Archives Management in Support Official Administration in Toho Subdistrict Head Office, Mempawah Regency

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ABSTRACT: This study aims to analyze and describe the management of archives in support of administrative order at the Toho sub-district office, Toho district, Mempawah regency. This problem was chosen to look at the issues that exist in the management of archives or archives that exist, especially in the Toho District office of Mempawah Regency, especially those related to the problem of managing letters and arranging archives at the Toho Sub-district office because there are phenomena that indicate where in the management, mail or control. And the arrangement of the archives is still not done well; in other words, it has not been done as desired, or there are still some obstacles, especially those related to archive problems.

Therefore, the archive is essential in supporting the orderly administration in the office so that there are no archiving problems that will make the paperwork in the office not recorded neatly or adequately.

The results of this study indicate that the management, control, and arrangement of archives or archives at the Toho sub-district office are still not carried out properly, so an understanding of adequate archival equipment procedures is needed so that activities in archives management can be carried out as well as possible. This must be guided by the Governor's Regulation No. 453 of 2005 concerning reasonable and correct archival procedures.

Keywords: Archives; Records Management; Administrative Order

INTRODUCTION

A good archive is an archive that can be used as material for accountability and legal evidence (Fathurrahman, 2018). Thus good archive management needs to be done because archives have many functions, mainly as a source of information (Coddington, 2020). Records management in the organizational environment includes managing dynamic records and static records (Zhao et al., 2019). The management of active archives is carried out by the management unit or work unit and the archive unit (archive creator), while archival institutions administer static archives

(Airlangga et al., 2018) (Prabowo, 2020). Or in other words, dynamic archives are archives used daily in-office activities. Based on its use, the dynamic archive is divided into active dynamic archives and inactive dynamic archives (Koulouris et al., 2013). Active archives are archives that are still used for work continuity, such as; books, incoming and outgoing letters, expedition books, KK registration books (Family cards), KTP (Resident Identity Cards, financial report books (Jamilah, 2015). At the same time, inactive archives are rarely used anymore or are no longer used in administrative activities such as employee data, office inventory books, strategic plans, monographs, and work plans, while static archives are no longer used in office activities (Kurniawati, 2020).

Therefore, the administrative tasks of the sub-district, according to the Government of the Republic of Indonesia Regulation No.19 of 2008 concerning the sub-district, are public services, which in today's government must emphasize the importance of good governance through a professional archive or archive management system (Nadeak, 2014; Tarandeli & Isharyanto, 2018).

Archive creators' dynamic archive management activities include archive creation, use and maintenance of archives, and archive preparation (Ismail & Affandy, 2018). The archive creator must ensure the availability of archives in the implementation of activities as material for performance accountability and legal evidence (Bartliff et al., 2020). Meanwhile, archival institutions' static archives management activitie include: acquisition of static archives, processing of static archives, preservation of static archives, and access to static archives (Harahap, 2020). Archival institutions must ensure the safety of archives as a national responsibility for the life of society, nation, and state (Abrosimova et al., 2021).

Thus, the archive is vital to support the orderly administration carried out in every government and private office. Therefore, accurate written information must be available when needed so that the office can provide good service to the community. Archives or archives must implement orderly administration because they are the center of memory for everyone in the office or office activities (Faria et al., 2021; Koulouris et al., 2013).

The importance of archive management, especially in supporting good administrative order, in this case, the Toho sub-district office must strictly follow the regulations for reasonable archive management procedures. When you need archives, you will no longer experience difficulties for the employees concerned. Based on Law Number 43 of 2009, it is affirmed that archive management, especially in supporting administrative order, needs to be managed by an institution or work unit, mainly archives supported by professional and skilled human resources and equipped with storage space, including other supporting resources facilities. Therefore, all of this is needed so that the archive is no longer considered a mere file but can be a collection of essential information to be stored so that it is well maintained and can be easily found when needed (Rachmaji, 2016; Setiawan & Alamsyah, 2015).

METHOD

This research belongs to the type of descriptive research, which aims to analyze and describe problems related to archive management at the Toho sub-district office of Mempawah Regency. The descriptive study describes phenomena or symptoms that occur in the field, and then a conclusion can be drawn to obtain theories that can be used and have something to do with the research problem. Meanwhile, to determine the informants in this study, the researchers used purposive sampling, namely techniques to choose informants based on the goals or needs set by the researchers themselves (Barratt et al., 2015) (Etikan, 2016) (Djan & Adawiyyah, 2021). Data was collected using observation, interviews, and documentation.

RESULT AND DISCUSSION

Supporting Factors Against Archives Management in Supporting Orderly Administration

Human resources are needed to fulfill various responsibilities to meet the objectives of archival programs. Archival human resources in question are leaders (in this case, a Subdistrict Head), archivists, and administrative staff. Effective archiving requires budget support or adequate funds to carry out various archival programs on an ongoing basis. Thus, archives can help organizational leaders significantly in carrying out the duties and responsibilities they receive (Sampelan & Waris, 2018). Archival facilities and infrastructure are a form of intermediary that supports and supports activities to achieve the objectives of archive management (Rodrigo et al., 2020) (Kuswantoro & Hartati, 2019).

Inhibiting Factors Against Archives Management in Supporting Orderly Administration

Records management by organizations or institutions is often faced with various obstacles or certain obstacles that can affect the overall performance of the organization, as experienced by the Toho sub-district office including (Soesilo, 2018):

1. Lack of understanding of archives by members or employees who handle archive problems (Obenauf, 2021).
2. And also, the problem of qualification, the requirements of employees who handle archival work are sometimes not met (Kaffashan Kakhki et al., 2021).
3. Sometimes the volume of archives continues to increase, resulting in the available space and equipment not being able to accommodate archives anymore (Bentil et al., 2021).
4. There is no standardized filing system guideline so that each officer carries out their work without uniformity and a clear goal (Al-Jaradat, 2021).
5. It is still not standardized or cultivated regarding the guidelines for borrowing archives so that every employee borrows files without clear regulations (Min & Casselden, 2021).
6. Users of archives by users or by parties in need are carried out for an extended period and sometimes not returned. This hinders other parties who also need the archive in question (Tray et al., 2020).
7. And also can not or complicated to find the archive quickly and precisely if needed (Qiu, 2021).

8. There is no planning regarding the shrinkage of archives so that the archives are piled up and cannot be accommodated anymore .
9. The existence of archives that are received and sent out of control is possible because the leadership of the organization or institution pays less attention to the function of supervision of the archives.

In the context of implementing archives at the Toho District office, Mempawah Regency where the process of letters or archive control is used, namely by using a control book for incoming and outgoing mail. Therefore, when viewed from the control book for incoming and outgoing letters from 2019 to August 2020, receipts and issuance of notes at the Toho District Office secretariat are the number of incoming letters is 687 letters, and the number of outgoing is 378 letters.

Archives are a tool of reminders, both for organizations and leaders, therefore organize and maintaining archives as well as possible to facilitate the rediscovery of scripts that are needed at any time is an essential thing, both for organizational life and to assist the leadership task (Sirota-Cohen et al., 2019). The leadership wants a rapid archive and orderly administration to facilitate the storage and retrieval of needed documents at any time quickly and accurately (Sihaloho et al., 2020). Because the leadership cannot take care of the archives themselves, thus the leader hopes that his staff can manage and maintain records for the administration and the benefit of the organization. Based on the preceding, a person must have the skills and thoroughness so that if the leadership requires the archive, the archive can be presented quickly and accurately.

Suggestions and infrastructure are tools to support the success of an effort process carried out in public services, and therefore if these two things are not fulfilled or not available, then all activities carried out will not be able to achieve good results according to the plan. In conducting direct observations, researchers saw that the condition of the facilities and infrastructure owned by the Toho District Office could be said to meet the predetermined standards still not.

CONCLUSION

The results of this study indicate that the management, control, and arrangement of archives or archives at the Toho sub-district office are still not carried out properly, so an understanding of adequate archival equipment procedures is needed so that activities in archives management can be carried out as well as possible. This must be guided by the Governor's Regulation No. 453 of 2005 concerning reasonable and correct archival procedures.

The Toho Sub-district Office, Toho District, Mempawah Regency, should be in the management of archives. It should be guided by the laws and regulations concerning Archives as contained in the Governor's Regulation Number 453 of 2005 concerning Archives and Law Number 43 of 2009 concerning Archives. Because the mandate of the law does not carry this out, it will be difficult to fix all kinds of issues relating to archives or archives, so with that, the most basic are human resources, people who must be qualified to understand the problems of archives, funding or budgets that are needed. We need to be prepared to fix the problem of archives, facilities, and infrastructure as a supporting factor.

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