

## Analysis of archives management in the administration section in elementary schools



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### ABSTRACT

This study aims to determine the implementation of archive management in the administration section of public elementary schools in Pammana District, Wajo Regency, South Sulawesi. This study used a qualitative descriptive approach with a single fixed research strategy. The sampling technique used was purposive and snowball sampling. Sources of data used are informants, places and events, as well as archives and documents. Data collection techniques by interview, participant observation and documentation. The data analysis technique used is an interactive analysis model. Based on the results of the research, it can be concluded that the implementation of archive management in the administration section of public elementary schools in Pammana District, Wajo Regency, South Sulawesi is implemented with a fairly good archive management system. This is marked by the management of records that have used the principle of a combination of centralization and decentralization, in the form of active, in-active and static records. The implementation of archive management in the administration section of public elementary schools in Pammana Subdistrict, Wajo Regency, South Sulawesi was also found to be a number of obstacles, namely: the lack of knowledge of employees about archiving; insufficient archive storage place; lack of attention to archival storage. The efforts that have been made by the administration department of public elementary schools in Pammana District, Wajo Regency, South Sulawesi to overcome these obstacles by involving administrative staff in training on archiving; repairing and changing the layout and layout of archives in the archival room of public elementary schools in Pammana District, Wajo Regency, South Sulawesi; and improve and add filing facilities according to the needs required by administrative staff.

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### KEYWORD:

Archives  
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### ABSTRAK

Penelitian ini bertujuan untuk mengetahui pelaksanaan pengelolaan arsip pada bagian tata usaha sekolah dasar negeri di Kecamatan Pammana, Kabupaten Wajo, Sulawesi Selatan. Penelitian ini menggunakan metode pendekatan deskriptif kualitatif dengan strategi penelitian tunggal terpancang. Teknik pengambilan sampel yang digunakan adalah *purposive* dan *snowball sampling*. Sumber data yang digunakan adalah informan, tempat dan peristiwa, serta arsip dan dokumen. Teknik pengumpulan data dengan wawancara, participant observation dan dokumentasi. Teknik analisis data yang digunakan adalah model analisis interaktif. Berdasarkan hasil penelitian dapat disimpulkan bahwa pelaksanaan pengelolaan arsip pada bagian tata usaha sekolah dasar negeri di Kecamatan Pammana, Kabupaten Wajo, Sulawesi Selatan dilaksanakan dengan sistem pengelolaan arsip yang cukup baik. Hal ini ditandai dengan pengelolaan arsip yang telah menggunakan asas gabungan antara sentralisasi dan desentralisasi, dalam bentuk arsip aktif, in-aktif dan statis. Pelaksanaan pengelolaan arsip pada bagian tata usaha sekolah dasar negeri di Kecamatan Pammana, Kabupaten Wajo, Sulawesi Selatan juga ditemukan beberapa hambatan-hambatan yang terdiri dari: minimnya pengetahuan pegawai tentang kearsipan; tempat penyimpanan arsip yang tidak cukup memadai; kurangnya perhatian terhadap penyimpanan arsip.

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Adapun upaya yang telah dilakukan oleh bagian tata usaha sekolah dasar negeri di Kecamatan Pammana, Kabupaten Wajo, Sulawesi Selatan dalam mengatasi hambatan-hambatan tersebut dengan cara: mengikutsertakan pegawai tata usaha dalam pelatihan tentang kearsipan; memperbaiki dan merubah tata ruang dan tata letak arsip di ruangan kearsipan sekolah dasar negeri di Kecamatan Pammana, Kabupaten Wajo, Sulawesi Selatan; dan memperbaiki dan menambah fasilitas kearsipan sesuai dengan kebutuhan yang dibutuhkan oleh pegawai tata usaha.

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## 1. Introduction

An increasingly advanced era requires humans to be able to create technology that is more sophisticated, practical, effective and efficient (Ristiandy, 2020). Likewise, progress in the education sector, marked by the progress of educational institutions today, also has an impact on the increasing need for information that can help manage educational institutions properly, especially in managing the archives of educational institutions both internally and externally (Simarmata et al., 2020). Record management in educational institutions really requires accuracy, determination, and speedwell (Suliyati, 2019), this is because archives have a very important role in providing information for leaders to make decisions and formulate policies (Munawaroh, 2018). Therefore, complete, fast and correct archive management is needed for educational institutions and must be accompanied by a good work system and product (Yusuf et al., 2020).

Along with the development of educational institutions at this time, the activities in educational institutions have also increased and will be balanced with the increasing number of archives that must be managed (Al Hadi et al., 2019; Alhaidari & others, 2019). This condition requires a good archive management, because the system is the memory center of an organization that is able to help the activities of educational institutions, so a good and correct archive management system is needed (Pedro et al., 2020). However, ironically, public elementary schools have not implemented proper archive management. There are still a lot of files that are just piled up and are not stored properly so that they are easily damaged and difficult to find again if needed (Pedro et al., 2020). The fact that the field of archives has not received special attention in the information network, it is deemed necessary to immediately provide practical working instructions on how these files should be received, stored and reused (Yahya & Wijoyo, 2020).

In order for the management of archives to run well and be able to help the smooth running of public elementary schools in achieving their goals, the archival system must be fixed (Astuti et al., 2020), and modified with a system that is more suitable and in accordance

with the needs of public elementary schools (Azhari & Wicaksono, 2017; Rismayeti et al., 2020). Thus, the field of archiving is also an important field and just as important as other fields (Sari et al., 2019), so this field should not be ignored and not just anyone is placed in this position (Hau et al., 2020).

Several factors have caused public elementary schools in Pammana District, Wajo Regency, South Sulawesi to not properly manage archives, namely: the lack of awareness of administrative or leadership staff on the importance of archives in public elementary school organizations; the unavailability of competent and expert administrative staff in the field of archiving itself. Thus, the development of administrative staff in the management of these records must continue to be carried out so that administrative staff are able to work professionally in archive management (Abubakar, 2012). This is because good archive management will help the implementation of administrative duties to be completed on target (Eyal & Roth, 2011; Hoy & Miskel, 2013), and reduce waste both in terms of time, cost and energy (Alhaidari & others, 2019).

Archive management which is carried out by the administration section at public elementary schools at least aims to provide data and information as quickly as possible to those who need it, especially policymakers in public elementary schools (Astuti et al., 2020). To be able to achieve this goal, it is necessary to manage records that are effective and efficient by understanding carefully what problems are contained in each archive that has been archived by the administration department (Nasution, 2020). The archive management system carried out by the administration section can be said to be good, if the necessary records can be recovered quickly and accurately (Hau et al., 2020), so systematic and effective archive management is needed because the archive management system cannot be separated from the activities of archival arrangement and recovery (Rismayeti et al., 2020).

The archives collected by the administration department in Pammana District, Wajo Regency, South Sulawesi are very useful to support the smoothness and completeness of the implementation of the main tasks for public elementary school leaders in making or making decisions effectively and efficiently to deal with a problem. It all depends on the speed and accuracy of the information contained in the archive. Therefore, the archive management system must be directed according to its use for the benefit of public elementary school employees and leaders who will use it.

In addition, the archive management system used by the administration department of public elementary schools in Pammana District, Wajo Regency, South Sulawesi is running poorly and encountering several problems. These problems, among others: difficulty finding

back archives that are stored at any time when needed. This is especially so for archives that have been stored for a period of three years. Some of the reasons for the difficulty in recovering these archives include: lack of accuracy of employees so that the files are not stored properly; insufficient availability of adequate space in terms of archive storage, so that archives are only stacked and not properly organized; and the continuous increase of letters to the archives without elimination so that there is not enough space or equipment. Likewise, there are likely many archives tucked away and difficult to find back quickly.

## **2. Method**

This study aims to determine and analyze in depth the management of archives in the administration section of public elementary schools in Pammana District, Wajo Regency, South Sulawesi. This study uses a descriptive qualitative approach. The location of this research is located in a public elementary school in Pammana District, Wajo Regency, South Sulawesi Province (Ulfatin, 2015). This research was conducted for three months, namely: from Februari to April 2020. The data sources of this study were obtained from informant data, events, and archives as well as supporting documents for the completeness of this research (Sugiyono, 2015). Data collection techniques in this study consisted of observation, interviews and documentation. The data analysis technique used was an interactive analysis model (Miles, 2014), while the validity of the data used source triangulation and method triangulation.

## **3. Result and Discussion**

Archives in public elementary schools in Pammana Subdistrict, Wajo Regency, South Sulawesi must be well managed, in order to function properly and help smoothen the organizational activities of public elementary schools, so that they can achieve the stated goals. Archive management in public elementary schools in Pammana District, Wajo Regency, South Sulawesi can achieve the objectives of managing archives well, because their management fulfills the elements of planning, organizing, actuating, and controlling (Niamah, 2020). Basically, the archives managed by the administration section of public elementary schools in Pammana District, Wajo Regency, South Sulawesi consist of active dynamic archives, inactive dynamic archives, in-active archives, and static archives. While the management system consists of the principles of centralization, decentralization and a combination of centralization and decentralization.

The archives management system that has been developed by administration section of public elementary schools in Pammana District, Wajo Regency, South Sulawesi is a

record management system that combines centralization and decentralization, where record management is managed directly by the administration section and then given to the intended section. on the letter (Rahayuningsih & Martono, 2020). All letters or documents received and managed in advance in the administration section, then submitted and further managed in the intended section after being copied, and stored as archives in the administration section of public elementary schools in Pammana District, Wajo Regency, South Sulawesi. The mechanism for the archive management system for public elementary schools in Pammana District, Wajo Regency, South Sulawesi is as follows:

*First*, managing incoming mail starts from sorting, separating and classifying letters and documents according to their type and class. Then the letter is opened, to check the date and attachments. After the contents of the envelope are issued, the letters before being recorded in the agenda book are given a note of the date the letter was received, the day and hour of receipt of the letter, the agenda number, the date the letter was forwarded, and the signature of the officer. After that, the letter is read and agendas, to then be submitted to the leadership for disposition. After the disposition, the letter was duplicated and given to the person concerned.

*Second*, the making of the outgoing letter is carried out by order of the leadership stated in the letter or by mouth to the designated field. After receiving the order to write a letter, the employee will make a concept, which is then submitted to the leadership for examination and approval. If the leadership has agreed with the contents of the letter, then the letter will be typed, typed using a computer and official paper for the paper. After typing, the results will be checked again by the head of administration. If there is a typing error, the letter will be corrected and retyped. If the typing results are correct, the letter will be initialled at the foot of the letter and then asked for the signature of the principal. After the letter is signed, it will be numbered according to the agenda number.

*Third*, coding, both incoming and outgoing mail, is done to facilitate the preparation, storage and recovery of archives. In theory, coding has several forms, namely numeric, alphabetical, and a combination of numeric and alphabetical. Giving this code is related to the system to be used, whether the system is alphabetical, geographic, subject, number, or chronological. Coding is done in a combined numeric and alphabetical form, with a number and date system. This can be seen after the letters are processed, both incoming and outgoing mail, the copy will be immediately stored in the folder according to the serial number and date of the agenda book. Then the folder is saved. For mail folders that are still active or within the current year.

*Fourth*, archives have an important function and role in supporting the implementation and smoothness of organizational activities in achieving their goals. Therefore, archives must be properly stored and maintained so that at any time, archives can be found easily, quickly, effectively and efficiently. Arrangement and storage of records is an activity that is very important in managing records. This activity is not just piling up archives and then being stored but is related to the systematic storage and recovery of archives. In the arrangement and storage of archives, there are several systems, namely alphabetical, number, date, subject and geographic systems. The archive storage system is carried out using a combined system, but each section uses a different system according to the policies of each section. The system used in the administration section is the number and date system. This can be seen after the letters are processed, both incoming and outgoing mail, the copy will be immediately stored in the folder according to the serial number and date of the agenda book. Then the folder is saved. For mail folders that are still active or within the current year.

*Fifth*, archive rescue measures are carried out in three ways, namely security, maintenance and care. Archive rescue by maintaining the existence of archives in terms of borrowing archives, namely by providing a copy to interested parties. If there is an interested party and borrows the archive, then administration officers will copy the archive and submit a copy to the borrower. Thus, the archive will be preserved and not afraid of being lost. Archive maintenance is done by keeping the archive from moisture and insects. This is done by placing the file in a dry place, maintaining room temperature, and providing insect repellent in the form of camphor. Maintenance is carried out when the archive is damaged or lost. Administration officers must be able to replace the archive, namely by looking for it in the section that received the original letter. The archive is then copied and the copy will be brought back to administration officers and put in the folder according to the serial number of the agenda.

*Sixth*, the archive does not always have a use-value, so that at a time when the use-value of the archive has run out, the archive must be removed. Because the archive volume will increase. If files that are not of value are not reduced or removed, there will be a buildup of files. Archive shrinkage is carried out by sorting archives, destroying archives of no value.

*Seventh*, archiving facilities are all the necessities needed to help complete a job. With the availability of adequate facilities, it will help the smooth running of work, especially in the field of archiving. This facility can be in the form of tools and equipment. In theory, it has been explained that to ensure the durability and safety of archives from various dangers. The archiving tools needed to ensure the durability and security of archives are classified

into three types, namely mail receiving tools, mail storage tools, and correspondence tools. Filing facilities consist of equipment in the form of computers, printers, photocopiers, stamps, staplers, remover, perforators, file cabinets, fans, employee desks and chairs, and equipment in the form of paper, ballpoint pens, agenda books for incoming and outgoing mail, and letter envelopes. The tools and equipment are actually quite complete, it's just not sufficient. Especially in the administration section, there is no filing cabinet. This is due to the inadequate area of space for placing filing cabinets which are expected to reduce the accumulation of archives, because of this deficiency, the archives are stored using the cupboards in the room.

*Eighth*, the achievement of the objectives of archiving activities is influenced by the presence of human resources. Without human resources who are the driving factor of the archiving business, archiving activities will never be carried out. In managing records properly, competent and competent employees are needed in their fields. Meanwhile, the requirements to become a good filing officer consist of at least four conditions, namely: accuracy, intelligence, dexterity, and neatness. So that if an archive officer has met these requirements, he will be able to assist and launch efforts to recover the archives quickly and easily. In fact, there are no administrative staff at the state primary school in Pammana District, Wajo Regency, South Sulawesi.

*Ninth*, one of the factors that will determine the smooth running of archiving activities is the best possible arrangement of workplaces, tools and equipment. Arrangement of the right equipment and equipment as well as good workplace arrangements can lead to comfort in working so as to increase job satisfaction of the employees concerned. In archive management, of course, requires a large enough space or space because archive storage requires a lot of space. And the storage room needs to pay attention to the aspects of colour, light, sound and air, in other words, the room must be bright, not too humid, have adequate ventilation, pollution-free and free from insects. The facilities and infrastructure for storing archives are inadequate because there is not enough space to be used as a place to store archives. Due to the limited space for storing archives, in the end, the archive folders are left piled together in the cupboard where they are stored. However, the arrangement of tables and chairs and other equipment is quite good because it still allows employees to move freely. As for air circulation, colour, sound and light we think are good enough and make it comfortable to work.

An activity in its implementation does not always run smoothly. If one day an obstacle is found, it is something that is normal. In Alhaidari & others, (2019), where he conducted

in their research, that the archive management carried out also experienced several obstacles. And these obstacles are the absence of clear implementation instructions in archival storage, inadequate facilities and infrastructure, less professional filing officers, and unscheduled destruction of archives that result in accumulation of archives (Barthos, 2012; Merdekawati, 2012). Likewise, what happened to the administration department of public elementary schools in Pammana District, Wajo Regency, South Sulawesi. From the data that the researchers have collected, it turns out that several factors have been found to be obstacles in the implementation of archive management, namely the lack of employee knowledge about archiving, inadequate facilities and infrastructure, lack of archive storage space and lack of attention to archive storage resulting in accumulation of archives.

Meanwhile, to overcome the obstacles that occur in the management of archives carried out by the administration section of public elementary schools in Pammana sub-district, Wajo Regency, South Sulawesi, various efforts have been made to overcome these problems. These efforts include: using the right archive storage system for each agency, arranging the filing space according to the needs, using the right equipment, and holding upgrades or training for employees. As for the efforts made by employees to overcome obstacles in archive management, they are trying to increase knowledge through various ways such as attending training on archiving. Make improvements to the archive layout. Make maximum use of existing facilities and infrastructure (Barthos, 2012; Niamah, 2020; Watofa, 2012).

#### **4. Conclusion**

Based on the results of research and discussion, it can be concluded that: the implementation of archive management in the administration section of public elementary schools in Pammana District is carried out with a fairly good archive management system. This is marked by the management of records that have used the principle of a combination of centralization and decentralization, in the form of active, in-active and static records. The implementation of archive management in the administration section of public elementary schools in Pammana Subdistrict, Wajo Regency, South Sulawesi was also found to be a number of obstacles, namely: the lack of knowledge of employees about archiving; insufficient archive storage place; lack of attention to archival storage. The efforts that have been made by the administration department of public elementary schools in Pammana District, Wajo Regency, South Sulawesi to overcome these obstacles by: involving administrative staff in training on archiving; repairing and changing the layout and layout of archives in the archival room of public elementary schools in Pammana District, Wajo



Regency, South Sulawesi; and improve and add filing facilities according to the needs required by administrative staff.

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