

APPLICATION OF KNOWLEDGE MANAGEMENT IN PRESENTING ARCHIVES AS INFORMATION, ESPECIALLY IN THE PREPARATION OF ARCHIVE DIORAMAS

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Abstract

Knowledge management is the collection of data that is processed into information and utilized by the parties who need it. While archives are proof of transactions of various jobs in various formats that function to support the smooth running of state activities. In archival science, the archive category consists of dynamic archives and static archives. Dynamic archives are archives that function for the benefit of the organization and can only be accessed by members of the organization. Static archives can be accessed by the public and in certain activities, these static archives can be presented in various formats such as archive exhibitions, dioramas, historical videos and historical audio. This study aims to describe the application of knowledge management in presenting archives into information, especially the archive diorama program. The method used in this study is descriptive qualitative. Data were collected through interviews with archivists, diorama compilers. Secondary data were obtained through print and electronic media data sources according to the research objectives. Data was also obtained through observations of several dioramas, archive exhibitions, presentation of archives in the form of historical videos. After the data was processed, the results showed that knowledge management in archival science is very necessary for the presentation of archives into information, because dioramas, archive exhibitions, historical videos, require a collection of archives that have been codified, equipped with descriptions of events and processed into a series of coherent and informative information that can be enjoyed by the public.

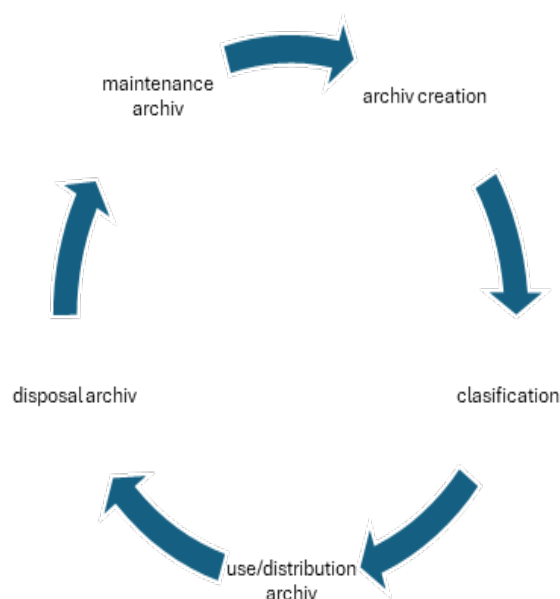
Keywords: knowledge management, static archives, archive dioramas

1 INTRODUCTION

The concept of knowledge management or knowledge management is an effort in collecting data or information, storing it with a certain method, analyzing this collection of data or information and used to build strength. With knowledge management, the optimization of a job can be realized properly. Knowledge management is very necessary in its application in the field of archival science, considering that the collection or set of archives can be utilized after the collection of archives is classified according to the focus of its activities. Before discussing in more detail the application of knowledge management in realizing the presentation of

archives into information, it is necessary to state here the definition of archives, the scope of archives and the life cycle of archives.

According to Law Number 43 of 2009 on Archives, the definition of archives is Archives are records of activities or events in various forms and media in accordance with the development of information and communication technology that are made and received by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of community, national and state life. This definition of archives explains that archives are evidence of transaction activities that must be stored and managed properly because of their function as agency accountability and responsibility to the public, especially for government agencies. As a cycle of information that has administrative, legal, historical evidence value, archives can be seen in the scheme below.



(scheme 1 : life cycle archiv)

- a. archives are created which can mean making documents that come from their agency or receiving documents from other agencies
- b. archives are classified or grouped according to their function of activities
- c. archives are distributed, archives will be given to the party authorized to receive archives

- d. archive disposal is the reduction of archives, there are three types of archive reduction, namely archives are transferred from the letter processing unit to the record center, archives are submitted to the archive center and archives are destroyed because they no longer have any use value.
- e. archive maintenance, at this stage archives that can no longer be accessed because of their media so that the archives are converted so that they can be accessed again.

At the stage where archives can be accessed again, archives become new information if the archives are presented in a different format, namely archives are presented in an exhibition concept that is presented to the public as historical information and packaged in an attractive format.

How is knowledge management applied in presenting archives into information?

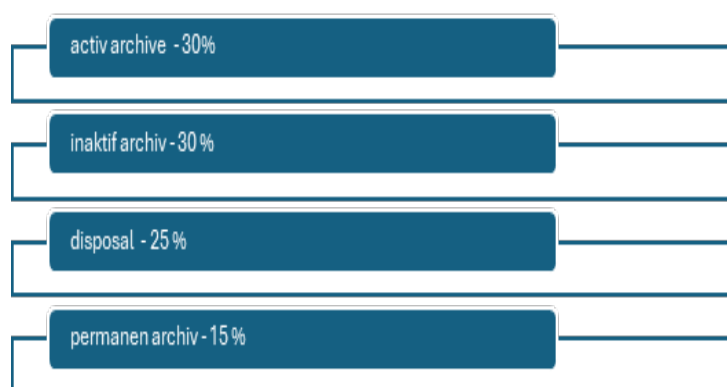
2 METHODOLOGY

The methodology in this study is descriptive qualitative, namely a method that describes the current real conditions. Data were collected by interviewing archivists, exhibition practitioners. And conducting observations at several exhibition events held in the cities of Jakarta and South Tangerang. Secondary data were obtained from printed and electronic information sources related to the objectives of the study.

3 FINDINGS AND DISCUSSION

3.1 Application of Knowledge Management in Presenting Archives into Information

Knowledge Management is a series of collections of various information that has been processed and codified and then used for various purposes. In the archive business process, after the archive is received, the archive will be classified, distributed and maintained. At this maintenance stage there is a phase of archives that are depreciated or reduced in volume. These depreciated archives are submitted to the archive center, archives are transferred from the processing unit to the record center and archives are destroyed because they no longer have any use value. Archives that are transferred to the archive center become permanent archives. These archives need to be published to the public for historical, research and educational purposes. Based on the percentage of the condition of the archives managed at the institution are



(Scheme 2. Archiv prosentasi)

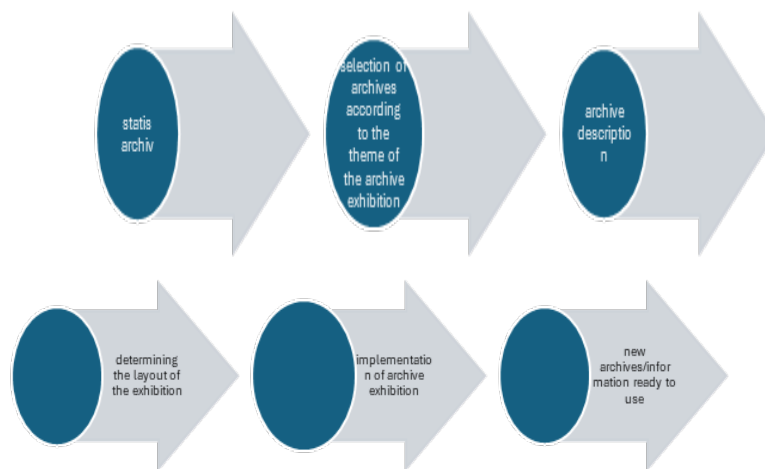
15% of static archives or archives with permanent value are those that can be accessed or socialized to the public. In order for the information to be understood by the public, these permanent archives need to be processed first so that the public understands the information conveyed.

Archives that can be accessed by the public or static archives are used for the purposes of studying history, research, legal evidence. With sources from these static archives, in addition to being reliable in terms of substance, they also meet legal requirements. One way that static archives can be enjoyed by the public is through archive exhibitions. Archive exhibitions in the context of static archive management are one part of archive services and utilization.

3.2 Archive Exhibitions Become Important in Bringing the Public Closer to Understanding Archives as a Source of Knowledge

Archives are evidence of activities from every transaction carried out. Around 15% of static archives published to the public are sources of knowledge. The following is an example of the application of knowledge management in presenting archives into information, especially the presentation of archives at archive exhibitions.

Reviewing this archive exhibition into information, here is the flow of the archive process into information or archive exhibition that can



(scheme:flow archives become information)

For example,

(indoor archive exhibition)



(Exhibitions - Art Gallery - Grand Valley State University)

(indoor archive exhibition)



(arsip.ut.ac.id)

outdoor archive exhibition



(arsip.ut.ac.id)

3.3 Impact of Archive Exhibitions on the Community

One way to improve the quality of public knowledge is to provide facilities for various types of print and electronic media. A comfortable and enjoyable learning atmosphere can be created with educational presentation of information accompanied by artistic value. As an education for the community, archive exhibitions can create creativity, in addition to the community understanding the value of history. If the ability to conduct archive exhibitions can be mastered by students, archive practitioners, archive teachers, then many people will learn about history through archive exhibition activities.

Archive exhibitions or dioramas are a series of historical documents of the journey of organizations or individuals who have an important track record for the sustainability of the country or the community around them. In some examples shown in the review above is the journey of Universitas Terbuka (UT) since its establishment, the development pioneers began with the student registration process, development of teaching materials, learning assistance or tutorials consisting of face-to-face tutorials and electronic tutorials, and the final semester exam period. At the end of the diorama, changes in UT's organizational structure are also displayed, as well as the Chancellors since UT was officially established until the Chancellor who is currently working. So this archive exhibition or diorama is the history of UT's journey from its initial conventional operations along with the increase in students and increasingly advanced technology, many changes have occurred and UT has now become a modern university that utilizes the latest technology in implementing learning.

4 CONCLUSION

The Application of Knowledge Management in Presenting Archives into Information is the right step to display quality archive exhibition activities. Because the preparation of archive exhibitions goes through the stage of filtering information or archives that are in accordance with the rules, procedures and laws regarding archives. With a percentage of 15% static archives, which means archives that can be accessed by the public, this archive means that it has an important use value for the existence of organizations and even countries. With static archive exhibitions, the community can learn knowledge from reliable sources. The more organizational communities that can hold archive exhibitions, the more knowledge will be disseminated to the community. In the end, the community will be accustomed to accurate information

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