

ANALYSIS OF DIGITAL ARCHIVE MANAGEMENT AT INSTITUTION X

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Abstract

This research was conducted with the aim of finding out the archive management system, the positive impact of the implementation of digital archives, and the challenges faced in managing digital archives in Institution X. The design of this study uses qualitative research with a case study approach to provide a comprehensive picture. The research sample selection technique uses a non-probability sampling method with a purposive sampling method. The data collection technique is carried out using several methods, namely observation, interviews and documentation. Meanwhile, the data validity technique is carried out using the triangulation method. The results of this study show that the management of digital archives in Institution X is not optimal. The implementation of digital archives in Institution X has a positive impact, such as increased efficiency in document search and collaboration between teams. However, the system also faces obstacles in the form of application inintegration and lack of training. The solution to overcome these obstacles is to develop an integrated digital archive system and carry out periodic training. It is hoped that the results of this study can provide suggestions and inputs related to the management of digital archives for future improvements.

Keyword: *digital archives; archive management; office administration*

1. Introduction

Humans always need information to help them in carrying out their activities both in organizations and in society because information is very important for human life. Information is essential to facilitate administrative workflows and perform organizational management tasks in response to the developments and difficulties of rapidly changing circumstances. Various kinds of documents and media have been created for the convenience of humans in storing, searching, and disseminating information. These documents are better known as archives, which means a record of an activity or event that has occurred.

Archives undergo changes and improvements in form, especially with electronic records, which are generated and handled by computers. The use of computers can produce electronic records and digitize paper archives. In the digital era, the management of electronic archives has become a trend as well as the focus of management development in many institutions. Data archiving is the process of moving data that is no longer in use to a separate storage device for the long term. Archival data consists of old data that is still important to the organization and may be needed for future reference, as well as data that must be retained for regulatory compliance (Indah et al., 2023).

Based on the observation results, Institution X has implemented archive management in digital format, but there are still obstacles in its management. In this study, the researcher conducted pre-research by distributing questionnaires to 16 employees of Institution X. The results of the Pre-Research showed that as many as 43.8% of respondents stated "Disagree", 31.3% stated "Strongly disagree", and 18.8% stated "Neutral" that the management of digital archives at Institution X had been carried out optimally. It can be concluded that most respondents stated that the management of digital archives at Institution X has not been carried out optimally.

Based on the background of the problems that have been described, the researcher is interested in further analyzing the management of digital archives in a study entitled "Analysis of Digital Archive Management in Institution X".

2. Literature Review

2.1 Archive Management

Good records management ensures that information is easily and accurately accessible, supporting transparency, accountability, and effective decision-making within the organization (Effendhie, 2019). In choosing and determining the method of managing archives, it is important to consider the type of information that exists and is needed, as well as adapt it to the situation and needs in the work environment (Raudah & Radawiyah, 2023).

Good archival governance can improve organizational performance. With an organized storage system and clear depreciation procedures, organizations can utilize archives as evidence of organizational accountability and memory (Pebriana Wulandari, Kosariza, 2024). Therefore, archive management should be seen as a strategic investment for every organization.

Overall, archive management is a complex process that involves various aspects, from storage to information utilization. By paying attention to technological developments and the principles of good governance, organizations can ensure that archives are not only piles of documents, but also strategic resources that support the organization's goals and missions. Effective archive management will bring long-term benefits to the organization and society as a whole.

2.2 Definition of Digital Archives

In the context of archives, the term "digital" or "digitalization" is associated with the media, as archives are stored in a digital format. Thus, a digital archive is data that can be stored, sent, or accessed in the form of binary code. This data can be created, opened, or deleted by computer devices capable of reading and processing information in binary format, so that it can be used effectively (Pranata, 2024)

In today's era of cloud computing, archives are no longer limited to physical forms such as paper, but are also available in the form of digital electronic media, known as digital archives. Examples of digital archives include e-mail, CDs (compact discs), and various other digital process results (Ghifari Aminudin Fad'li, Marsofiyati, 2023).

It can be interpreted that digital archives are documents or information that are stored in electronic format, allowing for efficient storage, transmission, and access of data. In this context, digital archives refer to all types of data that can be stored in the form of binary code, such as text, images, sounds, and videos. The digitization process converts physical archives into digital formats, so that documents that were previously in paper form can now be accessed and managed with computer devices.

2.3 Digital Archive Management Indicators

Based on the effectiveness theory indicators put forward by Gibson, in the journal 'The Effectiveness of Electronic Archive Management in Indonesia' (Ribka Aprilia M, 2020), the implementation of electronic archive management in Indonesia can be explained as follows:

1. Clarity of goals to be achieved
The main goal of digital archive management in Indonesia is for archivists to be able to maintain and maintain archives correctly and accurately. In addition, to create efficiency and effectiveness in handling archives.
2. Clarity of strategy to achieve objectives
An effective records management strategy requires quality staff training planning. Through this training, practical and efficient archive management can be implemented.
3. Strong policy analysis and formulation
Regulations that are guidelines, such as the Regulation of the Head of the National Archives of the Republic of Indonesia (ANRI) Number 14 of 2012 concerning the Preparation of General Policies for the Management of Digital Archives, are the main foundation in the implementation of the electronic archive system.
4. Availability of adequate facilities and infrastructure
The optimal implementation of the digital archive system requires adequate

facilities and infrastructure support. However, conditions in Indonesia show that not all organizations that implement this system have sufficient infrastructure. This limitation is a big challenge in achieving the effectiveness of digital archive management.

2.4 Advantages and Disadvantages of Digital Archives

Electronic archive management in the digital era has various advantages, such as ease in processing documents and direct access through a monitor without the need for format changes. Electronic archives are also more secure because they are digitally based, reducing the risk of file loss. Information technology provides additional protection, so that file access can only be done by the authorities. (Rifauddin, 2016)

One of the main benefits of digitizing archives is the efficiency of space use. With the number of archives constantly growing, the need for physical storage space such as shelves is increasing, while digital archives require no physical space at all. Significant advantages of archive digitization include the creation of a complete, permanent, and easily accessible archive collection at any time. (Tajrid, 2019)

However, behind the advantages that electronic archives have, there is a significant drawback, namely their vulnerability to misuse. Some information in digital archives can be used illegally for personal, group, or specific parties for commercial purposes. For example, archives in the form of photographs are often used as interesting materials that are printed in various media, so they are easily used for various purposes that are not in accordance with the permission or the original purpose of storage (Rosmaniah et al., 2022)

Overall, electronic archive management in the digital age offers various advantages, such as storage space efficiency, documents can be managed more practically, safe from loss, and easy to access at any time. However, the main drawback of electronic archives is their susceptibility to misuse, where information can be illegally utilized for certain purposes, including commercial purposes.

3. Material and Method

3.1 Design Study

The data used in this study includes primary and secondary data. Primary data is obtained directly from field observations, while secondary data comes from external sources, such as relevant articles, journals, and books (Siregar et al., 2022).

The sampling technique uses a non-probability sampling method with a purposive sampling approach. Non-probability sampling is a method that does not provide an equal opportunity for each member of the population to be sampled. Purposive sampling, on the other hand, allows researchers to select samples that are appropriate to the research objectives in order to obtain relevant answers to the research problem (Lenaini, 2021). Based on this theory, the researcher took samples related to the research topic, namely, 4 employees of the archives department at Institution X.

In qualitative research, case study research data collection techniques can be obtained from several techniques, such as interviews, observations, and documents (Rusandi & Rusli, 2021).

3.2 Data Analysis

The data analysis process is an effort to process data to reveal relevant and useful information, so that it can be used as a basis for decision-making to solve a problem. The stages in this data analysis consist of four main steps (Saputra et al., 2021). As follows:

a. Data Collection

Data was collected through observation, interviews, and documentation. The analysis is carried out in conjunction with the collection process to obtain relevant information.

b. Data Reduction

The data is simplified and classified, while irrelevant parts are omitted. This step aims to produce meaningful information that makes it easier to draw conclusions, especially when the data is complex or large.

c. Data Presentation

The data is presented in a simple and clear manner in the research report so that it is easy to understand and analyze according to the objectives.

d. Verification or Conclusion

The initial conclusion is provisional until supporting evidence is found. If the new evidence corroborates, the conclusions are considered credible; on the contrary, it can be revised if the evidence is insufficient.

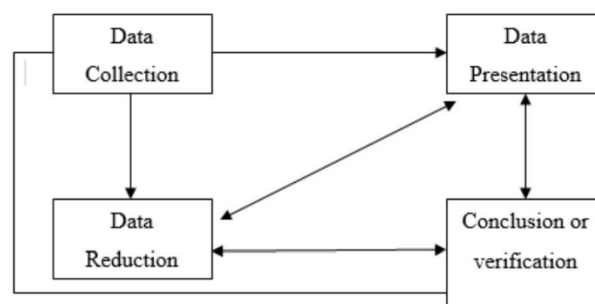


Figure 1. Data Analysis Components of the Miles & Huberman

Model Source: Data processed by researchers (2024)

4. Result

4.1 Archive Management at Institution X

Archive management is the systematic process of storing, organizing, and maintaining important documents or data so that they are easily accessible and reused. Based on the observation that archive management is carried out 50% manual and 50% digital, manual archives are still used because there are several documents that are still needed in physical form.

Based on the results of an interview with one of the employees, it was stated that: *"Active archives are managed digitally so that it is easier to find documents, but there are still some archives that are stored manually and stored in related sections. For*

inactive archives, we have a special procedure for storing them. These archives are moved to the archives unit and can only be accessed if needed."

Archives that are still physically stored are, important documents such as BPKB and land certificates.

From the data collected, it can be concluded that archive management in organizations still combines manual and digital systems. Active archives, which are used frequently, are mostly managed digitally for easy access, although some important documents are still stored manually in related sections or fields. Meanwhile, inactive archives, which are rarely used, are moved to archival units with a more organized and secure storage system.

4.2 Positive Impact of Digital Archive Implementation at Institution X

In the implementation of digital archives, there is a positive impact felt by the employees of Institution X. This is in accordance with the observations made by researchers and the results of the archive interviews. Based on the results of an interview with one of the employees, it was stated that: "The positive impact of digital archives is very felt, especially in terms of efficiency. With digital archives, we can find documents quickly without having to search for them in piles of paper. This saves time and effort, so work can be done faster."

Another participant said: "Digital archives facilitate collaboration between teams. When everyone has access to the same document online, we can work together better. For example, we can comment or edit documents in real-time without having to meet in person."

Based on the results of the interview above, digital archives facilitate cross-team collaboration, as explained by the participants. Real-time document editing by multiple users at once is a featured feature that increases team productivity. This reflects a shift in work culture towards technology-based collaboration, as explained by (Latif & Pratama, 2015), which highlights that the use of digital archives is able to increase connectivity and synergy between divisions in the organization.

4.3 Challenges Faced in Managing Digital Archives at Institution X

Digital archives have many positive impacts in their implementation, but there are still some challenges faced. Based on the results of an interview with one of the employees, it was stated that: "Each department has its own way of storing and accessing data. Not only does this make searches difficult, but it also increases the risk of losing important data."

It is known that Institution X already has an application for digital archives, but the lack of training and socialization makes many staff less understanding of the use of the application. This is in accordance with the results of an interview by one of the participants who said: "Actually, the institution has made an application for digital archives, namely, Awan B****. Although this application is designed to help manage digital archives, unfortunately the lack of training and socialization makes many staff not know how to make the most of it."

From the collected data, it can be concluded that the absence of an integrated system to store archival data makes it difficult to search and transfer data. When data is spread across multiple platforms, users have to search many places to find the necessary information, which can be time-consuming and increase the risk of data loss. While there is great potential in the implementation of integrated systems, barriers such as lack of understanding and uneven infrastructure can reduce their effectiveness.

5. Discussion

5.1 Archive Management at Institution X

An archive management system is one of the important functions in archive management, which aims to make it easier to rediscover and use archives in the future. The system is designed to ensure that documents can be kept organized, making them easy to find when needed (Yuliati et al., 2024). Based on the interviews conducted, Institution X implements two types of archive storage, namely active archives and inactive archives.

Active archives are documents that continue to be used regularly to support the implementation of organizational activities. On the other hand, inactive archives are documents that are rarely used and are only needed occasionally. Therefore, inactive archives are only used when necessary to support certain activities. (Susanti & Puspasari, 2020) Research also supports this. Active dynamic archive storage is usually done in the workspace, using tools such as hanging folders and filling cabinets. For inactive dynamic archives, storage is carried out in the archive center (record center) using facilities such as boxes and roll o packs.

One of the modern methods of archive management is to utilize technology, as explained by (Wardani et al., 2023). Based on interviews, the archive management system at Institution X is carried out with a 50% digital archive and 50% manual system. Good archive management not only provides operational benefits but is also an important investment for the organization. With good archive management, the information in the archive can be guaranteed to be used from the beginning of the creation of the archive.

5.2 Positive Impact of Digital Archive Implementation at Institution X

Integrating cloud technology in digital archives is a strategic step to increase the flexibility of modern organizations. Study by (Usna et al., 2023) shows that the integration of cloud technologies not only makes it easier to access, but also provides the ability to automatically back up data across multiple locations. Digital archives also support work flexibility, especially in hybrid or remote work settings, where employees can access important documents anytime and anywhere.

Digital-based archive management brings significant changes in operational efficiency. Automation allows the process of archiving, searching, and retrieving documents to be carried out quickly through a structured system. For example, documents that previously required manual search time in a physical archive stack can now be found in seconds with the automatic search feature in the digital archive system (Ghifari Aminudin Fad'li, Marsofiyati, 2023)

The implementation of digital archives in Institution X has a number of significant positive impacts in supporting efficiency and collaboration. The transformation from

conventional to digital archiving systems not only makes document management easier but also improves accessibility and reduces the risk of data loss.

5.3 Challenges Faced in Managing Digital Archives at Institution X

The main challenge in managing archives at Institution X is related to the use of a variety of different tools or applications in each section, as described by the participants. These differences in means hinder data integration efforts between teams, leading to difficulties in unifying scattered information. This reflects a common problem faced by many organizations, where data scattered in separate systems (data silos) is often difficult to combine without clear tools or procedures.

Data silos are data stored in various systems that are isolated and cannot be easily accessed or integrated. When the research team uses Google Drive and the administration team uses different apps, this data merging process becomes complex and time-consuming. As explained by (Adi Putranto et al.), the management of this scattered data requires better system integration so that data from various sources can be effectively combined in one platform.

Research shows that more and more institutions are starting to prioritize the use of platforms that can integrate data and facilitate access and management of information in a single connected system, but this requires the readiness of management and staff to adopt new technologies (Darmansah et al., 2024). Without careful preparation, the system will actually become an obstacle in operations.

It is important to realize that the successful implementation of a digital records management system also depends on ongoing training and effective socialization at all levels of the organization. Without this, even if there are advanced applications, their use can be futile due to the lack of understanding and skills required.

6. Conclusion, Implication, and Recommendation

The results and discussions in this study can be concluded that the management of digital archives in Institution X has not been fully implemented systematically because the digital archive facilities used are still not integrated. However, in terms of the effectiveness of digital archive management at Institution X, it is quite effective and satisfactory in helping to make work easier. However, the digital archive application created by the institution, namely Awan B**** has not been optimally utilized by all human resources in the company. Meanwhile, the obstacles in using it are caused by human resources factors and features in the application. Employees have their own solutions to overcome existing obstacles. The company has also provided solutions to the obstacles in using the application in the form of evaluation and routine maintenance on the archival system.

The implication of the results of this study is that Institution X has managed archives in digital format. This archive management is quite effective and satisfactory in helping to make the work of employees in the field of archives easier. However, there are still obstacles in implementing digital archives that are sourced from human resource factors and differences in facilities in each department make it difficult for employees to transfer data. Therefore, based on the results of this research, it is hoped that it can provide

suggestions and inputs so that in the future the management of digital archives can run more effectively and efficiently.

Suggestions and solutions that researchers can provide related to obstacles to digital archive management in Institution X include implementing new policies to increase the awareness of existing human resources on the use of the Awan B*** application that has been created, holding training related to the importance of digitization and maximum utilization of the application, so that all digital archive data can be integrated in one system. As well as implementing a digital archive system consistently and continuously.

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