

Analysis of Dynamic Archives Management

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Abstract

This study aims to examine: 1) the management of active records, 2) obstacles in the implementation of active records management, and 3) efforts to overcome obstacles in active records management at the Rancaseneng Village Office, Cikeusik District, Pandeglang Regency. This is a descriptive study employing a qualitative approach. The study involved five informants: the Village Head, the Village Secretary, and three section/division heads at the Rancaseneng Village Office. Data collection techniques included observation, interviews, and documentation analysis. Data analysis involved data collection, data reduction, data presentation, and conclusion drawing. Data validity was verified through source and method triangulation. The results indicate that, in general, active records management at the Rancaseneng Village Office encompasses: 1) Active record creation, covering the generation of incoming and outgoing correspondence. 2) Record usage, involving the borrowing of records (using loan slips) and record retrieval (using control cards and search lists). 3) Record maintenance, performed by cleaning dust from records using a feather duster. 4) Record disposition (weeding/reduction), conducted annually. 5) Factors influencing records management include: a) the use of a control card system, a classification code filing system, and a combined centralization-decentralization approach; b) inadequate facilities due to insufficient budget allocation; c) a shortage of records staff and a lack of specialized educational backgrounds in records management among existing staff; and d) adequate room lighting, though the temperature remains suboptimal. Obstacles encountered include: hampered management due to inadequate facilities; a shortage of staff and a lack of necessary skills and knowledge among records personnel; and suboptimal record maintenance. Efforts to overcome obstacles include: submitting a proposal for additional funding to procure archiving facilities; maximizing the use of existing infrastructure and equipment; optimizing the assignment of qualified personnel to archiving roles; and regularly cleaning archives to prevent damage.

Keywords: *active records management, Pandeglang, archives*

Introduction

Archives serve as a vital information resource that supports an organization's administrative operations. They provide authentic evidence of activities and transactions, thereby serving as a basis for decision-making (Sudrajat et al., 2023). Effective records management facilitates the storage, maintenance, and rapid, accurate retrieval of information, thereby enhancing the effectiveness of organizational task execution (Wuryatmini, 2020).

Archives can be defined as the function or entity responsible for recording, handling, storing, and maintaining documents of significance—whether internal or external, and concerning either governmental or non-governmental matters—by applying specific, accountable policies and systems (Fathurrahman, 2018). Another perspective emphasizing the critical importance of records management for organizations is offered by Barthos (2019), who states that the objective of records management is to safeguard materials that serve as a record of accountability regarding the planning, implementation, and conduct of national life, and to make these materials available for government activities. Thus, it can be concluded that records management constitutes a series of activities or organizational processes—ranging from receipt, dispatch, and registration to storage, weeding, and disposal—aimed at preserving records as evidence of accountability for planning, implementation, and operations within both government and private sector organizations.

In government organizations, records management is crucial for ensuring the availability of accurate, accountable, and verifiable information (Septiya, 2023). As administrative activities increase, so does the volume of records generated, necessitating an effective management system. Without proper management, records can lead to various issues, such as difficulties in document retrieval, wasted storage space, and disruptions to public service delivery (Herimiyati, 2017). The importance of records management is stipulated in Law Number 43 of 2009 concerning Archives, which asserts that records constitute a component of national accountability requiring the preservation of their security, integrity, and availability (Susetyo, 2020). In the context of village governance, the management of active records encompasses activities such as creation, use, maintenance, disposition, and storage—all of which support the administration of government, development initiatives, and public services (Husnita & Kesuma, 2020).

Effective records management relies on various supporting factors, including appropriate storage systems, adequate facilities and infrastructure, competent human resources, and the implementation of clear work procedures (Basya & Puspasari, 2021). The synergy of these factors is expected to enhance the quality of records management, thereby supporting administrative efficiency, accelerating public service delivery, and strengthening accountable and transparent village governance (Raudah & Radawiyah, 2023).

However, preliminary observations indicate that the management of active records in Rancaseneng Village is not yet functioning optimally. Records are stored without clear classification, standardized operating procedures (SOPs) are lacking, and there is a shortage of personnel with specialized competence in records management.

Furthermore, limited storage facilities hinder the overall effectiveness of records management.

This situation results in poor accessibility and difficulty in retrieving archives, potentially hindering administrative services, the preparation of accountability reports, and the monitoring and evaluation of village programs. If left unaddressed, these issues could increase the risk of losing important records, undermine governmental accountability, and reduce transparency in village administrative management.

Rancaseneng Village (Cikeusik District, Pandeglang Regency) generates various types of active records, ranging from population administration, village finances, and development planning to documents related to community empowerment activities. The growing volume and diversity of these records necessitate a structured management system to ensure that information can be optimally utilized in village governance.

Given this context, this study aims to analyze the factors influencing active record management and to examine the implementation of such management in Rancaseneng Village. The findings are expected to provide insights for improving the quality of records management within the village government, thereby supporting more effective public services and improved governance.

Method

This study employs a qualitative research method with a descriptive approach to gain an in-depth understanding and description of the phenomenon of active records management based on actual conditions in the field. This approach aims to outline facts obtained through observation and information from informants, which are then analyzed to generate a comprehensive understanding of the research issues. As stated by Bogdan and Taylor (cited in Moleong, 2007), qualitative research yields descriptive data in the form of written or spoken words from informants; meanwhile, according to Ratna (2013), the descriptive-analytic method involves describing facts followed by analysis. Sugiyono (2018) further explains that a descriptive approach enables researchers to obtain data that is deeper and more meaningful.

Data collection was conducted using semi-structured interviews as the primary data source and documentation as the secondary data source. Semi-structured interviews were selected to allow the researcher to gather in-depth information while maintaining a focus aligned with the research objectives, whereas documentation was used to complement and reinforce the interview data. Data analysis was carried out in stages – encompassing data collection, data reduction, data presentation, and conclusion drawing and verification – to ensure the research findings were valid and reliable.

Result and Discussion

Budget Analysis and Optimization of Archival Facilities and Infrastructure

In-depth interviews with personnel managing active records at the Rancaseneng Village Office (Cikeusik District) revealed that the most critical obstacle in records management is the lack of a dedicated budget for procuring supporting facilities. This limited budget directly hinders the agency's ability to modernize its archival equipment in accordance with national standards. Consequently, the storage area has become

overcrowded and disorganized due to the absence of adequate filing cabinets or shelving units.

This financial constraint necessitates strategic action by the agency's management, such as submitting a proposal for additional funding to the regency government. Such bureaucratic efforts are crucial, given that local agencies rely heavily on allocations from the Regional Budget (APBD). A successful proposal would mark a turning point in securing modern and secure archival infrastructure.

While awaiting budget approval from the Pandeglang Regency government, the organization has not remained idle; instead, it has chosen to maximize the use of existing facilities and infrastructure. Staff members have been compelled to be creative, utilizing available empty spaces and repurposing older cabinets that remain serviceable. This efficiency-driven approach ensures that the flow of the organization's important documents remains properly documented.

An interesting phenomenon observed in the field is the high level of staff initiative; employees independently create archival supplies – such as file dividers – during breaks in their work. These self-initiated efforts demonstrate a strong moral commitment among the staff to overcome the organization's physical limitations. Creating dividers from available materials helps manually classify documents to prevent mixing and accelerates the document retrieval process.

Theoretically, the lack of facilities resulting from insufficient funding stands in stark contrast to the principles of ideal records management, which emphasize the importance of having adequate protective infrastructure. However, employee-led innovation in creating necessary equipment constitutes a form of discretionary – or voluntary – behavior that saves the organization from administrative paralysis. Therefore, the synergy between seeking funding from the regency and leveraging internal creativity must be maintained as a short-term strategy.

Human Resource Optimization and Workload Distribution

Research findings regarding human resources reveal a concerning reality: only one employee is deemed truly qualified to manage the archives. This shortage of competent personnel creates significant operational vulnerability for the agency. Should this employee be absent or fall ill, the agency's administrative and archival management systems risk coming to a complete standstill.

The situation is exacerbated by the fact that this sole archival employee does not work exclusively on archives but must also handle other official administrative duties. This forced multitasking diminishes focus and accuracy when compiling important documents. Consequently, the employee often deprioritizes archival organization in favor of official tasks perceived as more urgent.

Concentrating tasks on a single individual indicates that job analysis has not been effectively implemented within the agency. The lack of clear task segregation prevents the consistent and rigorous application of Standard Operating Procedures (SOPs) for archiving. Furthermore, employee fatigue increases the risk of document misfiling, which can have critical consequences for the organization.

Optimizing the use of qualified personnel requires restructuring the division of labor and proposing the creation of dedicated archivist positions to the relevant department. The organization cannot continue to rely on a single individual to safeguard its valuable collective memory. Clearly defined work boundaries are essential to ensure that document maintenance, disposal, and preservation are handled by a fully dedicated and focused individual.

From a modern organizational management perspective, assigning employees to roles that do not utilize their primary expertise constitutes a detrimental inefficiency in human resource management. Archival management is not merely a secondary task; it is a vital function requiring specialized skills in document management. Internal bureaucratic reform is absolutely essential to place the right employees in the right positions (the right man in the right place).

Knowledge Transfer and the Equitable Distribution of Archiving Competence

To address competency disparities, the organization implements a knowledge-sharing policy between employees who have completed formal archiving training and those who have not. This internal educational initiative serves as a highly effective, tactical solution to overcome the limited training quotas allocated by central or regional governments. Knowledge transfer occurs through both formal discussion sessions and direct on-the-job mentoring during working hours.

This knowledge-sharing method boosts the confidence and technical skills of employees who lack formal training in archiving. They gain practical insights into standard-compliant coding procedures, indexing systems, and record retention methods. Through this approach, the gap in capabilities among administrative staff can be narrowed steadily and surely.

The success of this knowledge transfer relies heavily on the willingness of those previously trained to act as mentors for their office colleagues. Positive collegial relationships accelerate the absorption of technical archiving concepts, which can otherwise seem complex to the uninitiated. This initiative also fosters a collaborative work atmosphere, instilling a sense of shared responsibility for the organization's document management.

However, a primary challenge of this informal method is the risk of information loss or a decline in the quality of the material conveyed if written modules are not provided. Knowledge transferred orally is susceptible to interpretation biases based on the instructor's subjective perceptions. Consequently, it is crucial for the agency to codify this knowledge into internal written guidelines (explicit knowledge).

Conceptually, this activity represents a practical application of "Learning Organization" theory, wherein members collectively and continuously enhance their capabilities. By leveraging social capital—specifically teamwork—the agency successfully establishes a self-sustaining system for knowledge preservation. This practice should be institutionalized into a permanent work culture to ensure the sustained quality of administrative services.

Physical Maintenance of Archives and Macro-Environmental Conditioning

Regarding physical maintenance, the study found that stored archives are routinely cleaned by staff to prevent premature deterioration. Dust and debris are periodically removed using manual cleaning tools to protect the paper from cellulose-consuming insects. This simple physical measure has proven effective in extending the lifespan of important paper documents that have not yet been digitized.

A complex issue arises from the storage room's temperature, which is considered suboptimal and fails to meet ideal standards for archival facilities. Fluctuating and uncontrolled temperatures pose a major threat to the preservation of the paper media and the ink on official documents. The absence of electronic climate control systems, such as air conditioning, accelerates paper degradation caused by environmental chemical reactions.

As an alternative solution to address poor temperature conditions, staff periodically open doors and windows to facilitate air circulation. This natural ventilation strategy aims to maintain room humidity at an optimal level – neither too damp nor too dry. High humidity fosters mold growth, whereas excessively dry air renders the paper brittle and prone to tearing upon handling.

While opening doors and windows helps mitigate humidity, this practice introduces a new risk: the influx of significant amounts of airborne dust. Over time, dust accumulating on paper surfaces absorbs atmospheric moisture, leading to permanent stains that impair document legibility. Furthermore, archival security is compromised, as the room remains accessible to unauthorized individuals.

This traditional approach to physical maintenance highlights a significant gap between actual practices and established national standards for archival preservation. The physical interventions performed by staff are limited to basic curative care and do not yet encompass comprehensive preventive preservation measures. Moving forward, the management of the archival environment must shift to controlled mechanical systems to ensure the long-term protection of information assets.

Synthesis and Integrative Recommendations for Records Management

Based on the four findings above, it can be synthesized that the records management issues within this agency are interconnected in a complex cause-and-effect cycle. A lack of budget has resulted in the absence of adequate climate control facilities, while limited human resources have necessitated ad-hoc knowledge transfer. Addressing these issues cannot be done piecemeal; instead, a comprehensive strategic management approach is required.

An urgent short-term recommendation is the development of local records management Standard Operating Procedures (SOPs) that include technical guidelines for record preservation amidst facility limitations. These guidelines must incorporate the results of previous knowledge transfer efforts to serve as a standard benchmark for all administrative staff. With established SOPs, the impact of physical storage limitations can be mitigated through staff work discipline.

In the medium term, the agency must actively pursue a funding proposal to the rency government, supported by an impact analysis detailing the potential losses

should regional records be damaged or lost. Arguments must emphasize that investing in records management facilities is tantamount to safeguarding the local government's legal and historical assets. Securing this funding would resolve half of the issues regarding physical facilities and climate control in the archives room.

Meanwhile, human resource development—specifically through the rotational dispatch of staff to official training programs—must remain a priority in the annual work plan. Ensuring equitable competence cannot rely solely on informal internal knowledge sharing; it requires recognized professional certification. Such capacity building is crucial to breaking the monopoly on records management tasks that has previously burdened a single employee.

In conclusion, records management at this agency is currently in a "survival mode," relying on the creativity and high commitment of a limited workforce. While emergency measures have successfully kept the system operational, the modernization of facilities and the restructuring of human resources remain non-negotiable imperatives. Ultimately, the success of this transformation will enhance the quality of public service and the agency's overall performance accountability.

Conclusion

Active records management at the Rancaseneng Village Office, Cikeusik District, encompasses the stages of creation, use, maintenance, and disposition. The creation of records—specifically incoming and outgoing correspondence—is functioning well, while record retrieval and usage are supported by a system utilizing control cards and classification codes. Maintenance involves periodic cleaning, and disposition is carried out annually by transferring active records that have exceeded their retention period to inactive status. However, the management process faces several challenges, including limited facilities and budget, a shortage of competent archival staff, and storage conditions that do not fully meet standards—particularly regarding temperature control. To address these obstacles, the Rancaseneng Village Office has undertaken several measures, such as requesting additional budget for archival infrastructure, optimizing existing facilities, and independently creating necessary archival supplies. Furthermore, human resource capacity is being enhanced through knowledge sharing between staff members who have undergone archival training and their colleagues. Efforts to maintain records are also being continuously improved through regular cleaning and the management of airflow in the storage area to ensure the records remain well-preserved.

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