



STRATEGY OF ARCHIVES DEPOT UNIT IN ACTIVE DYNAMIC ARCHIVE MANAGEMENT IN CICURUG REGENCY

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ABSTRACT

Introduction. It is undeniable that the implementation of administrative activities in an institution is always directed to the achievement of the goals of the institution efficiently and effectively. One of the factors that contribute significantly to achieving these goals is archive management activities. Archives as a vital asset that acts as a source of information from an institution of course require good management and in accordance with applicable regulations. This study aims to investigate the strategy of the Archives Depo Unit in Cicurug District in active dynamic archive management activities in the Cicurug District Office.

Research Methods. This research uses a qualitative method with a case study approach, and includes five sources, all of whom are workers in the Cicurug District Office. The data collection technique used two series, namely observation and semi-structured interviews, then analyzed using three stages of analysis from (Huberman & Miles, 2012). The data analysis techniques include; data reduction, data presentation, and finally drawing conclusions.

Results and Discussion. The results of this study reveal that in general, the Archives Depot Unit of the Cicurug District Office has carried out active dynamic archive management activities well and has been running according to the Sukabumi Regent's Regulation No. 12 of 2007 and also in accordance with the Life Cycle of Records pattern; creation and receipt, distribution, use, maintenance, and disposal or destruction. In addition, the active dynamic archive management activities of the Archives Depot Unit of the Cicurug District Office are claimed to support the administrative activities of the Sukabumi government.

Keywords: Active Dynamic Archive; Administrative System; Archive Depot; Cicurug District Office

1. INTRODUCTION

The existence of information today is considered very important, despite the fact that it is quite easy to spread and receive it. These technological advances also affect the increasing need for information in the community (Rifauddin, 2016). Not only that, along with the development of information technology that is increasingly rapidly currently affecting almost all organizations to make various improvements in order to meet the demands for fast and accurate information. One source of information that is considered very important in the existence and continuation of an organization is archives (Utami, 2013).

Basically, the archive is a collection of recorded information from various activities or activities in an organization and plays an important role as a primary source of information (Kustinawati, 2010). In line with this, Sugiarto and Wahyono (2015) then added that archives also have an important role as material for performance accountability and evidence of the implementation of an organization. Not only that, Sholikah and Hermanto (2021) add an important point regarding the importance of archives not only as a source of information, even archives also act as legality and historical references in terms of making decisions in the organization. In a sense, the archive is a very important part to determine the course of certain organizational wheels (Iskandar, 2018). From the explanation above, we need to highlight that the existence of archives is indeed very crucial as a source of information in the



organization, therefore it needs to be considered and managed properly so that its validity is not in doubt.

In general, the archive itself is divided into two based on the type; dynamic and static archives. According to Ivaramulya and Husna (2019), what is meant by Dynamic archives are archives that are used directly in an archive creation activity which is then stored for a certain period of time. Usually dynamic archives are used within 10 years. While what is meant by static archives are archives based on the retention schedule that have been exhausted which are then permanent and submitted to the archival institution to be stored and cared for both physically and for information (Laksono, 2018). Broadly speaking, dynamic archives have a very crucial function in an institution because they act as a source of memory, reference for decision making, litigation support, and historical references (Laili, 2014). In addition, when viewed from the type, dynamic archive records are also considered more important in an institution because of their continuous nature between routines and will have an impact on the quantity of records that have changed (Wardah, 2017). In short, a dynamic archive can be created from various activities in an institution, the more activities carried out, the more archives will be created, and in the end will affect the volume of the archive (Jamilah & Pahlevi, 2021).

Wardah (2017) adds value to dynamic archives for certain institutions or organizations; (1) Administrative use value, namely the document used to design administrative provisions of an institution, (2) Fiscal use value, which is used to manage the use of money and audit and operational purposes, (3) Legal use value as a document involving legal interests, (4) Historical u Not only that, dynamic archives also have secondary value. What is meant by secondary use value is the value of archives based on the use of archives for the public interest outside the archives creator institution. Usually these archives or documents are used as evidence and social responsibility (Wardah, 2017). Even so, not all letters can be archived in an institution. Wirawanty (2018) says a letter can be said to be an archive if it meets the following requirements; (1) Useful manuscripts, (2) There are senders and recipients, (3) Stored systematically.

Judging from its function, archives can be grouped into four interests; (1) archives are human needs, (2) are the lifeblood of the organization, (3) are sources of authentic information, (4) record activities (Fathurrahman, 2018). Due to the function of the interests of the archive which covers all aspects of an institution, therefore an institution or organization must have an adequate archive management system. Utami (2013) said that there are several characteristics that indicate the filing system in an institution is running well, including; (1) Easy to do and understand, (2) Economical, efficient and flexible in place, (3) Easy to reach, and (4) Suitable for institutions. Although archive management is very important to be carried out by institutions, ironically there are still many archive files that are not managed with standard procedures (Lestari & Selfiana, 2019).

One of the main activities in archive management is storing information in a systematic and well-organized manner for easy retrieval of archives that will be needed later (Ivaramulya & Husna). In the management process, there is a separation between documents that still have an influence on the running of the institution or organization and documents that are essentially no longer needed in the administrative process of certain institutions. The two types of dynamic archives are known as active dynamic archives and inactive dynamic archives.

Active dynamic archives are collections of documents that are still in the process of being completed and are still frequently used, while inactive dynamic archives are archives whose use is rarely used, but are still stored in case the archive will be used at any time (Laili, 2014).

Regardless of the separation, both active and inactive dynamic archives must be managed properly in the archiving process. This is again done because of the usefulness of archives as an instrument that can achieve accountability, transparency, as well as public trust not only in work performance, but also as a source of official information that is used as a reference in making decisions of an institution or organization (Jamilah & Pahlevi, 2021). Dynamic archives as a source of

information require an appropriate management system so as to create effectiveness, efficiency, and productivity for the institution or organization concerned (Armida, Susanti, & Sarianti, 2017). It is undeniable that all institutions that carry out administrative activities on a daily basis will inevitably create and require a lot of data and documents from archives, as well as what happened at the Archives Depo Unit, Cicurug District.

This Archives Depot unit is part of the Cicurug District which is under the auspices of the Sukabumi City Government. As a community service institution, the Cicurug sub-district office is always filled with people who want to take care of various administrative matters. Several administrative activities are served almost every day at the Cicurug District Office such as making e-KTP, making birth certificates, and other vital documents. Activities like this will produce many new archives and these archives have an important role in the process of presenting information for leaders in addition to being a source of data, archives can also be used as material for decision making, evaluation, formulating policies and evidence of accountability. Institutions that carry out administrative activities every day and produce many new archival documents must of course have a good management system (Rahayu, 2014). This management activity is not an easy thing to do because archive management not only makes it look neat, but this activity must also be able to provide convenience in re-discovering archives if needed later (S. N. Azizah & Nugraha, 2022). Similarly, what was done at the Archives Depot Unit, Cicurug District, in terms of archive management, especially dynamic archives.

The scope of dynamic archive management according to the Life Cycle of Records concept by Betty Ricks (1992), consists of several stages including; (1) Creation and receipt, this is the stage where outgoing or incoming mail is handled. (2) Distribution, is the stage of disseminating letters to institutions in need. (3) Use, the stage where the letter is finally used according to its needs and functions (Sugiato & Wahyono, 2015). (4) Maintenance, at this stage the archives will be re-sorted which will then be stored. (5) Depreciation (disposition), this final stage of the archive will experience a reduction based on volume for the effectiveness of archive retrieval. At each stage of archive management there is a process that reflects the archive cycle from the beginning of creation to the final process, namely depreciation. In short, all the stages in this cycle are interrelated with each other, and cannot be separated or skipped. This process is a continuous cycle that forms the basis for active dynamic archive management activities carried out by many institutions in order to expedite the administrative processes of these institutions. The Dynamic Archive Lifecycle process is illustrated as below.

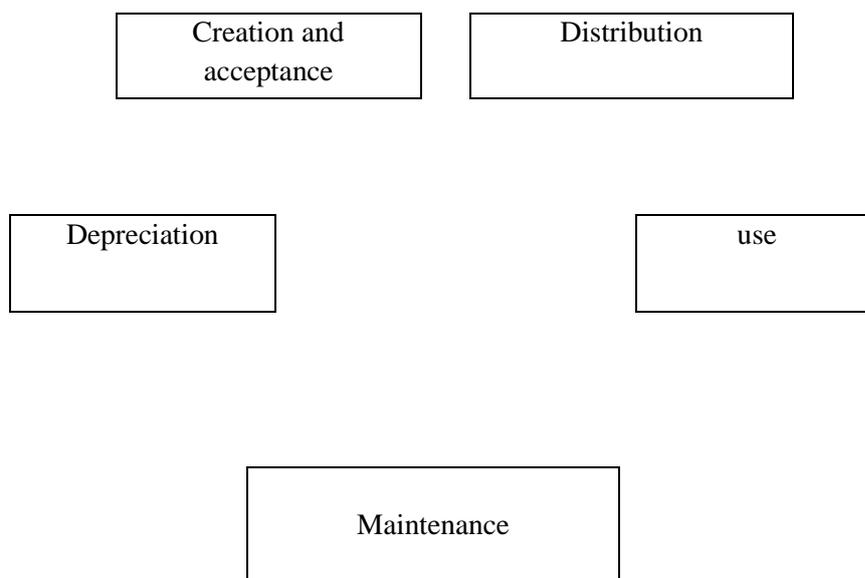
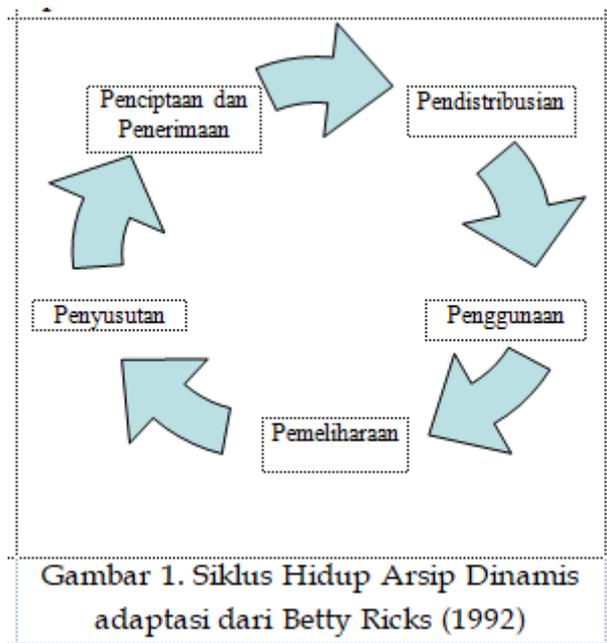


Figure 1. Betty Ricks (1992) adaptation dynamic archive life cycle

Although it looks simple, but each process in this Dynamic Archive Lifecycle includes several stages that are quite complex. In the archive storage activity itself, there are several selections based on five systems; (1) Alphabet system, which in this system uses the A-Z index guideline. (2) The problem system, which is a classification system based on the related activities. (3) Number system, which is a file arrangement system based on groups of problems, then each or every problem is assigned a certain serial number, (4) Date system, refers to the date of the month and year. (5) The regional system is a file arrangement system based on a certain place, region or region (Muhidin, Winata, & Santoso, 2016). In addition, at this stage the archivist must pay attention to three important principles; (1) The principle of centralization, (2) the principle of decentralization, (3) the principle of

combination (M. Azizah & Rahmah, 2012). Even to support the maintenance process, the institute must prepare an adequate archive security system to maintain the physical safety of this archive. This security system can be in the form of special regulations, access restrictions, as well as supporting facilities such as CCTV, barcodes, or cabinets with special security systems that are able to ensure the security of archive storage (Rahmawati & Jumino, 2019). If an archive is seriously damaged or lost and the institution does not have a copy of the archive, of course it can disrupt the smooth running of administrative activities at the institution (Yoriana, 2018). Because the archive problem is not merely a trivial matter related to administration, but an archive problem also has dimensions outside of archives, such as legal issues, patents, and so on that are difficult to investigate if they do not have archives in good condition (Armida et al., 2017).

The active dynamic archive management activity itself results in organized information from the physical archive itself. The process of archive management also means the process of formulating, modifying, and transmitting information between individuals, social associations, and external institutions that are stored as sources of information that can verify opinions spread (Marosz, 2019). Considering the importance of archives for an institution and for the common good, the management of these archives is strictly regulated in Law Number 43 of 2009 concerning Archives, especially Article 9 paragraph (3) has mandated all archive creators to carry out dynamic archive management, which includes vital archives, archives maintained, archives active, and archives inactive (Hendriyani, 2021). Every institution should have an archive management system that is effective, efficient and effective, and does not escape sharp and comprehensive evaluations continuously in its implementation (Kuswanto, 2017). If this is done well, then the institution is able to achieve the vision and mission of the institution without any significant obstacles. In other words, this management activity must be carried out properly as an effort to preserve archives as legal evidence of the institution and if at any time something unwanted happens, the institution will not suffer significant losses (Sari et al., 2019).

Several previous studies have been conducted to investigate this topic. A study conducted by Haryanti and Wasisto (2018) investigated how the dynamic archive management system is active in Mranggen District, Demak. This qualitative study conducted observations, interviews, and documentation as a series of data collection techniques. The results of this study reveal that the Mranggen District applies a pattern of receiving archives - filing - storage - retrieval, in archive management. Another study that also touches on archive management is Mawarni and Prasetyawan (2018). In contrast to previous research, this study was conducted in the Kendal Regency Regional Library and Archives Office. Using a qualitative paradigm and collecting data with interview, observation and documentation techniques, this study shows that the management of active dynamic archives at the Regional Library and Archives Office of Kendal Regency is quite good. Another study came from Permata & Rahmah (2020) which examined procedures for active dynamic archive storage at the Archives and Library Office of Padang Pariaman Regency. In contrast to previous research, this study uses library research methods and field studies which include observation, interviews, and documentation. The results of this study show that the Office of Archives and Libraries of Padang Pariaman Regency uses the Norms, Standards, Procedures, and Criteria (NPSK) as guidelines in archive management activities.

From the several examples of research above, all of them present different results in each institution in the area where the study was conducted. Even so, there is no research that focuses on the object of research in the Archives Depo Unit of the Cicurug District Office, even though there are quite busy administrative activities every day. Therefore, the researcher wants to see what kind of strategy is used by the Archives Depo Unit of the Cicurug District Office in managing archives, especially active dynamic archives from the point of view of the Life Cycle of Records introduced by Betty Ricks (1992).

The formulation of the problem in this study is how the strategy of the Archives Depo Unit of the Cicurug District Office in managing active dynamic archives. The purpose of this research is to find out the strategy carried out by the Archives Depo Unit of the Cicurug District Office in managing active dynamic archives.

2. RESEARCH METHOD

The method used in this research is a qualitative method with a case study approach. In short, Sugiyono (2012) defines the definition of qualitative methods as research methods based on positivism and emphasizes the meaning of a phenomenon rather than generalizations. In this study, the researcher tries to observe and understand a complex event related to issues that are happening in the interaction of behavior between humans and in line with the goal of the researcher who wants to understand a problem in detail from the source without any intervention This is in line with the opinion of Gunawan (2013) which states that qualitative research is carried out to understand and interpret a meaning according to the researcher's perspective and in a reasonable situation. In addition, this research also uses case studies as an approach, where this approach focuses research on several aspects that have been previously selected based on the interests and objectives of the research itself (This approach was chosen because researchers discuss contemporary cases that have a broad impact. Yin (2014) illustrates a "case" that has taken place but still leaves a broad and strong impact and influence.

In this study, there were four resource persons who joined. The four sources are people who are considered capable of providing information about the background and actual conditions of the object under study so that the resulting data can be accurate. All resource persons are parties who work within the Archives Depot Unit, Cicurug District. While the object chosen in this research is the active dynamic archive management in supporting the government administration system in the Archives Depot Unit, Cicurug District Office.

To collect data, the researcher carried out a series of two stages; (1) Observation, and (2) Interview. Observation is defined as a planned and focused activity to see and record directly a phenomenon and a series of behaviors that have a specific purpose (Sidiq & Choiri, 2019). In this observation activity, researchers will go directly to observe field conditions at the Archives Depot Unit, Cicurug District Office in order to get an overview and know in advance the procedures for managing active dynamic archives. After that stage, the researcher also conducted semi-structured interviews from the researcher. Adams (2015) argues that this semi-structured interview technique provides flexibility for researchers to develop interview questions even while the interview is taking place, where this is done to complete the data comprehensively. At this stage the researcher asked several questions to the informants and all the questions related to the way of managing active dynamic archives based on the Life Cycle of Records theory (Ricks, 1992). Before the interview was held, the researcher gave freedom for the interviewees to determine the interview schedule. This is done so that there is no feeling of compulsion or coercion for the informants in this study.

After getting data from the informants, the researcher then analyzed the data in descriptive form. The aim is to describe research matters in which further data analysis is carried out by means of interpretive understanding. In other words, the researcher will interpret the data and facts that are related to the research problem. By using data analysis techniques Huberman & Miles (2012), researchers will organize, organize, and categorize them. There are three processes that take place interactively in this analysis; (1) Data Reduction, this stage is defined as the process of selecting, focusing on simplifying, abstracting, and transforming rough data that emerges from written notes in the field. (2) Data Display, in this process the previously reduced data is then presented in various types of matrices, graphs, networks and charts. All of them are designed to combine organized information in a comprehensive form. (3) Draw Conclusion, in this final stage, all data that has been processed in the previous two stages will be drawn linearly. The initial conclusions put forward are

temporary and will change if there is no strong evidence that supports the data collection stage. Thus, the conclusions in qualitative research may be able to answer the problem formulation that was formulated from the start, but it may also not. The conclusion in qualitative research is expected to get new findings that have never existed before. In addition, at this stage, re-verification is also carried out regarding the compatibility between one data and another.

3. HASIL DAN PEMBAHASAN

The Cicurug District Archive Depot Unit is located in the Cicurug District Office. Geographically, it is located in the north of the Sukabumi Regency Regional Secretariat Office. According to the Office of Regional Planning and Settlement, Cicurug sub-district architecturally, the development of urban and rural planning is the result of the development and arrangement of the government and the Cicurug community. With the vision of "Realizing as the most advanced, religious and independent sub-district", the Cicurug District Office as a community service agency unit of course always serves the community every day, whether it is making e-KTP, Family Cards, Birth Certificates or other vital letters. The running of these administrative activities created new archives.

Records management is a process of controlling records efficiently and effectively with the aim of ensuring the availability of records as material for accountability, valid evidence and able to support the administrative system, especially in the scope of government. Active dynamic archive management at the Cicurug District Office is an activity that plays an important role in supporting the implementation of the main tasks and functions. One of them is to provide data and information based on complete and authentic documents. In connection with this, as stated by resource persons 1 and 5 who work as archivists at the Archives Depot Unit, Cicurug District.

"Obviously it is very supportive, government administration is very important, such as private companies, the management of which is in dire need of an archive management process. Because archives are manuscripts received by state institutions and government agencies in any form and style from those that are grouped in the context of government activities. (Interview on 27 April 2018)

"For active dynamic archive management, we manage it as best we can. Because active dynamic archive management is the beginning of creating archives (incoming or outgoing letters) by being registered based on classification and problems. The management must also be regular to get information so that we can find the archives we need quickly and precisely, in the management using archival facilities in the form of incoming control cards, outgoing control cards, disposition cards "(Interview on April 26, 2018).

Another thing that supports the urgency of good archive management in the Archives Depot Unit, Cicurug District, was revealed by resource 2 who works as an archivist, and resource 3 who has a position as Secretary in Cicurug District.

"...Because if the management is not carried out properly and regularly, we (the Archives Depot Unit) also cannot guarantee being able to expedite the existing administrative activities, especially the use value of the archives, one of which is the administrative use value and not only in the sub-district, in the village is also held archive management. Therefore, we as archivists always try to manage it properly in accordance with the applicable rules, namely Sukabumi Regent Regulation Number 12 of 2007" (Interview on April 17, 2018).

"...As we know, archive management is important, there are regional regulations, even nationally there are also. So, it's really very important, because this is the center of our activities, a source of memory and a source of documents". (Interview on April 25, 2018).

Based on the presentations from the three sources above, they stated that this management activity is very crucial because it will become a record for the institution. The archives sector which essentially has a function as a center and source of information requires good management in order to facilitate and facilitate all administrative activities in an institution (Ivaramulya & Husna, 2019). In the

case of the Archives Depot Unit, the Cicurug District Office, this archiving activity has been going well in accordance with applicable regulations. Recognizing the importance of the existence of an archive as a source of information, this is strictly regulated in the Law of the Republic of Indonesia Number 43 of 2009 concerning archives which ensures the availability of authentic and reliable archives (Wardah, 2017). And this law is also one of the foundations for managing archives at the Cicurug District Office.

The initial stage in the management of dynamic records is the creation and acceptance. The creation and receipt of records in an institution is very important because this process is the beginning of the birth of an archive. At this stage it is necessary to have a procedure so that the archives that are created can be used and utilized according to their aims and objectives. The process of creating archives carried out by the Cicurug District Office itself is by making archives by each processing unit, whether it is the sub-district head, sub-district secretary, division head, and typed sub-district head. The result of the archive creation process is an outgoing official letter or script. Archive recording at the Archives Depot Unit of the Cicurug District Office uses a bookkeeping system for incoming and outgoing mail. In the creation of archives there are several things that must be considered as stated by resource persons 3.

"In Cicurug District, the creation of archives is also often called the creation of official documents. The process is quite long and there is a lot to be aware of. First we make a draft, then type it, sign it, number it, until the script can be used officially. Important things that we must pay attention to include; (1) the type of paper and ink, (2) the nature of the letter and the form of the manuscript, (3) typing such as letterhead, initials, nomenclature, numbering, copies, (4) we must also pay attention to the cover." (Interview on April 16, 2018).

From the explanation of the speakers above, the activity of creating archives at the Cicurug District Office requires a fairly long process. Even before the process, you have to pay attention to quite a lot of detail from the purpose for which it is made until it can finally be used.

Meanwhile, in the process of receiving archives at the Archives Depot Unit of the Cicurug District Office, they come from outside the institution. There are several acceptance procedures for records to be received where it aims to clearly know where the archives come from and to whom. On the occasion of the interview with resource 1, he mentioned several important points in the process of receiving archives.

"For the process of receiving letters from other units, there are things that need to be done. First, letters that enter the Archives Depot are directly registered by entering the letter, assigning a classification number that corresponds to the description of the letter or official document, using a control card and disposition card, and then submitting it to the director after receiving instructions from the director after it is distributed to the processor. each to be studied and followed up". (Interview on the day, April 16, 2018).

Based on the presentation of the informants¹, the activities of receiving archives at the Depo Unit of the Cicurug District Office went through a strict and regular process. The receipt of the official script was through courier, post, individual and codex operators. Receipt of archives is carried out based on the official script, archives that have been received are then registered, directed and distributed to entitled parties quickly and on time. Receipt of the archive is considered valid after being received by the officer or party entitled to receive it.



Figure 2. Incoming letter at the Cicurug District Office.

Before the archive is distributed to those in need, the newly received archive must be followed up first. In connection with this stage, resource person 4 who is an archivist in charge of receiving and following up on archives, added a statement related to the process of receiving archives.

“Registration activities in the creation and receipt of archives must be documented by the processing unit and the archive unit. The processing unit and the archive unit are required to maintain and store documentation of the creation and receipt of archives. After receiving or creating the archive, it is scheduled and controlled for further follow-up. (Interview on, 23 April 2018).

Based on the results of interviews conducted, researchers get an idea that the process of creating and receiving active dynamic archives in the Archives Depo Unit of the Cicurug District Office is the initial process of recording or evidence that is important because the results of the creation itself will affect the next process which is made according to the format, determined and with applicable procedures. If the creation process is wrong, its existence cannot be used as evidence as well as the process of receiving the archive if good and correct recording will facilitate the process of tracing and rediscovering when the archive is needed. The follow-up to the creation and receipt of official letters/manuscripts from units or outside units that need to be processed, the official documents are registered by being recorded in the agenda book then given the letter classification number, recorded in the control card and disposition card and there is no media transfer process. After the archive is created or received, then the archive is followed up.

The next stage is distribution. Distribution is one of the handling processes that is no less important, both incoming and outgoing mail that is sent requires good handling in its distribution. If the letter is distributed incorrectly, then things that are not desirable can happen. On the occasion, the researcher received a further explanation at the distribution stage, which was put forward by resource 1 and resource 3.

"For the distribution procedure, after the official document is processed it is handed over to the processors (section heads in each office), the distribution of the archive is followed by control measures and then archived". (Interview on, 23 April 2018).

"...It can't be anyone, we as archive managers must deliver or distribute letters to the manager, the distribution from the archives is directly given to the respective person / division / head of the sub-section". (Interview on Monday, 23 April 2018).

Based on the presentations of two sources, the archive distribution process carried out by the Archives Depo Unit in Cicurug District was handled properly and carefully. The nature of the archive is so important that it requires a careful distribution process. Here it is clear that archives have vital value (Damara & Arfa, 2018) for both recipients and publishers.

Moving on to the next stage, namely the use of archives. Archives are created to be used according to their needs. Dynamic archives have uses in daily activities carried out by an institution, therefore the frequent use of dynamic archives is able to make an institution / agency in the process of achieving goals. In this regard, resource 2 and resource 1 gave statements regarding the use of active dynamic archives in the Depot Unit of the Cicurug District Office.

"Archives here are used as authentic evidence, legal, decision-making references, and facilitate administration in order to achieve common goals as well". (Interview on April 17, 2018).

"Archives are used to ensure the availability of records as material for performance accountability and valid evidence based on a system that meets the requirements: reliable, systematic, complete, comprehensive, in accordance with NSPK (Norma, Standards, Procedures and Criteria)." (Interview on Monday, 23 April 2018).

In this case, the two informants expressed similar opinions regarding the use of archives at the Cicurug District Office. This is in line with the statement of Sugiarto and Wahyono (2015) that archives can be used as material for performance accountability and evidence of organizing activities in an institution. Archives are used as authentic evidence, legal evidence, decision making and administrative activities and are used as material for performance accountability that meets the requirements according to the intent and purpose of its creation.

The next stage is maintenance. Sholikah and Hermanto (2021) said that what is meant by dynamic archive maintenance is a preventive activity so that the dynamic archive is not easily damaged. The activity can be in the form of spraying anti-pest drugs, or stored in a safe place. This is also done at the Archives Depot Unit of the Cicurug District Office to maintain and protect the archives owned from damage so that the information in the archives can be protected. As stated by source 3.

"We carry out small-scale maintenance such as sweeping the room, cleaning using a duster, always opening the ventilation, using tools such as curtains to minimize incoming light, using camphor, and shelves made of iron, so that they are free from termites, for fumigation itself there is an implementation. , but not every month even though it should be done monthly". (Interview on, 27 April 2018).

From the interview above, it can be seen that the Archives Depot Unit of the Cicurug District Office pays attention to the archive maintenance steps. Starting from routinely keeping the room clean every day such as cleaning the room, using a duster to remove dust, using camphor, using ventilation for air circulation and not using air conditioning. Although in fact the maintenance activities seem not optimal, so far no one has suffered serious damage.



Figure 3. Storage room archive

In carrying out this stage, the Archives Depot Unit of the Cicurug District also pays attention to aspects of supporting archive storage, such as storage areas, storage rooms as well as storage equipment. These points were stated by resource 3 and resource 2.

"Yes, in maintenance, we try to store it in a safe place. It's not too moist or dry, I'm afraid it will make the archive obsolete. We also always organize archives regularly to make it easier for us to find them again." (Interview on April 27, 2018).

"For storage at the Archives Depot, it is neat, the only drawback is that we must have a special warehouse for storage. However, due to limited space, the employees who work are combined with the archive depot. We have also submitted an application for renovation, the plan for the District Office will be increased to the second floor, so that it can be separated between the archive storage warehouse and the archive room" (Interview on April 25, 2018).

Storage will run effectively and efficiently if you understand the procedure for organizing archives to be stored, there will be no problems and will not take storage time. The latest innovation that can make it easier for archivists to manage archives digitally is by means of media transfer. Media transfer for physical archives is currently very necessary to be implemented in order to maintain archival copies. However, the implementation at the Cicurug District Office has not gone well. This was conveyed by resource 1 and resource 4.

"Clearly there is a media transfer plan. Indeed, electronic media has its advantages and disadvantages, right? So we are going there already, it's just that it is still in process to be realized directly. So for our archival administration in that direction, we have prepared a codename operator, which is one of them." (Interview on, 25 April 2018).

"It should have been implemented, in order to make it a back-up of the physical archive, but the implementation has not yet been fully implemented. If it can be realized properly, the planning of the agenda will be on the computer, so it will be easier to find." (Interview on 27 April 2018).

From the presentation and the real situation at the Archives Depot Unit of the Cicurug District Office, it is true that media transfer activities have not been carried out optimally. This is due to the limited media supporting the process, plus the low computerization capabilities of the archivists there.

This is also related to the supporting equipment for the archive maintenance process in the Archives Depot Unit of the Cicurug District Office. On the occasion, resource 1 added an explanation regarding this matter.

"So we have one computer device, there are several iron shelves, a wooden cabinet that contains quite a lot. Plus two tables and three chairs are available in the maintenance room. Oh, there are quite a few small equipment such as folders, agenda books, card boxes and filing cabinets." (Interview on April 28, 2018).

From interviews with resource persons and observations made by the author in the field, it can be seen that the archive storage equipment in the Depo Unit of the Cicurug District Office is quite up to par, although it should be improved in order to facilitate an organized storage process and a special budget for the purchase of archival equipment is held.

Another thing that becomes a concern for archivists in the Archives Depot Unit of the Cicurug District Office is the security of archives. Security is one of the steps to keep records from theft. As long as the archive is in the custody of the archivist, there is no frequent loss of records. This is based on the presentation of resource persons 4 and resource 1.

"Without the knowledge of the archives unit, the archives could actually be taken at night. During the day the archive is monitored by the mother. However, there are always people who idly enter the room without mother's knowledge looking for certain files. Plus the filing cabinet is outside the room so it's possible to lose files." (Interview on, 27 April 2018).

"Initially we were afraid that at night there would be irresponsible people coming in and taking vital files here. Then we finally decided to install CCTV cameras so we can monitor them at night too." (Interview on April 28, 2018).

Based on the statement above, it can be concluded that there is a possibility that the archive is lost due to the behavior of certain parties without the knowledge of the archivist. However, efforts are

being made to overcome this by installing CCTV in the workspace of the Cicurug District Office and for other anticipation by having night pickets by employees in turns.

The last activity of the active dynamic archive management process is shrinkage. This activity needs to be done to sort out archives that no longer have a use value (Jamilah & Pahlevi, 2021). According to Sholikah and Hermanto (2021), infiltration activities include; (1) Transfer, which is the determination of whether the archive is still, rarely, or even no longer used. Later the archive is transferred to the central unit. (2) Destruction, which physically deletes archives that have lost their usefulness. (3) Submission, archives that have a national use value will later be submitted to the Central, Regional National Archives or to Level I Regional Governments. The archives will later turn into static archives. This is also done at the Archives Depot Unit of the Cicurug District Office.

“For the transfer of the archives, there is a process where at the end of the year it is just submitted to the Department using the DPA and minutes to be destroyed, especially since we already have an archive retention schedule. Depreciation is a reduction in the number of archives, if there are double letters, only 1 will be taken. (Interview on April 27, 2018).

Based on the results of interviews with resource person 1, it can be seen that the archive transfer stage is carried out when the letter sorting process has been completed at the end of last year submitted to the Department using a list of archive descriptions and records of archive destruction. In practice, archives that have no use value will be sorted. These archives have usually been stored for years, therefore it is necessary to sort them out which will later be submitted to the Office. The Archives List (DPA) itself should not be lost, to be used as a guide if something unwanted happens. The sorting process is carried out every day, in order to anticipate the end of the year thus the archivist does not take too much time for sorting.

"for the extermination, I honestly don't know because that is the task of the Sukabumi District Dispusip. We are not allowed to destroy the archives ourselves because we have to go to the Dinas first. We only use archival descriptions and reports. There are no tools for destruction here, if at the Department it is complete." (Interview on April 27, 2018).

The results of interviews with resource persons 4 revealed that specifically for this extermination process the Archives Depo Unit of the Cicurug District Office did not take independent steps by directly destroying them. The informant said that the archive destruction process was not carried out at the Cicurug District Office, but was handed over to the Sukabumi District Dispusip for follow-up. The reference in the process of destroying the archives is to the Regulation of the Head of the National Archives of the Republic of Indonesia Number 37 of 2016 concerning Archive Depreciation Guidelines.

It is undeniable that archives are very important in an institution (Jamilah & Pahlevi, 2021). With the main purpose of archiving to maintain sources of information that are needed by the institution at any time (Mulyapradana, Anjarini, & Hermanto, 2021). Therefore, archive management must be carried out carefully and thoroughly for the sustainability of the administrative system of the relevant institution. This is also what is always carried out and maintained by the Archives Depot Unit of the Cicurug District Office.

In general, the Archives Depot Unit of the Cicurug District Office has managed active dynamic archives quite well, although there are obstacles in its implementation. The archivists and district office officials also cooperate with each other in carrying out active dynamic archive management available at the Cicurug District Office. Active dynamic archive management activities there are also able to support the system of government administrative activities. This is because the archive has administrative use values related to the level of effectiveness and efficiency in carrying out activities and for achieving program goals as well as helping the smooth work program of the Cicurug District Office some of which are services to the community, administrative services include making identity cards, family cards, deeds birth certificates, land certificates, recommendations for building permits,

crowd permits, trade business permits, legalization of building/land/building rights and village budgets.

4. CONCLUSION

The occurrence of rapid developments in the world of information technology makes almost all existing institutions and organizations to make various improvements in order to meet the demands for fast and accurate information (Utami, 2013). One form of improvement that has a significant effect is the improvement of archives. Archives which are essentially very important as sources of information, archives are also evidence material that can be justified. Realizing how important the existence of archives in an institution is, it is necessary to have archive management activities. And the type of archive management that is most often done is dynamic archive management. Prior to its implementation, the archive itself must be selected based on its use value. There are two types of archives, namely active dynamic archives and inactive dynamic archives. In short, active dynamic archives are documents that still have an influence on the decisions of an institution and their existence is still considered important, while inactive archives are documents that are no longer needed in the administrative process within the organization. Although there is a difference in treatment for the two types of records, both must be managed properly so that if the document is needed in all matters relating to the interests of the institution, it will be easier to find.

This is also done by the Archives Depot Unit of the Cicurug District Office. After conducting this research, there are several important points to be observed from the results of this study, especially in active dynamic records management activities from the perspective of the Life Cycle of Records theory introduced by Ricks (1992). Broadly speaking, the active dynamic archive management activities carried out by the Archives Depo Unit of the Cicurug District Office are in accordance with the Life Cycle of Records pattern introduced by Ricks (1992) which includes creation and receipt, distribution, use, maintenance to depreciation.

The process of creating and receiving archives at the Archives Depot Unit of the Cicurug District Office is carried out by following the archival provisions, namely Sukabumi Regent Regulation No. 12 of 2007. Meanwhile, active dynamic archives are often used in the form of correspondence archives (letters). Creation and receipt of letters from internal and external institutions. The management of the letter does not use a control form but by recording it in an agenda book accompanied by a control card and a disposition card. Second, the distribution of archives at the Archives Depot Unit of the Cicurug District Office has followed archival procedures. Internal distribution is carried out by archivists and externally by sub-district employees or through the system. Third is the use of archives. The use of active dynamic archives in the Archives Depot Unit of the Cicurug District Office is running well. The use of dynamic archives is adjusted to the purpose of creating archives to be used as authentic evidence, legal evidence, decision making, accountability and the smooth running of the administration in order to achieve the goals of the institution. The next stage is the maintenance and security stage. Archive maintenance and archive security is going well by maintaining archives and very few damaged archives appear to have been torn a little but not to change the color of the archive. Efforts to secure archives by installing CCTV. In addition, the absence of an adequate archive media transfer system and the archivist's workspace which is still affiliated with the archive storage room is also a contributing factor to the less than optimal archive maintenance in the Archives Depot Unit of the Cicurug District Office. Even so, the storage equipment available at the institution is quite adequate. The last stage is archive shrinkage. Archival depreciation is carried out by selecting letters based on the use value of the letter itself. For Archives Retention Schedule (JRA) the Archives Depot Unit of the Cicurug District Office has its own guidelines referring to the Sukabumi Regent's Regulation No. 12 of 2007 concerning the Archives Administration of the Sukabumi Regency Government. There is no archive destruction process at the Cicurug District Office but it is carried out

by the Sukabumi District Dispusip. The destruction of archives carried out refers to the Regulation of the Head of the National Archives of the Republic of Indonesia Number 37 of 2016 concerning Archive Depreciation Guidelines.

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