

MINI LAB KEARSIPAN DI UPBJJ SEBAGAI ALTERNATIF SARANA PRAKTIK KERJA BAGI MAHASISWA D IV KEARSIPAN

Cacih Sugiarti¹, Agus Saeful Mujab², Heriyanto³

^{1, 2, 3}Universitas Terbuka (INDONESIA)

Abstract

Sixty percent of the courses in the curriculum for the Diploma IV Archival Study Program must be feasible because it is a vocational program. Students can currently gain experience in archiving in regional archive institutions located in provinces, districts, and cities in addition to higher education institutions, albeit not all universities have such archival institutions. Additionally, the distance that students must travel to get to the practice area is rather far. Due to the shortcomings of this practice area, it is essential to establish an archiving practice area that is more convenient for students to practice archiving, both in terms of an easily accessible location and uniform archival administration. This descriptive study intends to offer a different location for students to practice archiving that is easily accessible and has standardized systems and amenities. The methodology used is interview with archive manager at UPBJJ-UT, site surveys and other documents that support the research objectives. Based on the data gathered from all UPBJJ-UT, it can be concluded that 23 UPBJJs meet the following criteria and can serve as a practicum site for Diploma IV Archive students: the implementation of official document procedures, the classification of archives in archival storage, the scheduling of archive retention during destruction, and the inclusion of an archive access security system. In the same way, Perka-ANRI-standardized equipment such as archive guides, archive folders, output indicators, archive organizers, and archive boxes have been employed in the equipment facilities.

Keywords: mini lab archives, distance learning, archive management

1 INTRODUCTION

Archiving is a very important part of office work. In order to the office effectively provide services, appropriate written information must be available when necessary. Archives are needed in the implementation of administration, because archives is the center of memory for every activity in an office. Without archives it is impossible for an archivist to remember all records and document completely. In order to manage its archives effectively, an office must consider an archive system that is in line with progress of the organization toward its objectives.

Archive is also said to be a source of management information. The archive is crucial to administrative tasks and carrying out an obligation of the institution. Given the importance of archive, it is necessary to have a systematic, effective, and efficient management system. The value of archives does not entail that all of the records of agencies should be maintained. Nevertheless, archives that have a high usage value must be kept there indefinitely, whereas archives that do not and have reached their retention value must be deleted. However, this does not mean that the destruction of archives that have no use value can be done arbitrarily, but the destruction must follow a procedure that is in accordance with applicable regulations (Hasibuan, 2012).

According to what have been explained, it is very necessary for the role of archives must be both essential and extensive. With the Archive Diploma program of study at the Faculty of Law, Social and Political Sciences (FHISIP) of Universitas Terbuka, which is a vocational program, 60% of all courses taken are required to complete practical tasks, in this case, archiving practice. Due to the large number of students pursuing the Archive Diploma, their dispersion throughout Indonesia, including in underprivileged areas, and the considerable travel time required, it is extremely challenging for these students to reach the locations where they will be receiving their archiving practice. The regencies and cities has Archives Institution for Higher Education (*Lembaga Kearsipan Perguruan Tinggi*), although not all of these institutions have the means to practice archiving. Even the place for archiving practice must meet Perka-ANRI standard.

Based on the condition of the problem faced by D IV Archives FHISIP Universitas Terbuka students that have been explained, and with the limited place of practice, the formulation of the problem in this study is: "How to prepare the standardization of the archival lab for D IV Archives at the Universitas Terbuka". The aim of this study is to find out to what extent this archiving mini lab can be functioned as well as possible, making it easier for archiving D4 students to practice archiving well from an easily accessible location and good archival management. already standardized. For this reason, this research is entitled: "Mini Archive Lab at UPBJJ as an Alternative Work Practice Facility for Open University Archives D4 Students".

2 METHODOLOGY

This research uses quantitative methods. The analysis used in this research is descriptive analysis. Ali (1982) explains that descriptive research methods are used to solve and answer problems that occur in the present. It is carried out by taking the steps of collecting, classifying, and analyzing or processing data, making conclusion and report with the main objective of finding out how much difficulty is experienced by Archives D4 students in obtaining archiving practice courses.

The population of the respondent in this study is D IV Universitas Terbuka students, while the sample taken is D-IV Archives program of study students of Universitas Terbuka. This study uses a questionnaire to obtain data. The questionnaire will be distributed online using the questionnaire link obtained from the Google form.

3 FINDINGS AND DISCUSSION

The need for standardization of the archives lab is to equip students to be able to manage archives according to the principles, rules, according to the Archives Law. With this standardized lab, after

completing their studies at D4 Archives, students can apply their knowledge quickly and well where the student works. This standardization of the archival lab is not only useful for archiving D4 students but also for agencies around UPBJJ -UT, to practice, learn in archive management. Helping students in carrying out archiving practices.

The existence of a standardized archival lab at upbjj will make it easier for students to practice. If so far students have to dance to offices that have implemented archival standards in the implementation of archive management and there is a possibility that the location is far enough for students to take the location of the practice, then the existence of this mini lab can help students in carrying out archiving practices perfectly, because in terms of facilities and infrastructure, upbjj-UT has implemented an official script order, classification system, archive retention schedule and SKKAD. In terms of instructors, students can also be accompanied by upbjj-UT employees who are already trained in managing archives. Speed up student graduation. With an archives lab that is easily accessible, graduation for archiving D4 students can be faster because the implementation of practice can be carried out as soon as the student concerned meets the requirements to practice archiving.

The findings of this study will be advantage for theoretical benefits, which is the results of this study can add conceptual insight and theoretical basis regarding problems in archiving practice for D-IV Archives students specifically in Universitas Terbuka and the regional offices of Universitas Terbuka (UPBJJ-UT). Other than that, for the practical benefits, the results of this study can be used as a policy for UPBJJ-UT to implement and provide Archives Mini Lab facilities for D-IV Archive students, which are located in the respective archive rooms of UPBJJ, but of course these facilities are with the consideration that BIMTEK and supervision from the Central Archives have been carried out in accordance with Perka ANRI No. 10 of 2000.

4 CONCLUSION

With the holding of mini archiving lab facilities at UPBJJ-UT that are in accordance with the ANRI Perka standards for Open University Archives D4 students, one of the requirements for practicing courses of 60% can be achieved.

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