ANALYSIS OF DYNAMIC ARCHIVE HANDLING SYSTEM AT PT. X

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Abstract

This research uses a descriptive qualitative approach with primary data collection obtained through interviews, observation and documentation to analyze the problems found. As well as using secondary data collection derived from articles, research journals and research books. The purpose of this research is to find out the dynamic archive handling system in storing and managing archives at PT. X starting from creation, maintenance, use, and depreciation whether it has been implemented properly. The results obtained from this study are that the dynamic archive handling system at PT. X has not been running well because there are several obstacles, such as the absence of a clear distinction between active and inactive archive storage and the lack of employee training in archiving. As well as in terms of storage and retrieval of dynamic archives still using a manual system. Through these obstacles, it can trigger problems in the future. Although in the archive handling system there are several things that are positive points, this does not cover that the handling of dynamic archives at PT. X is still not going well. Therefore, PT. X is advised to implement a new policy that focuses on the management and storage of dynamic archives, including creating new solutions through the transition from manual systems to digitalization so that the company's operational activities can run more smoothly.

Keywords : Administration, Dynamic Archives, Office, Handling System.

1. Introduction

Archive management is an important part of company operations, especially at PT. X which works in the mining sector. Dynamic archive management that is actively used in daily work supports the smooth flow of employee workflow. These archives must always be available to provide comments and decision making, as well as meet administrative needs. Good document management ensures legal compliance and operational transparency, while supporting clear project and policy documentation.

In this digital era, the dynamic archive handling system is becoming increasingly complex due to advances in information technology. The digitization of the recording system has changed the way companies store, process, and access data. The dynamic archives that currently exist are not only in physical form but also in digital form, so they require different management methods.

The dynamic archive handling system is crucial in information management at PT. X. Dynamic archives contain documents that are frequently used and updated. Proper handling helps ensure compliance with applicable regulations and standards, while avoiding legal sanctions that can be detrimental to the business. Companies must ensure that their recording system procedures comply with government regulations and archival institutions.

As the importance of dynamic archiving continues to increase in this modern era, a deeper understanding of the right management methods and techniques is essential. Analysis of best practices at PT. X can also provide insight into how the dynamic recording system can support the long-term sustainability of the organization.

Based on observations conducted by the researcher at PT. X, issues were found in the dynamic archiving system regarding management and storage. The researcher noted that there were obstacles in managing and storing archives that led to document loss. This can disrupt the smooth operation of the office due to a poorly functioning system.

According to research by Mulyapradana et al. (2021), the management of dynamic archives is still constrained by limited storage space, equipment and security responsibilities per employee. In addition, there has been no systematic effort to reduce the number of archives and human resource knowledge regarding archive management is still minimal. Research by Kuswantoro & Hartati (2019) emphasized the importance of staff competence and infrastructure at the Gunungpati Semarang Sub-district Office to improve the management of dynamic archives. Good knowledge of documents can have a positive impact on this management.

Susanti & Puspasari's (2020) study of the storage system at PT Artojoyo Langgeng Jaya Abadi (JH Tech Sidoarjo) showed that the manual system used was inefficient, resulting in irregular document collection that was difficult to find. The procedure for searching archives, which relies solely on agenda books, is also time-consuming, hindering employee performance.

In this research, the researcher conducted a preliminary study by distributing a questionnaire to employees of PT. X to obtain accurate and valid data. Out of 20 respondents, 40% agreed, 10% were neutral, and 50% disagreed that the dynamic archiving system at PT. X is functioning well. Additionally, 30% agreed, 25% were neutral, and 45% disagreed that manual dynamic archive management could expedite work processes. These results indicate

that many respondents disagreed, consistent with the observations and interviews conducted by the author.

The dynamic archiving system requires special attention due to its changing nature and vulnerability to loss or damage. This process includes the creation, receipt, organization, maintenance, and reduction of archives. Inability to manage it can result in the loss of important information, difficulties in decision-making, and legal issues related to accountability and transparency. PT. X needs to evaluate the existing dynamic archiving system and consider implementing a more modern and integrated system. This analysis aims to identify weaknesses, measure the efficiency of current archive management, and design solutions to improve accuracy and security in archive management.

The main objective of this study is to analyze the dynamic archiving system at PT. X. The results of the analysis are expected to provide practical recommendations to enhance the quality of this system, so that dynamic archive management can support operational efficiency.

2. Literature Review

2.1 Archive

The word "archive" in Dutch is "archief," which originates from the Greek "archium," meaning a storage place. According to Sari (2022), dynamic archives are archives that are frequently used in daily administration and have high utility value. Archives are crucial for the smooth operation of a company, serving as evidence of documents related to the company's activities. According to Bawono et al. (2022), the success of an organization's archive management is measured by compliance with Law Number 43 of 2009 concerning Archives. Fathurrahman (2018) explains archives as records of information from organizational activities that function as a memory center, a decision-making aid, and evidence of existence. Modern archives include both physical forms (paper, photos) and digital forms (electronic documents, audio-visual files, emails). According to Fauziyah (2019), archive management in organizations is divided into dynamic and static archives. The management of dynamic archives is carried out by work units and archival units, with officials referred to as archivists. However, in some companies, archive management is conducted by each division due to the absence of an archivist.

2.2 Type of Archive

In the world of archives, there are two types based on their functions for the needs of the company: Dynamic Archives and Static Archives. Dynamic Archives are those used directly in planning, executing, and organizing company activities for an indefinite period, according to the company's needs regarding the content of the information. Dynamic archives serve as a means to ensure accountability for performance and as valid evidence. Static Archives are referred to as permanent archives because they have historical value and are preserved even after their usage period has expired. Although these archives are no longer in use, their utility can be leveraged for interests and research. According to Dwi Kusuma et al. (2021), static archive management involves four activities: acquisition of static archives, processing of static archives, preservation of static archives, and access to static archives.

2.3 Archive Function

According to Ibn Ismail (2020), archives have two main functions that are very important: primary and secondary functions. The primary function includes legal evidence, where documents such as contracts serve as valid administrative proof, as well as oversight that helps evaluate employee performance. Meanwhile, the secondary function acts as the company's memory, storing all activities for future reference and supporting decision-making by providing quality information. Thus, archives become a crucial source of information for organizations or institutions.

2.4 Dynamic Archive Handling System

According to Aulianto (2022), the management of dynamic archives is implemented to ensure the availability of archives in organizational activities as evidence for performance accountability, requiring reliability, systematic organization, and comprehensiveness in accordance with applicable laws and regulations.Dynamic archival evidence is needed to assess the effectiveness and efficiency of employee performance in business management. According to Hapsari & Suharso (2021), dynamic archive management includes four stages: creation, use, maintenance, and disposal. Systematic preservation of archives requires various steps to ensure that archives are managed properly, so that they are easily accessible and reliable. By implementing the correct procedures, archives can be well maintained and available when needed, supporting business operations and decision making.

In managing dynamic archives, it is important to apply the right principles. There are two main methods to choose from. First, the centralization approach, where archives are stored in one location, facilitating management and access. Second, the decentralization approach, where each unit is responsible for its own archives, with coordination to maintain consistent standards. Understanding these two approaches helps organizations choose the most suitable method, ensuring effective archive management.

2.5 Dynamic Archives Management

Archive management is crucial for meeting information needs (Sholikah & Hermanto, 2021). Archive management must be conducted systematically to ensure that archives can be stored securely and economically. Archives are authentic documents used from creation to disposal. With the increasing volume of documents, dynamic archive management is necessary to ensure good access. An effective system allows for quick access to information, supporting decision-making and facilitating communication. However, companies face challenges due to the increasing volume of data and privacy regulations. Therefore, it is important to establish clear standards and policies regarding archiving procedures, usage, and maintenance of archives. Archives must also be stored securely, for example, in locked filing cabinets.

2.6 Purpose of Dynamic Archives Handling System

According to Agustin (2018), a system is a collection of interrelated components that aim to achieve a certain goal. The system consists of input, process and output. In the context of dynamic document management, this system is important for information management in various organizations. The main goal is to understand how employees manage records. With an organized system, searching and retrieving data becomes faster and more efficient, saving

time and resources. In addition, this system supports compliance with regulations that require archive management to comply with the law.

2.2 Previous Research

In an effort to understand the development and dynamics of the field, it is necessary to review previous studies that have been conducted. Previous studies provide a strong foundation for this study and identify gaps that still require further investigation. The study conducted by Fauziyah (2019) entitled "Management of dynamic employee archives at the Head of the Lumbung Village Office, Lumbung District, Ciamis Regency" used a descriptive approach that included qualitative research through interviews and observations. It was found that the management of dynamic archives carried out by the manager of the Lumbung village office had not been running effectively, this can be seen from the still minimal activity of managing dynamic archives starting from document creation to destruction of archives, this shows the purpose of dynamic archives. file management failed.

Iksaningtyas's (2018) research focuses on the use of a dynamic document information system to support the management of dynamic archives at the Central Java Provincial Secretariat. It was found that the management of dynamic archives can be carried out more effectively and efficiently with the support of the Dynamic Archives Information System, an online information system developed by the Central Java Archives and Library Service. The use of the Dynamic Archives Information System to support the management of dynamic archives at the Central Java Provincial Secretariat is monitored based on the Technology Acceptance Model (TAM) which includes factors that are perceived ease of use and perceived usefulness.

Rahayu (2014) conducted research resulting in the Banjarnegara Regency Library and Archives Office utilizing a classification pattern in the implementation of dynamic archive management. The shortcomings of this system include the planning, recording, and storage of active dynamic archives not being carried out routinely. In the organizational activities, although a classification pattern was used, there were no dedicated archive staff to handle these records; instead, the responsibility was placed on a single employee. Furthermore, in the actuating activities, the disposal of records that no longer have utility has not been implemented. In the planning activities, it is advisable to routinely record archives without waiting for them to accumulate.

Overall, these studies underscore the need for improvements and innovations in the dynamic archive management system to achieve the desired objectives.

3. Material and Method

This research was conducted over six months, from September 2024 to February 2025. The researcher carried out observations alongside the implementation of the teaching and learning activities for the Research Methods course. The author conducted observations at PT. X, located in North Jakarta 14240. PT. X is a company engaged in mining, minerals, and heavy equipment rental, headquartered in Kalimantan. The reason the researcher chose this location for the study was to fulfill the requirements of the Research Methods course, as well as to investigate whether there are phenomena at PT. X that align with the title of the research. The objective of the study is to understand and analyze the dynamic archiving system at PT. X.

3.1 Design Study

This research is a qualitative study that employs a descriptive approach through observation, interviews, and documentation. The aim of qualitative research is to understand contextual conditions by describing and explaining the circumstances within a natural setting. This study aims to uncover what is actually happening in the field of study (Fadli, 2021).

This descriptive research collects various data for research methods that aim to understand social phenomena and human behavior from a subjective perspective. Therefore, researchers try through qualitative research to collect information about the dynamic recording system at PT. X, which can provide a more comprehensive understanding of the theme being studied. Qualitative research with a descriptive approach usually uses inductive analysis methods.

3.2 Data Analysis

The data sources for this qualitative research come from observations and interviews with respondents. This study also uses articles, journals and books. Observations are made to directly examine objects or phenomena within the company, allowing researchers to identify dynamic recording systems, including storage and management. After the observation, interviews were conducted to clarify the actual data, with participants from PT. X who are expected to support the results of the observations. Documentation is also carried out as evidence of observations and interviews, as well as to support the observed phenomena.

The sampling technique used is purposive sampling, namely the selection of locations and time of data collection according to predetermined criteria (Hariyanti et al., 2021). The researcher selected four samples for the information needed in this study and collected data from employees working at PT. X. The researcher collected research samples from four employees of PT. X. This was done in order to obtain diverse samples from each person interviewed with the aim of obtaining accurate results through observation, interviews and documents. Other theories are presented 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

Tabel 3.1 : Kualitatif sample size

Sources: (Nije & Asimiran, 2014)

Data collection is divided into two types: Primary and Secondary Data. Primary data is collected through methods such as Observation, Interviews, and Documentation. Secondary data is obtained through literature studies on the researched objects, which involves collecting data and information from written sources such as articles, research books, and research

journals related to the topic being studied. In qualitative research, secondary data is used to support the understanding of the phenomena being investigated and to complement primary data.

Table 3.2 Interview Question Instrument

No	Indicator	Question List	Objectives
1.	Security and Privacy	How does the security and privacy system work in handling, managing, and storing dynamic archives?	To understand how the security and privacy system works in handling dynamic archives.
2.	Standardization of Management and Supervision of Dynamic Archives	So far, how well are the procedures for managing and supervising dynamic archives working?	To determine the extent to which the procedures for managing and supervising dynamic archives have been implemented.
3.	Human Resources	What is the level of knowledge and skills possessed by financial staff in managing dynamic archives?	To understand the knowledge and skills possessed by financial staff related to the management of dynamic archives.
4.	Storage of Dynamic Archives	How is the dynamic archive storage system used at PT. X, is it done manually or digitally?	To determine whether the dynamic archive storage system is done manually or digitally.
5.	Policy for Handling Dynamic Archives	So far, what kind of policy system has been implemented in managing dynamic archives to function well?	To understand what policies PT. X has been implemented in managing dynamic archives.

Source processed by the researcher (2024)

Data analysis conducted in this study includes several steps, 1) Data collection, researchers collect data during the study using methods such as observation, interviews and documents

from respondents to obtain detailed information. 2) Data reduction, this process involves simplifying raw data to make it easier to understand and analyze. The purpose of data reduction is to make it easier for researchers to understand the data collected, so that it can be processed into meaningful information. 3) Data Presentation, this stage involves processing the data to present the research findings in a manner that is easy to understand and analyze in the report. Data presentation should be as straightforward as possible to assist others in interpreting the results. 4) Conclusion and Verification, the final step in qualitative data analysis is drawing conclusions and verifying them. Initial conclusions are provisional and may change if the researcher uncovers more accurate data during the collection process. The conclusions drawn need to be verified by reviewing notes to affirm the final conclusions.

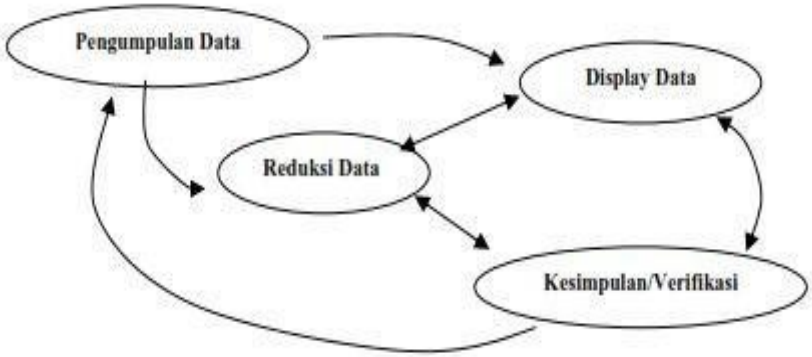

Figure 1. Research Model

4. Result

To gain a deeper understanding of the dynamic archiving system at PT. X, the researcher posed four questions to participants regarding the handling of dynamic archives. Below are the responses from the participants during the interview session:

1. Dynamic Archiving System

   The archiving handling system is crucial for managing archives, including dynamic archives, as proper management positively impacts the operational efficiency of the company. Based on observational results, the dynamic archiving system at PT. X is functioning adequately. However, there is no distinction made between the storage of active and inactive archive documents, as they are not kept in separate filing cabinets. This observation aligns with the responses given by participants during the interviews. The interviews with participants A, B, C, and D regarding the dynamic archiving system revealed the following insights:

Participant	A	B	C	D

Interview Results	The dynamic archive management system in this company includes storage, management, and disposal of archives. Active dynamic archives are those that are still in use and stored in filing cabinets. Inactive dynamic archives are those whose usage period has exceeded the current year and are stored in filing cabinets.	The handling of dynamic archives that we implement is going quite well. However, we do not differentiate the filing cabinets for active and inactive archives.	For the active and inactive dynamic archive handling system, we combine them into the same cabinet, but sometimes there are indeed slight obstacles in searching for archive documents.	Less optimal, because in searching for active and inactive dynamic archives there are some obstacles as it takes time to find them.

2. Policy Regulating the Dynamic Archive Management System

Based on the observation results that the policy regulates the dynamic archive management system at PT. X faces obstacles in handling dynamic archives, due to not functioning well which causes archive documents to go missing. The following are the responses from the participants as follows:

Participant	**A**	**B**	**C**	**D**
Interview Results	Yes, in managing dynamic archives we have a policy such as distinguishing between types of archives and their functions.	In our dynamic archive management policy, we still do it manually, but other archives as well as dynamic archives can	In my opinion, PT. X's policy is quite good, especially in the categorization of archives based on their urgency. Because every incoming	The policies that are currently implemented are still done manually, but I think they could be upgraded to a digital system to be more

		also be distinguished by their type. But maybe using a digital system would make it easier to manage..	archive will be labeled with its validity period, it makes it easier for us to manage them.	efficient.

3. Employee Training Related to Dynamic Archive Management

Based on the observation results at PT. Prager Kencana there is no special training for employees related to managing dynamic archives properly. This causes the dynamic archive management system to not function well at PT. Prager Kencana. The following is the response from the interview with participants as follows:

Participant	A	B	C	D
Interview Results	There has never been, during my time working, the company has never held employee training on the handling of dynamic archives.	There is none, so far the handling of managing dynamic archives is only through the directions of our superiors.	We never took training on archives, because the company also did not hold them for employees.	There is no formal training from the superior, usually we only follow instructions from the senior or supervisor for the handling of dynamic archives.

4. Dynamic Archive Storage and Rediscovery System

Based on the results of observations with participants about the storage system and the rediscovery of dynamic archives at PT. Prager Kencana has been going quite well. Because active and inactive archival documents are still neatly stored. The following are the answers to the interviews with the participants as follows:

Participant	A	B	C	D
Interview Results	So far the storage and retrieval of dynamic archives has been quite good, because	In our place dynamic archive storage and rediscovery system uses manual, so	For storage it is good enough, but for archive rediscovery we can still find active and	The dynamic archive storage and rediscovery system is running quite well, because

	the files we were looking for were still neatly stored and grouped according to archive type and function.	that dynamic archives are grouped by type making it quite easy for us to find them.	inactive dynamic archives although having to search for them is a bit time-consuming.	it is still manual, there may be a time process in searching for it even though it is not long.

5. Discussion

The dynamic archive handling system is very important in archiving, because with a clear system, the handling of archives will run smoothly and will avoid minor obstacles in its implementation. The dynamic archive handling system itself includes storage, management, supporting facilities, and the reduction of dynamic archives.

1. Dynamic Archive Management System

   The dynamic archive handling system is crucial in archiving, as a clear system ensures that archive management runs smoothly and minimizes obstacles in its implementation. The dynamic archive handling system itself includes storage, management, supporting facilities, and the reduction of dynamic archives. Information management is very important to support administration and management (Indriani & Pramaesheila, 2019). Archives play a crucial role in presenting information to leaders for decision-making (Haryanti & Wasisto, 2018). Therefore, archive management must be conducted effectively to produce an efficient archiving system (Hapsari & Suharso, 2021).

   The dynamic archive handling system is the process of managing archives that are frequently used and hold significant value, such as correspondence and reports. At PT. X, this system has been functioning quite well; however, there are issues with the storage of active and inactive archives not being separated, which complicates document retrieval.

   In conclusion, the dynamic archive handling system at PT. X requires improvement, particularly in separating active and inactive archives. This separation can enhance document retrieval efficiency and maintain orderly archive management, as well as prevent future issues as the volume of archives increases.

2. Dynamic Archive Management Policy

   Policy is a written rule that governs behavior within an organization to create new value (Rozak, 2021). Proper archive management is very important for organizations; conversely, poor management can lead to problems (Hendriyani, 2021). The utilization of information systems can support the efficiency of archive management (Iksaningtyas, 2018). Dynamic archives, which are often used in daily operations, require good management policies to ensure safety and easy access. At PT. X, this policy has been implemented, but there are still obstacles, such as the use of less optimal manual methods and lack of integration with technology. Although there is a labeling system to differentiate types of archives, its implementation still needs to be

strengthened. Recommendations for PT. X are to enhance the digital system in archive management to streamline work processes, facilitate searches, and reduce the risk of archive loss. An effective digital system also allows for real-time archive management and provides a clear audit trail.

3. Employee Training Related to Dynamic Archive Management

   Employee training in dynamic archive management is very important to enhance competence and efficiency in managing frequently used documents. According to Tamtanus (2018), training evaluation can measure participant effectiveness. Noviar et al. (2024) emphasize that training helps employees face complex job challenges, while Aurellia (2023) states that the development of archive officers is crucial to ensure work standards are met. Interview results show that employees rely on direct instructions without official guidelines, which increases the risk of losing or damaging important documents. Therefore, the company needs to conduct structured training for all employees to improve archive management and maintain the integrity of vital documents for the company's operations.

4. Dynamic Archive Storage and Retrieval System

   According to (Susanti & Puspasari, 2020) Archives are the memory of activities formed along with the development of information technology in the form of media created and received by all institutions, both government and private institutions. Based on the interview results above with participants, the dynamic archive storage and retrieval system at PT. X is considered to be functioning quite well for its storage. Dynamic archives, both active and inactive, are stored neatly, but retrieving the archives takes a bit of time during the process of searching for those dynamic archives. Although still using manual methods, grouping based on the type and function of the archives facilitates efficient document searching. A good dynamic archive storage and retrieval system is very important for the smooth operation of the company; in this case, PT. X has implemented well-organized grouping. PT. X can further enhance the use of existing digital technology in archive management and provide structured training for employees. With these steps, PT. X will be able to manage dynamic archives better and implement accuracy in retrieving the needed documents.

6. Conclusion, Implication, and Recommendation

Based on the analysis and interviews conducted by the researcher, it can be concluded that the dynamic archiving system at PT. X includes the processes of storage, management, and disposal of archives. Dynamic archives consist of active archives that are still routinely used and inactive archives that are rarely used. The handling system for dynamic archives is not sufficiently effective due to a gap in their storage, namely that active and inactive archives are not physically separated. Archives from both categories are stored in the same cabinet, which creates challenges in document retrieval.

The dynamic archive management strategy at PT. X has been implemented every day of its activities, especially in terms of classifying archives based on their role and urgency. However, this strategy is still carried out manually and has not been fully integrated with digital technology, which creates potential obstacles. One of the main challenges found in the dynamics of the recording system at PT. X is the lack of specific training for employees. The

lack of a structured training program means that employees only rely on instructions from superiors or older people in handling dynamic archives. The dynamic archive storage and retrieval system at PT. X has performed quite well in storage; however, its recovery system is not preferred due to the ongoing challenges in finding documents. The archives are stored neatly, even though the manual system is still used. However, this system has weaknesses that are currently better done manually, especially when the volume of archives increases, so that it requires a longer search time for the required dynamic archives.

The implications of this research can be viewed from two perspectives: theoretical and practical. Theoretical Implications: The findings support previous research conducted by Linda Gantina Fauziah (2019), Jannana & Nur Fadhilah (2019), Azizah & Nugraha (2022), Sabilla Iksaningtyas & Rukiyah (2018), Santiari et al. (2021), Arlla Yesifa et al. (2023), Nurul Evany et al. (2023), Sri Hastuti Pudji Rahayu (2014), and Handayani (2020). These findings indicate that the dynamic archiving system at PT. X is functioning adequately. Although there are several challenges in document retrieval, the implementation of the dynamic archiving system can be considered effective. This underscores the importance of structured archive management in supporting operational efficiency.

Practical Implications: This research indicates that PT. X has not fully implemented an effective dynamic archiving system. Although archive management is conducted according to archival procedures and types of archives are differentiated, employees still experience challenges in document retrieval. One of the main issues is the lack of training for employees. Many do not fully understand the importance of proper document archiving. This suggests that the company needs to promptly conduct training to enhance employees' understanding and skills in archive management so that the dynamic archiving system can function optimally.

Based on the overall research, future researchers are advised to explore the factors influencing the effectiveness of the dynamic archiving system, including organizational culture and the technology used. Additionally, it is important to evaluate the impact of employee training on archive management through experimental studies. An interdisciplinary approach is also recommended to provide a holistic perspective, as well as comparative studies between various organizations to identify best practices. Thus, future research can make significant contributions to improving archive management in various contexts.

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