

SUPERVISION TECHNICAL GUIDANCE FOR ARCHIEVE UNIVERSITAS TERBUKA

Dewi Aulianty¹, Siti Samsiyah², Sylvia Marthalina³

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

Abstract

The study was made to measure the implementation of archive management in accordance with applicable laws at the Universitas Terbuka (UT), it is necessary to identify the implementation of archive management in accordance with the rules of archival science. The research with the title of internal archival supervision is a descriptive study that aims to describe the implementation of archiving management within the Universitas Terbuka Processing Unit including archive management at UT central and UT region (UPBJJ). Sources of data can be obtained from Information Archives who handle archives in the Central UT Processing unit, namely LPPMB and LPPM because these units manage large archives and UPBJJ, namely UPBJJ-UT Jakarta and UPBJJ-UT Bogor, manage large archives. Sources of data obtained from the implementation of the Archives Supervision of the Universitas Terbuka have been going well because the results of the Archival Supervision results show good, very good, satisfying and very satisfying scores. However, to achieve a perfect score, it is still necessary to improve the management of the inactive archive maintenance section, and the management of vital records.

Keywords: standardization; Archive Management; Archive Control; Archive Management Distance Learning.

1 INTRODUCING

1.1 Background

The Liang Gie states that an archive is a collection of documents that are stored systematically because they have a function so that whenever needed they can be quickly retrieved (The Liang Gie, 1992:118). The International Standard Organization defines records as information that is created, received, managed as evidence or used by both organizations and individuals to fulfill legal obligations or business transactions (Sukoco, 2007:82).

Archives according to Law number 43 of 2009 are records of activities or events in various forms and media in accordance with information and communication technology developments made and received by state agencies, local governments, educational institutions, companies, political organizations, community organizations and individuals in implementation of social, national and state life.

Law Number 43 of 2009 concerning Archives states that the organization of archives aims to ensure the creation of archives, the availability of authentic and reliable archives, the realization of reliable archive management, the protection of state interests and civil rights, the safety and security of archives, the safety of national assets and dynamically organize the national archives, as well as improve the quality of public services.

Archive Management that conforms to International Standards in the field of archives, namely ISO 15489-1: 2016 concerning Documentation: Concepts And Principles – Records Management. Archive management according to international standards is very important for an organization in order to create authentic, reliable, intact and usable records, so that they can support organizational performance.

The Open University as an Educational Institution and State University has independence in managing records, this is stated in law no. 43 of 2009 article 27 paragraph (1) and paragraph (2) where the management of higher education archives is carried out by the Higher Education Archives Institution (LKPT), so that the existence of an LKPT is mandatory for all state

Archives supervision is supervision over the implementation of archives management and enforcement of laws and regulations in the field of archives. Supervision of archives management includes supervising the implementation of archival policy stipulations, archiving management and archives management. While supervision of the enforcement of laws and regulations is the obedience and compliance of archive creators, structural and functional officials and archive managers in implementing archival laws and regulations.

The type of archival supervision consists of external archival supervision by ANRI as the Central Archival Institution and internal archival supervision. Internal archival supervision carried out through audits of the internal filing system in Archival work units II and Administration Subdivision, BBLBA and Student Affairs and Registration and Examinations as Processing Units was carried out by the Open University Internal Archive Supervisory Team which was formed by the Chancellor of the Open University based on a letter Decree of the Chancellor of Tebuka University Regarding the Establishment of the Open University Archive Supervisory Team and facilitated by the Open University Archive Unit as Archival Unit I acting as the Higher Education Archive Institution.

The Open University Archive Unit which was formed in accordance with the Open University Chancellor's Regulation Number 48 of 2018 dated February 7 2018. In this regulation the purpose of establishing the Archive Unit in the UT Environment is that the management and administration of archives in the UT Environment is carried out in accordance with the provisions of the applicable laws and regulations.

1.2 Purpose and Objectives

It is very important to carry out archival monitoring activities in the Open University environment to evaluate how far the dynamic archive management process has been organized, structured and filing active and inactive archives in accordance with archival rules. The implementation of archival supervision is coordinated by the UT Archives Technical Implementation Unit which has the duties and functions of fostering archives within UT.

the audit of the internal filing system of the central work unit and UPT UPBJJ UT as the Archive Unit II and Administration Subdivision, BBLBA and Student Affairs and the Registration and Examination Sector as the Processing Unit are for:

- 1) Supervision of the implementation of filings within the Open University;
- 2) Supervision of the enforcement of archival laws and regulations within the Open University; as well as
- 3) Test compliance with archiving laws and regulations in the management of dynamic archives carried out within the Open University environment effectively and efficiently.

1.3 Scope

- 1) Aspects of Dynamic Records Management. Namely conducting testing or verification of dynamic archive management starting from the creation of archives, the use of archives, maintenance of inactive archives, depreciation of archives, as well as archive services and access;
- 2) Archival Human Resources Aspect. That is carrying out testing or verification of archival human resources and archival infrastructure and facilities;
- 3) Aspects of infrastructure and filing facilities. Namely carrying out tests or verification of available archival infrastructure and facilities.

2 METHODOLOGY

Implementation of Archive Monitoring Activities in Universitas Terbuka environment is carried out through monitoring objects Internal filing system audits are carried out in the Universitas Terbuka environment with monitoring objects validating using the Archive Audit form instrument contained in the Decree of the Head of ANRI NO 53 of 2018 concerning the Second Amendment to the Decree of the Head of ANRI NO 32 2016 concerning Archival Audit Instruments and Archival Human Resources

3 FINDINGS AND DISCUSSION

3.1 Archive Supervision includes

3.1.1 Monitoring Object

In accordance with the Archival Audit Work Plan, sampling was carried out on 4 (four) monitoring objects at UT Central Units and UT Region with the aim of assessing the resultsof the guidance carried out by the archival unit on Archival Unit II and processing units in their environment. An internal filing system audit is carried out on UT Region with 4 (four) monitoring objects, namely as follows:

A. Secretariat in the work unit of the UPT UPBJJ-UT Center as the Archives Unit II. Obtain an assessment of by category.

NO	ASPECT/SUB ASPECT		Score Standard	Score Sub Aspect	%	CATEGORY
(1)	(2)		(3)	(4)	(5) = (4)/(3) X100	(6)
1	DYNAMIC ARCHIVE MANAGEMENT		590	440	75	Very good
	1.1	Creation	80	80	100	Very satisfy
	1.2.	Inactive Archive Processing	50	50	100	Very satisfy
	1.3.	Maintenance of Inactive Archives	70	60	86	Satisfy
	1.4.	Services and Dynamic Archives	80	70	88	Satisfy
	1.5.	Extermination	190	180	95	Very satisfy
	1.6.	Submission	120	0	0	Very Less
2.	HUMAN RESOURCES ARCHIVES		120	25	21	Very Less
	2.1	Archivist	80	0	0	Very Less
	2.2.	Archives Manager	40	25	63	Good
3.	ARCHIVES INFRASTRUCTURE AND FACILITIES		170	90	53	Enough
TOTAL			880	555	63	Good

B. Administrative Subdivision as Processing Unit. Obtain an assessment of by category :

NO	ASPECT/SUB ASPECT		Score Standard	Score Sub Aspect	%	CATEGORY
(1)	(2)		(3)	(4)	$(5) = (4)/(3) \times 100$	(6)
1	DYNAMIC ARCHIVE MANAGEMENT		590	440	75	Very Good
	1.1	Creation	80	80	100	Very Satisfy
	1.2.	Inactive Archive Processing	50	50	100	Very Satisfy
	1.3.	Maintenance of Inactive Archives	70	60	86	Satisfy
	1.4.	Services and Dynamic Archives	80	70	88	Satisfy
	1.5.	Extermination	190	180	95	Very Satisfy
	1.6.	Submission	120	0	0	Very Less
2.	HUMAN RESOURCES ARCHIVES		120	25	21	Very Less
	2.1	Archivist	80	0	0	Very Less
	2.2.	Archives Manager	40	25	63	Good
3.	ARCHIVES INFRASTRUCTURE AND FACILITIES		170	90	53	Enough
TOTAL			880	555	63	Good

C. Registration and Examination as Processing Unit . Obtained an assessment of the category:

NO	ASPECT/SUB ASPECT		Score Standard	Score Sub Aspect	%	CATEGORY
(1)	(2)		(3)	(4)	$(5) = (4)/(3) \times 100$	(6)
1	DYNAMIC ARCHIVE MANAGEMENT		590	440	75	Very Good
	1.1	Creation	80	80	100	Very Satisfy
	1.2.	Inactive Archive Processing	50	50	100	Very Satisfy
	1.3.	Maintenance of Inactive Archives	70	60	86	Satisfy
	1.4.	Services and Dynamic Archives	80	70	88	Satisfy
	1.5.	Extermination	190	180	95	Very Satisfy
	1.6.	Submission	120	0	0	Very Less
2.	HUMAN RESOURCES ARCHIVES		120	25	21	Very Less
	2.1	Archivist	80	0	0	Very Less
	2.2.	Archives Manager	40	25	63	Good

NO	ASPECT/SUB ASPECT	Score Standard	Score Sub Aspect	%	CATEGORY
(1)	(2)	(3)	(4)	$(5) = (4)/(3) \times 100$	(6)
3.	ARCHIVES INFRASTRUCTURE AND FACILITIES	170	90	53	Enough
TOTAL		880	555	63	Good

D. Study Assistance and Teaching Material Services as Processing Unit Obtained an assessment of the category:

NO	ASPECT/SUB ASPECT	Score Standard	Score Sub Aspect	%	CATEGORY
(1)	(2)	(3)	(4)	$(5) = (4)/(3) \times 100$	(6)
1	DYNAMIC ARCHIVE MANAGEMENT	590	440	75	Very Good
	1.1 Creation	80	80	100	Very Satisfy
	1.2. Inactive Archive Processing	50	50	100	Very Satisfy
	1.3. Maintenance of Inactive Archives	70	60	86	Satisfy
	1.4. Services and Dynamic Archives	80	70	88	Satisfy
	1.5. Extermination	190	180	95	Very Satisfy
	1.6. Submission	120	0	0	Very Less
2.	HUMAN RESOURCES ARCHIVES	120	25	21	Very Less
	2.1 Archivist	80	0	0	Very Less
	2.2. Archives Manager	40	25	63	Good
3.	ARCHIVES INFRASTRUCTURE AND FACILITIES	170	90	53	Enough
TOTAL		880	555	63	Good

DESCRIPTION OF INTERNAL ARCHIVES SUPERVISION RESULTS ON THE PROCESSING UNIT
WORK UNITS AND UPBJJ OPEN UNIVERSITY

SUB KOORDINATOR BIDANG TATA USAHA

ASPECT/SUB-ASPECT	Factual Conditions	FULFILLMENT OF STANDARDS	AUDIT RECORDS	RECOMMENDATIONS
ASPECT OF DYNAMIC ARCHIVES MANAGEMENT				
I.1. ARCHIVE CREATION				
Availability of Official Manuscripts	1)			
Conformity in Making Official Documents	1)	The Administration Sub-Coordinator at the Library UPT at the Library UPT in numbering official scripts, has used official script numbering in accordance with the official script numbering arrangement based on the official script arrangement for all official scripts made.	Attachment to Regulation of the Head of ANRI Number 2 of 2014 concerning Guidelines for Official Document Arrangement, Chapter II Part B: Numbering on official document is an important part in the process of creating archives. Therefore, the arrangement must be able to provide easy storage, security, retrieval, and archive evaluation.	It is appropriate but still needs to be perfected in the numbering of official letters such as the inclusion of letter degrees (SR, R, T and B)
	2)	Has included the archive classification code for all orders made as regulated in the applicable official document system.	Appendix to Regulation of the Head of ANRI Number 2 of 2014 concerning Guidelines for Official Manuscripts, Chapter II Part B number 1c: The order numbering arrangement/assignment letter is as follows: 1) Classification code; 2) Serial number of order/assignment letter; and 3) Year of publication.	Must always include a classification code that is appropriate to the context of the letter
	3)	Only some official letters include the archive classification code as stipulated in the applicable official document system.	Attachment to Regulation of the Head of ANRI Number 2 of 2014 concerning Guidelines for Official Document Arrangement, Chapter II Part B number 2: The composition of official letter numbers includes: 1) official letter security classification categories; 2) document number (order number in one calendar year); 3) archive classification code; 4 months; and 5) year of publication.	So that all official letters use the classification according to the official document numbering arrangement
	4)	All official notes made include the archive classification code as stipulated in the applicable official document system.	Attachment to Regulation of the Head of ANRI Number 2 of 2014 concerning Guidelines for Official Manuscripts, Chapter II Part B number 3: Official notes are internal in nature, with the following numbering arrangement: a. official document number (order number in one calendar year); b. classification code; c. month (written in two digits); and D. publication Year.	
	5)	The Administration Sub-Coordinator at the Library UPT at the Library UPT has used paper sizes in accordance with the paper size standards as stipulated in the applicable official document arrangements.	Attachment to Regulation of the Head of ANRI Number 2 of 2014 concerning Guidelines for Official Scripts, Chapter II Part C Number 1a paragraph 4): The paper used for official documents is sized according to the type of manuscript consisting of: a) Directed official documents use F4 paper measuring 210 x 330mm; b) Correspondence official documents use A4 paper measuring 297 x 210 mm (8¼ x 11¼ inches); c) Special official documents use A4 paper measuring 297 x 210 mm (8¼ x 11¼ inches); d)	

			The report uses A4 paper measuring 297 x 210 mm (8¼ x 11¼ inches); and e) Staff review on A4 paper measuring 297 x 210 mm (8¼ x 11¼ inches).		
	6)	has used paper in accordance with the grammage standard (weight) of paper as stipulated in the applicable official document system.	Attachment to Regulation of the Head of ANRI Number 2 of 2014 concerning Guidelines for Official Manuscripts, Chapter II Part C Number 1a: 1) The paper used for official activities is HVS of at least 70 grams, including for correspondence activities, duplicating and reporting documents. 2) Making official documents from draft to net with initials may not use waste paper because the official document from draft to signature is an archival file. 3) Official document with secondary or permanent use value, must use paper with permanent paper standard: a) Minimum grammage of 70 gram/m ² ; b) Tear resistance of at least 350 mN ; c) Folding resistance of at least 2.42 (schopper method) or 2.18 (MIT method) d) pH in the range of 7.5-10 e) Alkali content of paper at least 0.4 mol acid/kg f) Oxidation resistance contains a kappa number of at least 5		

3.1.2 *Archive Control Team*

The External Archives Monitoring Team (ANRI), and the Internal Archives Monitoring Team consist of Archival Expert Level HR. First, Young and Middle who were assigned from the Archives Unit I (UPT. Archives).

3.1.3 *General Conditions of Archival Control Objects*

The general conditions of the Central work units and UPT UPBJJ UT as the Archives Unit II, since 2019 have implemented archival management in accordance with applicable laws and regulations. With the aim of improving quality and supporting services on an ongoing basis so as to achieve continuous service improvement.

4 CONCLUSION

Based on the results of the audit, it can be concluded that the following 5 aspects:

1. Archive Creation

In the aspect of making official letters within the Open University environment, it has gone well in the sense that it is in accordance with the Official Document Procedures that apply at the Open University.

2. Filing

In the aspect of filing archives the Processing Unit in the work units of the Center and UPT UPBJJ has carried out archival filing in accordance with archival standards, namely archives are filed according to activities and classification codes, sorted according to chronology and using appropriate active archival filing equipment such as archive guides and folders /archive envelope,

a list of archives is made in the form of a list of files and a list of contents of the file and placed on the archive shelf.

3. Shrinkage

In terms of archive shrinkage, it is hoped that in the future, archives will be transferred to inactive archives in the Processing Unit in accordance with the procedures for transferring inactive archives, destroying inactive archives and being able to submit static archives to Archive Unit I.

4. Human Resources in the Field of Archives

Archival Human Resources Aspect, the Open University already has archivists from the level of Skilled Archivists, Supervising Archivists, First Young Expert Archivists, Junior Expert Archivists, and Associate Expert Archivists who are currently in the Archives Unit (UPT.Archives), and Units The work center at the University is expected to carry out active dynamic archive management consisting of active archives, inactive archives, vital archives and archive management who have competence or expertise in the archives field.

5. Archive Facilities and Infrastructure

Archival facilities and infrastructure, the Open University already has facilities for filing archives such as guides or archive partitions, folders, archive boxes, bindex and filing cabinets and already has an inactive archive storage room or record center.

REFERENCES

- The Liang Gie, 1992: *Administrasi perkantoran modern*, Ed. 4, Cet. 1, Yogyakarta : Liberty, 1992;
- Sukoco, 2007:82 *The International Standart Organization*;
- Law Number 43 2009, Article 1 paragraph 2 concerning the Definition of Archives;
- No. 43 of 2009 article 27 paragraph (1) and paragraph (2) *Archive Management of Higher Education Institutions*;
- ISO 15489-1:2016, *International Standard in the field of archiving, regarding Documentation: Concepts And Principles – Records Management*;
- Regulation of the Head of ANRI No. 37 of 2016 concerning *Depreciation Guidelines*;
- Regulation of the Chancellor of the Open University Number 48 of 2018 dated 7 February 2018 concerning the *Establishment of an Archive Unit within UT*;
- Regulation of the Head of ANRI No. 53 of 2018 concerning the *Second Amendment to Decision of Head Anri No. 32 of 2016 concerning Archival Audit Instruments*.

