can provide more in-depth, accurate, and useful results for the development of science and archive management practices.

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