

ESTABLISHMENT OF AN ARCHIVE CENTER AS A KNOWLEDGE-SHARING RESOURCE FOR THE ACADEMIC COMMUNITY

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Abstract

Every institution produces archives that have not been arranged must be sorted, arranged, and filed, so that they are well managed and systemized. The archives are contained in units within the Open University such as: Rectorate, Faculties, Directorates and Institutions. The Open University mainly produces curriculum archives contained in each Faculty consisting of GBPP, Module Materials.

Using the literature review methodology, various archives were collected, such as Dynamic Archives, which are vital archives and static archives. After the data is analyzed, the results will be collected and collect symbols of the identity of an institution, namely the collection of these archives needs to be compiled in a database file so that it is easy to find quickly (retrieval) with facilities and infrastructure in accordance with the standards of Law No. 43 Archives 2009, so the benefits of the existence of an Archive Center for Institutions are great.

Keywords: *Archive Center, Record Center*

1 INTRODUCING

Today's technological developments increasingly demand the importance of information for every organization, both government and self-reliant. One source of information that can support the process of administrative activities is archives. The increasingly advanced office world, along with the development of science and technology in general and the field of administration in particular causes the field of archives to develop as well. As a result, the accumulated number of archives created, collected and used will continue to increase in accordance with the dynamic activities of an institution or organization. Archives are the embodiment of information that has evidentiary value (evidence), archives act as material for organizational accountability to institutions and *stakeholders*. Archives are important for organizations, in principle archives can be a tool of evidence of business activities when the basic elements are met, namely reliable, complete, authentic, accountable and immutable. The implementation of archives in Indonesia as mandated in Law No. 43 of 2009 concerning Archives, includes various activity programs such as policy determination, archival development and archive management both dynamic and static that require guidelines for official manuscript systems or correspondence, archive classification, archive retention schedules and archive access security classification systems. Archives according to Law

number 43 of 2009 are records of activities or events in various forms and media in accordance with the development of information and communication technology made and accepted by state institutions, local governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of community, nation, and state life. Records Management that adjusts to International Standards in the field of archives, namely ISO 15489-1: 2016 concerning *Documentation: Concepts And Principles – Records Management*. Records management in accordance with international standards is very important for an organization to create authentic, reliable, intact and usable archives, so as to support organizational performance.

Functionally, archives can be divided into 2 categories, namely dynamic archives and static archives. Dynamic archives are records of information used directly by organizations to support transactions of organizational activities. Dynamic archives, can be divided into 3 categories, namely vital archives, active archives and inactive archives. Archives will continue to grow until they become static archives which then must be stored permanently because of the content of informational and historical value (historical value) needed more broadly by the community. Based on article 6 paragraph 4 of Law No. 43 of 2009 concerning archives, the maintenance of university archives is the responsibility of universities (PT) and is carried out by archival institutions in universities. Higher education documents and archives which are recorded information from the implementation of the tridharma function of PT (education, research, and community service) produce documents that are essentially a reflection of the achievements of science and technology and the image of information in the context of the academic climate of PT.

There are four elements that must exist in the sense of archives, namely objects, activities, actors and context. And it can be explained as follows:

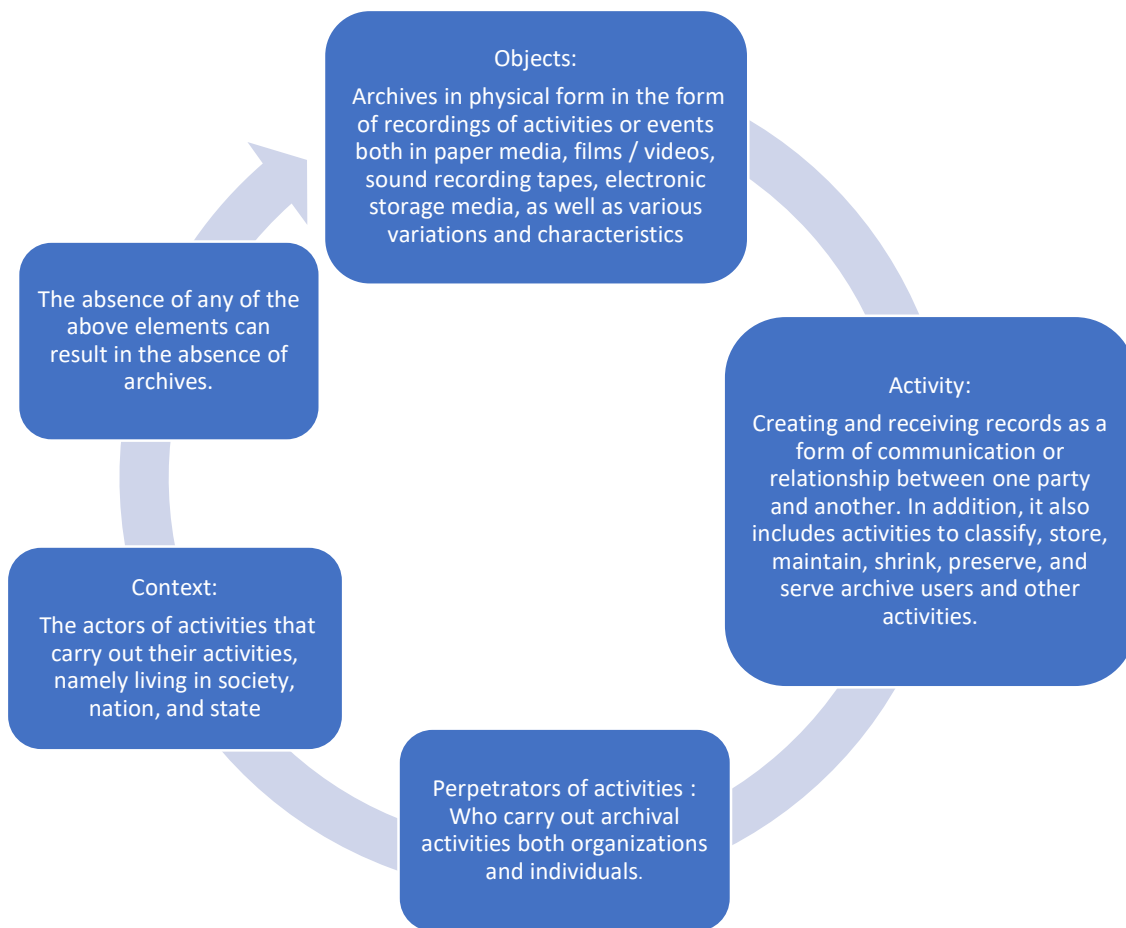


Chart 1. Explained by four elements that must exist in the sense of archives.

As time goes by, all the archives produced are increasing in existence and require a place to store them properly and easily to find and reuse. The problem that arises from this condition if it is not well organized and systematic, then the accumulation of archives is not controlled in the units of each organization. Archive management tends to be neglected, preferably completing other main tasks rather than the task of organizing archives, but actually the information needed is related to the archives themselves and in the rediscovery of archives is very dependent on the personnel in charge of it.

In order for this goal to be achieved, a proper archival center is needed and in accordance with the Archives Center Management Standards. The existence of this archive center is generally motivated by the needs of an organization in carrying out *cost saving* or reducing management costs, both costs related to storage space, equipment, human resources, and other things.

Meaning and Purpose

A records *center* is a place and all facilities specifically designed to manage inactive records. Its existence must go through a plan, meaning that the formation of the archive center does not happen by chance because a room or building has been filled with piles of archives. Archive centers can be specially designed rooms or buildings that have construction for efficient storage of large amounts of records for the purpose of managing and using inactive records before their retention runs out and can be destroyed.

The existence of the archive center is not legally mentioned explicitly. In Government Regulation Number 34 of 1979, it is stated that there is an archival unit whose task is to manage inactive records of an organization. Technically, a place specifically designed to store and manage inactive archives is the archive center.

1. Archive Center Functions

The main function of the archive center is the storage of inactive records and the referral center or reference center for the organization. The archive center can also be a place and center for inactive records management activities or even dynamic archives of the organization concerned.

2. Purpose of Records Center Management

The goal of records management is to be able to provide the right records, at the right time, and to the right people and at the most efficient cost possible. Related to efforts to achieve the objectives of inactive records management, it is necessary to create an archive center that has the following objectives,

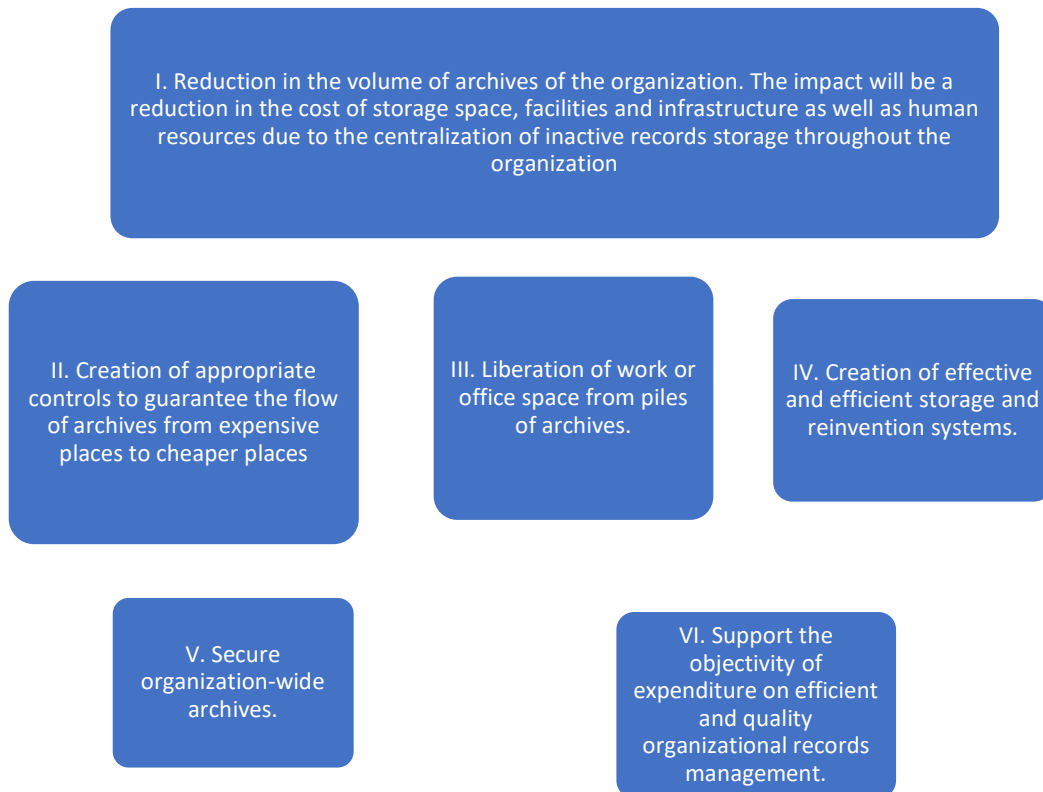


Chart 2. The 6 Purpose of Records Center Management

Principles of Records Center Management

Inactive records management in the records center needs to be done correctly to achieve the goal. First, cheap storage of archives. Second, records management is a reference center or reference center.

Related to this effort, it is necessary to create an archive center that has the following objectives;

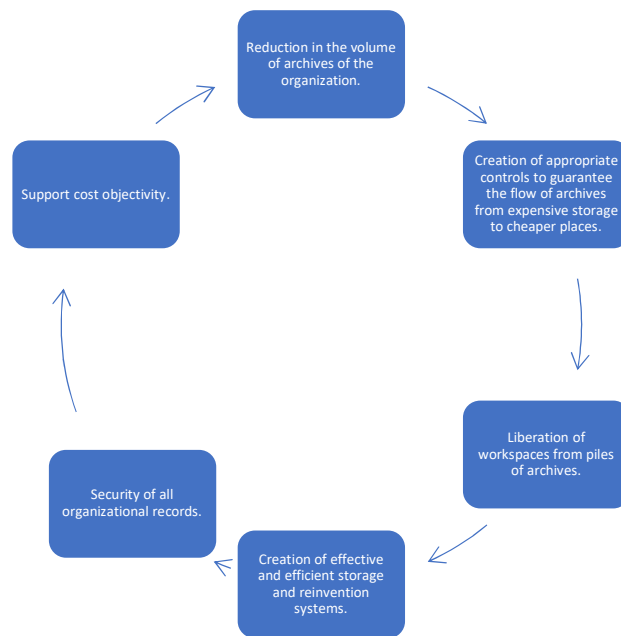


Chart 3. Principles of Records Center Management

The achievement of the purpose of inactive records management and the creation of an archive center must pay attention to the principles of inactive records management which include;



Chart 4. Principles of inactive records management

a. Inactive records management should be inexpensive

Inactive records management must meet the criteria of cheapness in the sense of a ratio or comparison between *inputs* that are minimal but produce something large.

b. Inactive records management must be *accessible*

Which means that the archive stored guarantees to be recovered whenever needed. It is necessary to develop an archive discovery system that provides convenience and guarantees the discovery of archives quickly and precisely.

c. The management of inactive records must ensure their security

That is, the safety and security of the archive is not only related to the physical archive, but also related to the information recorded in it.

In more detail, in the *Standard on the Physical Storage of State Records* published by the State Record Authority of New South Wales in April 2000, there are six general principles of archival storage, namely as follows:

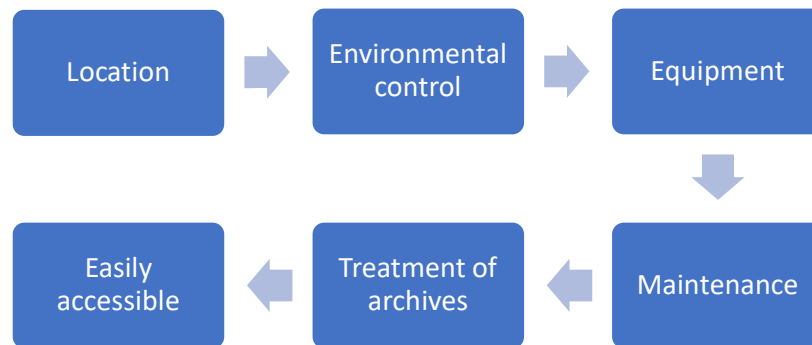


Chart 5. The 6 general principles of archival storage.

1. Location, the location of the archive storage must be away from or kept away from something that can harm the archive.
2. Environmental control, archive storage environment conditions are adjusted to media and archive retention.
3. Equipment, equipment used can guarantee that the archives stored are safe and accessible and protected from the threat of archive damage.
4. Maintenance needs to be implemented properly through an ongoing monitoring program.
5. Treatment of archives. Treatment of archives when used needs care so that archives are not damaged or lost.

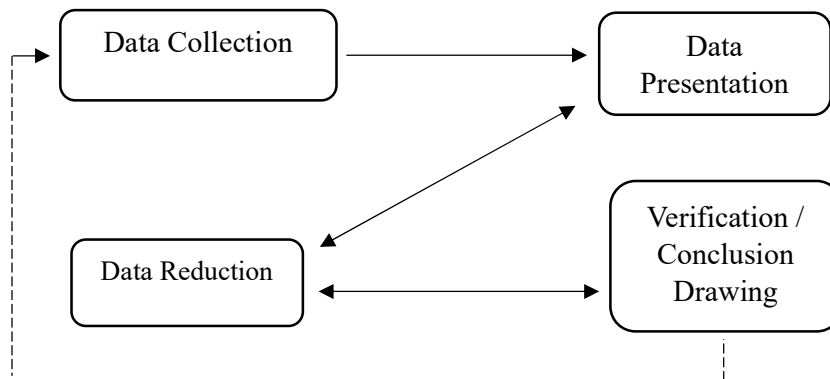
6. Easily accessible, the archives stored must be identifiable and easily discoverable.

2 METHODOLOGY

2.4 Design and Types of Research

The research design used by researchers in conducting this research is qualitative research with a case study approach. Moleong (2009: 6) states that qualitative research is research intended to understand phenomena about what is experienced by research subjects such as behavior, motivation and action as well as by way of description in the form of words and language by utilizing various natural methods. The purpose of qualitative research is to obtain a complete picture of something according to the human view under study (Sulistyo-Basuki, 2006: 28). The case study approach is an approach that will examine more deeply about certain events, environments and situations that reveal or understand something (Sulistyo-Basuki, 2006: 113). With a case study approach, researchers hope to conduct more specific research in order to describe data in depth and detail about Storage Efficiency and Accessibility of Vital Archives UPT Open University Archives.

As for the data collection method, it is through FGD (focus group discussion) with archivists and work unit leaders. Through this method, it is hoped that it can be explored in more depth about field conditions. Furthermore, it also uses observation methods, in-depth interviews, and analysis of archival documents from the UPT Open University Archives collection. Sampling techniques are generally carried out randomly, data collection using research instruments, quantitative / statistical data analysis with the aim of testing hypotheses that have been set (Sugiyono, 2012: 7). The steps in analyzing data are using data collection techniques: data reduction, data presentation and conclusions. And For data analysis techniques using the interactive data analysis model of Miles and Huberman (Sugiyono, 2009: 247), which can be seen in the following chart:



2.5 Research Location

This research will be carried out at UPT Archives Universitas Terbuka. The research location was chosen by purposive sampling with consideration of providing theoretical and more specific practical benefits in the context of developing UPT Open University Archives.

2.6 Subject and Object of Research

The object of this study is to examine the efficiency of vital archive storage at UPT Archives Universitas Terbuka. Vital archive management activities at the university level are the working area of the university archives unit. The University Archives Unit is under the scope of work of the Open University rectorate subdivision, in South Tangerang, Banten Province. As for the subject of this research is an informant who knows the situation and conditions of the research background related to vital archive storage. The target informants in this study were both structural and functional officials (archivists) and technical personnel managing archives at the Open University Archives Unit.

3 RESULTS AND DISCUSSION

3.1 Definition of Archives and Archiving

The term archive or in Dutch is called *archieff*, in English it is called *archive* which comes from Greek, namely "arche" which means beginning. Then from the word "arche" developed into the word "ta archia" which means note. Sutarto in Yohannes (2006) said archives as a collection

of instruments that have certain uses, are stored systematically, and can be recovered quickly. G.R.Terry in Yohannes (2006) archival is placing papers in good storage according to predetermined rules in such a way, so that each paper if needed can be recovered easily and quickly. Types of Archives The form of archives is diverse and can be distinguished by several types of archives, namely: Archives according to their value or use: 1. Archives are worth information 2. Archives of administrative value 3. Archives are historically valuable Archives according to their functions: 1. Dynamic archives are archives that are used directly in the activities of the archive creator and stored for a certain period of time. 2. Static archives are archives that are not used directly in daily office activities.

3.2 The Role of Archives

Archives have a role as a center of information, as a source of information, and as an indispensable supervisory tool in every organization in planning, analyzing, developing, formulating policies, returning decisions, making reports, accountability, assessment and control must have an activity with archives. Archives have an important role in the process of presenting information for leaders to make decisions and formulate policies, so that to be able to present complete, fast and correct information must have good systems and work procedures in the field of readiness (Amsyah, Zulkifli. 2005). So that it can be interpreted that archives have a very broad scope, both in terms of tools to help human memory and in the context of implementing government activities and implementing national life. In general, it can be said that the archive role (DM, Suyati: 2014) is

1. Support the decision-making process
In the process of returning decisions, leaders at any managerial level are very much in need of information.
2. Support the planning process. To compile a plan requires a lot of information that supports the work to be achieved. The information is obtained from archives.
3. Support surveillance. In conducting supervision, recorded information is needed about the plans that have been prepared, what has and has not been done and all of it can be recorded in the form of archives.
4. As evidence in the institution, many produce recorded information that can later be re-used by the organization itself. All of this information is an archive that can be used in the evidentiary process.

5. Company memory The entire business activity, in the form of transactions, internal company activities, can be recorded in the form of archives. This recorded information can later be used by the company in carrying out its activities in the future.
6. Archives for political and economic purposes Political and economic activities will produce a lot and require information.
7. Archives as a center of memory As a human being, a leader in an organization has a very limited memory, so to help memory is limited whoever the person is and As for the taste, it requires recording information, and recording the information is one of them in the archive

3.3 Duties, Functions, and Authorities of Higher Education Archivists

As for what is meant by archivist based on Article 1 number 10 of Law No. 43 of 2009 concerning Archives is someone who has competence in the field of archives obtained through formal education and / or archival education and training and has functions, duties, and responsibilities to carry out archival activities. Meanwhile, archivists according to article 1 point 1 of the Regulation of the Minister of State Apparatus Empowerment Number: PER / 3 / M.PAN / 2009 concerning the Functional Position of Archivists and Credit Figures are positions that have the scope, duties, responsibilities, and authority to carry out records management activities and archive development occupied by Civil Servants with rights and obligations given in full by authorized officials. However, according to Burhanuddin (2013: 2), the archivist profession is a person who has a theoretical background and archival interest. So it needs to be underlined that an archivist does not have to only have the status of a Civil Servant, but someone who has an archival theory background and is responsible for managing the archives of a particular agency.

The duties, functions, and authorities of archivists are regulated in Government Regulation No. 28 of 2012 concerning the Implementation of Law No. 43 of 2009 concerning Archives, which explains that the duties and functions of archivists include: 1. Maintaining the creation of archives of activities carried out by state institutions, local governments, educational institutions, companies, political organizations, and community organizations; 2. Maintain the availability of authentic and reliable records as valid evidence; 3. Maintain the realization of reliable records management and utilization of records in accordance with statutory provisions; 4. Maintain the security and safety of archives that function to ensure records related to people's

civil rights through the management and utilization of authentic and reliable records; 5. Maintain the safety and preservation of archives as evidence of accountability in the life of society, nation, and state. 6. Maintain the safety of national assets in the economic, social, political, cultural, defense, and security fields as the identity and identity of the nation; and 7. Provide information to improve the quality of public services in the management and utilization of authentic and reliable archives. While the main duties of archivists as stated in the Decree of the Minister of PAN Number 09 / KEP / M.PAN / 2002 concerning the Functional Position of Archivists and Credit Figures are to carry out archive management activities and archival development which includes archival management, making archival instructions, processing archives, archival storage, archive conservation, archival services, archival publications, archival review and development, archival guidance and supervision. In carrying out their duties and functions, archivists have the authority regulated in Government Regulation No. 28 of 2012 concerning the Implementation of Law No. 43 of 2009 concerning Archives, including: 1. Closing the use of archives that are their responsibility by archive users if it is considered that the use of archives can damage the security of information and/or physical archives; 2. Closing the use of archives that are their responsibility by unauthorized archive users in accordance with statutory provisions; and 3. Conduct archive searches on archive creators based on assignments by the head of the archive creator or the head of the archival institution in accordance with his authority in the context of saving archives.

3.4 Vital Records Framework and Management

Records and Information Management requires a long-term and strategic framework for managing the records and information of an organization. The framework must match the needs of the organization's business processes and risk management. Here are 4 important things needed in an Records Management management framework:

- (1) Determine the main principles in the management of the organization's records;
- (2) Take into account current and future archives;
- (3) Give your unit the ability to identify, assess, and prioritize risks;
- (4) Determine priorities in planning and management of organizational records and information. This plan must also be supported by the head of the organizational unit

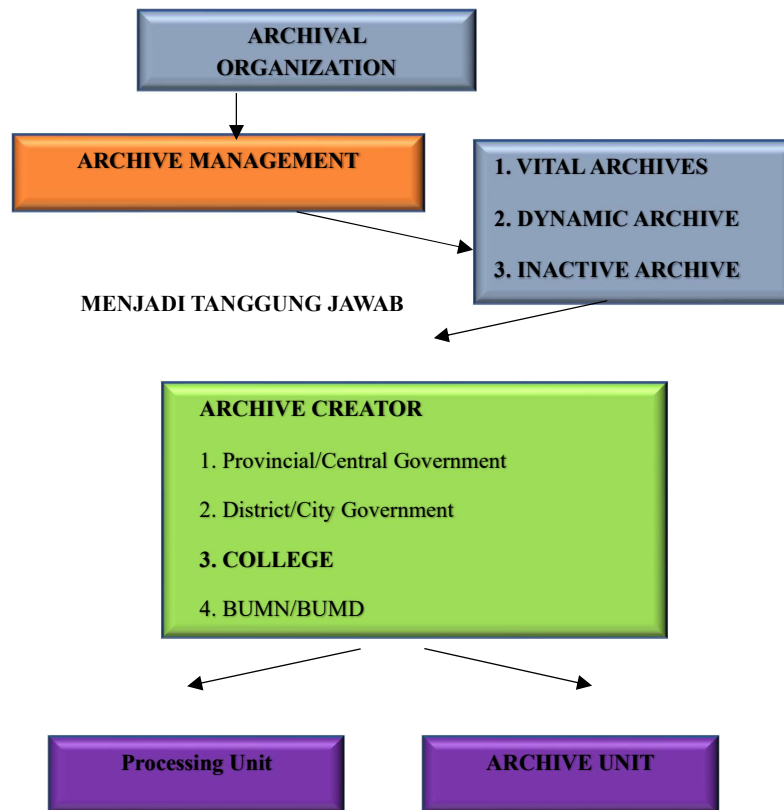


Chart 7: Archival Organization

3.5 Purpose of Archive Storage : Archive Center Transition to Data Center

The purpose of archival storage (Haryadi: 2009) is as a center of memory and information if files are needed as information; provide data to employees who need data on the results of past activities and work; Provide vital information, in accordance with statutory provisions.

In the rapid progress in today's digitalization era, it raises a big question whether archive centers can be relevant in the digital age. It is undeniable, every organization today has produced archives with a new medium, namely electronic archives. This is suspected by the massive use of computers and technological devices by individual users and agencies. (Dhani Sugiharto, 2010) revealed that information technology presents opportunities for government agencies in providing services to the public. This opportunity can be utilized well by public institutions if the agency can carry out adequate processing of various types of electronic archives owned. In fact, today's public agencies cannot escape the use of technology and produce electronic

archives. The availability of information means that people (workers, customers, suppliers and business associates) can access information whenever they need it (EMC Education Services, 2012).

The urgency of the availability of electronic information is what gives birth to a special need for information storage. Over the past few decades, information repositories have evolved with more sophisticated technologies, providing a variety of solutions for storing, managing, connecting, protecting, securing, sharing, and optimizing digital information (EMC Education Services, 2012). Therefore, conventional archive centers that are starting to turn into data centers are an alternative to answer the challenge of relevance. Data center is a facility that contains information storage and physical information technology resources such as computers, networks and information storage (EMC Education Services, 2012). This data center is an important pillar in maintaining security and ensuring the availability of electronic records. The impact that must be faced by organizations if the information needed is not available is productivity, income, reduced financial performance and damage to organizational reputation (EMC Education Services, 2012).

Data centers have a contribution in supporting the availability of electronic records, but this storage place cannot be separated from the risks that must be faced. (Dhani Sugiharto, 2010) revealed that there are several risks in digital archive storage, namely migration and obsolescence of information storage formats. This risk presents challenges for data centers in the long-term preservation of physical and archival information content of electronic records. Managers need to understand the process of migrating archives according to the latest information storage format, without losing the contents of the information contained therein.

Data centers and the management of electronic records as a whole, become important elements to minimize the impact of damage and loss of access to information. The function of the data center is to be a back up in meeting daily operational needs (in accordance with retention) and recovery when a disaster occurs. Specifically, backing up has 3 objectives, namely post-disaster recovery, operational recovery and archiving (EMC Education Services, 2012). In the event of a disaster at the primary storage location, a backup copy at another location can provide the required data again. In addition, in daily operational activities there is a possibility of data being damaged or lost during use, backing up can be an alternative data backup. Finally, back up is used to meet the needs of archiving electronic records in accordance with regulations.

Records center managers in public institutions in the digital age face major challenges in preparing for the needs of records management of various formats. When archive centers have diverse media, both digital and analog forms, preservation work requires a continuous process in moving content from old media to new media (Dhani Sugiharto, 2010). The risk of inaccessibility to archives will be greater if information managers do not migrate storage formats on new storage media. Beyond the internal risks that arise, the risk of disasters, misuse and leakage of information also looms over archive and data centers. This is in line with the opinion (Lowe, Davis, & Green, 2016) that information technology is faced with security risks, regulatory compliance and control over the business as a whole. Therefore, archive centers and data centers need support from every element in public agencies accompanied by adequate environmental controls. It is also explained in (International Standard Organization, 2016) that archive storage, including environment and media, material protection, handling procedures and storage systems should be monitored and evaluated regularly in the fulfillment of the process of identifying risks to accessibility or integrity of dynamic records.

4 CONCLUSION

The existence of an archive center as a place specifically designed to manage inactive records is very important for an organization, especially large organizations located in big cities such as the Open University. The main function of records center management is to create an archive center as a storage place for inactive records and make it a reference center or referral center

While the purpose of developing an archive center can be described as follows;

1. Reduction of the volume of organizational records
2. Guarantee the flow of archives from expensive storage to cheap storage
3. Workspace liberation from archive stacks
4. Creation of effective and efficient storage and reinvention systems
5. Securing the organization's entire archive
6. Support expenditure objectivity.

The fact that archive centers are in less "ideal" condition, inversely proportional to their importance in the digital age. Public agencies in the digital age require archive centers and data centers to meet user demands for ease and speed of access to public information. The relevance of archive centers is determined by adaptability and change in the provision of electronic records storage. The transition of archive centers to data centers is inevitable. Data centers are

expected to save archives within a certain period of time because of their function as a back up in operational activities, archiving and disaster recovery.

Records managers need to take strategic steps in saving records in various formats produced by public institutions. Currently, public agencies produce information in various formats with diverse storage media. The position of the archive manager is halfway between the preparation of the data center design and the resolution of previous media problems in the archive center. Conventional archive centers require several things, namely procedures, policies, human resources, infrastructure and appropriate funding. Not spared from that, electronic archives in data centers are also waiting for careful planning. Public agencies need the support of digital culture, policies and procedures, hardware, brainware, and adequate software in their development. This strategic step can be done to provide archive storage according to user needs. Various risks in providing access to information are expected to be reduced as an effort to support good public information governance (*good government*).

In the practical realm, public agencies are expected to build commitment and prepare adequate resources for archive centers and data centers. In the academic realm, this study discusses common problems faced by archive centers in public institutions. Further research is expected to further discover the problems of archivist productivity, leadership support and government bureaucratic systems. In addition, research settings in different locations are likely to enrich this study, such as archive and data centers in private institutions.

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