

Dynamic Archive Management Analysis at The Regional Revenue Agency of Riau Province

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ABSTRACT

Several problematic phenomena related to archive management were found in the Riau Province Regional Revenue Agency, namely the accumulation of archives for too long, lack of archivists and the existence of archive employees who have not received archiving training, limited space, and delays in completing secretarial tasks related to documents. These obstacles will certainly hinder good archive management so that the archives needed are difficult to find. This study aims to: (1) find out and analyze how dynamic archives are managed in the Riau Province Regional Revenue Agency; and (2) find out what is in the Riau Province Regional Revenue Agency. This study is qualitative. Research data was collected using interview techniques, and supported by documentation and observation. Through the results of the study, it can be concluded that: (1) the management of dynamic archives in the Riau Province Regional Revenue Agency is by Government Regulation Number 28 of 2012 concerning Archives, namely including the creation of archives, use of archives, storage of archives and reduction of archives; (2) Obstacles in the process of managing dynamic archives at the Riau Province Regional Revenue Agency include the length of the archive recording process due to the limited number of employees who record and process archives, the process of registering archive loans which does not use computers, and the uneven capacity of HR for archive managers at the Riau Province Bapenda.

Keywords: Analysis, Management Archive, Dynamic Archive

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SDGs: Quality Education (4); Decent Work and Economic Growth (8); Peace, Justice and Strong Institutions (16)

INTRODUCTION

At this time, information technology has developed rapidly, and information has become very important in the organization because information can serve as an aid in decision-making. That way, the goals that are to be achieved will be made easier by collecting, processing, and disseminating information. Various forms of documentation and media have been created to simplify the process of retrieving and disseminating information. Likewise, various forms of information are called archives (*records*). According to Peggy, Naini, & Gameli (2015), archives are defined as a final result of an activity that is then used as evidence to enforce obligations.

Archives are the most important thing in the activities of an institution as a center of, a source of information, and a source of evidence. Therefore, the archiving unit in every institution or government both in the central and local government, has a very important role. Given that the activities and goals of the institution are always evolving along with the demands of the Zaman the situation, so is number of archives generated and received at the institution.

According to Darminto (2021), there are classifications of archive types, namely static and dynamic. A static archive is an archive that is kept by the archive because it has historical value, has exhausted its retention period, and is capable of being played, which has been verified either directly or indirectly by the Arsip Nasional Republik Indonesia (AINRI)/archival institution (Arsip Nasional Republik Indonesia, n.t.-g). Archived archives are archives that are used directly in the activities of the archive creator and are kept for a certain period of time.

The limited equipment and lack of human resources, for the sake of archive management, must be supported by the archive staff itself, such as competent archive staff and supporting equipment so that archive management can operate quickly and accurately. Because the lack of awareness of the importance of archives

can hinder the process of managing archives. Dynamic archives are archives created from various activities in an institution (Barthos, 2005).

To create a good archive management system, there are things that need to be done, namely collecting, classifying, compiling, storing, and maintaining archives based on an appropriate system. In addition, to realize the correct archival design, an understanding of archival principles is needed. The principle defines when archive management takes place, it is automatically realized that will not release the archive's relationship with the unit that, as well the archive is defined by a certain system (Thaihir, 2014).

The Riau Province Daieraih Revenue Agency Office is an office that has of carrying out the design of regional policies in the field of revenue management and organizing administrative services, namely as a place or in the payment of regional taxes. So, it is important to carry out archiving management properly and correctly, success in managing archives is determined by many archival factors such as systems, archival employees, and of course the work environment. The type of archive management that is carried out in the office of the Regional Pendaipaitain Agency of Riau province is the type of dynamic archive that this dynamic archive consisting of active and inactive. Active dynamic archives are archives whose is high or used continuously while inactive dynamic archives are archives that has decreased so that they have decreased. So, the management of the archive affects the success of finding the archive again.

The procedure stage in the management of archives begins from receiving incoming mail and opening the incoming mail until the filing date. (SOP) attain standard operational procedure become a completer and more effective in the management of filing according to the applicable standards and guidelines. As the activities continue, the number of archives will continue to increase, therefore, archive management must be carried out properly.

Table 1. Recapitulation of Incoming and Outgoing Mail Year 2021 - 2023

No	Year	Type of Mail		Amount
		Mail Incoming	Outgoing Mail	
1	2021	3. 522	1. 381	4. 903
2	2022	3. 423	1. 391	4. 814
3	2023	3. 608	1. 394	5. 002

Source: Riau Province Regional Revenue Agency 2023

The records in Aitais are an example of the number of archival documents that can be seen in that the Aikain archives are always increasing in number with the number of activities carried out by the provinces and institutions that manage many of the archives and have not yet fully carried out the processing so that the total number of archives is not yet known hain. The number of archives used as data and archives continues to increase over time depending on how well the activities carried out are carried out. The better the archives created, the better the archives must be managed properly. If it doesn't work, it creates difficulty in cashing it out to get it back when it's needed again. The aim of archiving itself is to provide information and data as quickly as possible and as precisely as possible to those who need it. To achieve these goals, managing the program effectively and efficiently is necessary by being able to understand the objectives that are needed. Storing archives can be done well when it comes to finding the required archives quickly and accurately. However, based on the digital archive management researchers paid by Bai and Daieraih Province, Riau Province has not yet implemented it, they still have not implemented SOPs in managing dynamic archives, and the management of archives is still carried out as usual and digital archives have not been implemented well.

In addition to these results, the researchers discovered several phenomena of performance in the management of dynamic archives at the Baidan Pendaipaitain Daieraih office of Riau Province, namely:

1. here is too much accumulation of archives, resulting in damage to both document archives that have gathered dust and old data. I can't read it, so it's difficult to know the information about the signal.
2. The lack of human resources in archives and archives is because archives employees have not received education and training regarding archive, so do not understand the archives they.
3. Limited space, the room is too small and narrow which hinders the smoothness of officers in managing archives.
4. Delays in tasks related documents due difficulty finding required.

LITERATURE REVIEW

Archive Management

Records management is the process of organizing, managing and maintaining records so that they remain organized, easy to access and safe. Records management has an important role in maintaining the integrity of information and ensuring compliance with regulations.

Dynamic Archives

Dynamic archives are documents that are used directly in archive creation activities and are stored for a certain period of time. Dynamic archives are used in various things, such as planning, implementing and administering national life, as well as in carrying out state administration.

RESEARCH METHODS

This research was located at the Baidan Pendaipaitain Daieraih office in Riau Province which is located at Jailain Jendrail Sudirman No. 6 East Sidomulyo Subdistrict, Mairpoyain Daimaii Kotai Pekainbairu District.

The type of research carried out is included in the type of qualitative research. In this research, the data collection methods used include observation, interviews and documentation.

Informants or sources in research are very necessary. This is because informants act as subjects or people who provide information related to the research being conducted. The number of informants in this research was 6 people.

To find out about the analysis of the management of the Paidai Baidan Pendaipaitain Daieraih Archives in Riau Province and in the analysis the researchers used qualitative descriptive techniques. The concepts used to analyze data analysis are data reduction, data analysis, and conclusion analysis.

RESEARCH RESULTS AND DISCUSSION

Dynamic Archive Management Analysis at the Riau Province Regional Revenue Agency

Dynamic archive management at the Riau Province Regional Revenue Agency (Bapenda) includes four indicators, namely archive creation, archive use, archive maintenance, and archive reduction.

Archive Creation

Archive creation is related to the process by which documents or information generated in an activity or function are organized, recorded, and stored for documentation, reference, and legal compliance purposes. Archive creation according to the results of a research interview with one of the archival functionaries of the Riau Province Bapenda, was said:

- a. Creating archives based on official document regulations, namely book regulations on official document regulations;
- b. Given numbering using classification;
- c. In the Official Document Arrangement, there is a form of paper order that must be used, because the decision of the regulation is in a different order from ordinary letters, the type and size of the paper are also determined. The margin limit is also determined, and this is also the signing. There are representatives of Plt, Plh, on behalf of, that is also regulated.

The steps for creating an archive typically include:

- a. Identification and assessment of documents that need to be archived;
- b. Arrangement of documents according to the archiving system;
- c. Creation of metadata to facilitate searching;
- d. Storage of documents in appropriate format;
- e. Regular maintenance and inspection to ensure the integrity of the archives; and

f. Management of access and usage rights of archives

Use of Archives

The use of archives in this study is related to dynamic archives only. Where dynamic archives consist of active archives and inactive archives. Active archives are archives that are still frequently used or are used more than 15 times in one year, while inactive archives are archives that are used a maximum of only 15 times in one year. Based on the results of the research interview, it can be said that borrowing archives at the Riau Province Bapenda includes borrowing active archives and inactive archives. Where active archives are used by internal parties of the organization or related government agencies. While inactive archives are archives that can be used by everyone, including the general public. Borrowing active archives can be done by reporting to the archive officer and filling out the archive borrowing form. The maximum loan period is 7 (seven) days. Meanwhile, inactive archives may be borrowed by the general public. However, the information content of the archives that can be borrowed is limited. Not all types of archives can be borrowed by the general public.

Archives for the benefit of the community include: the community can find out about government activities transparently, cultural history, customs, as proof of ownership of something, a comparison from time to time of the development or decline of a nation through authentic, reliable, and complete evidence.

Archive Maintenance

As stated in Article 40 of the Government Regulation of the Republic of Indonesia Number 28 of 2012 concerning the Implementation of Law Number 43 of 2009 concerning Archives, the maintenance of dynamic archives is carried out to maintain the authenticity, integrity, security, and safety of archives. Maintenance of dynamic archives includes the maintenance of vital archives, active archives, and inactive archives, both those included in the category of protected archives and general archives. Maintenance of dynamic archives is carried out through the activities of filing active archives, arranging inactive archives, storing archives, and transferring archive media. To the results of research interviews, if the media transfer is for valuable archives, which are important. If it is only an invitation letter, it is usually not transferred to the media. But if it is like an MOU letter between us, Jasa Raharja, the police, and Bapenda regarding motor vehicles, it is transferred to the media. We make the media transfer and make the minutes. It is stated that the storage of archives at the Riau Province Bapenda is carried out manually and automatically. Manual storage is the storage of archive files in the archive room, either placed on archive shelves or archive cabinets. Meanwhile, automatic storage is done by utilizing computer technology.

It is said that the storage of archives by Bapenda employees is done by utilizing computers, namely storing files digitally. While printed files or documents are submitted to the archive room, or placed in a filing cabinet.

Archive Shrinkage

As stated in Article 1 Paragraph (18) of Government Regulation of the Republic of Indonesia Number 28 of 2012 concerning the Implementation of Law Number 43 of 2009 concerning Archives, archive reduction is the activity of reducing the number of archives using transferring inactive archives from processing units to archival units, destroying archives that have no use value, and handing over static archives to archival institutions.

Through the regulation, the reduction of archives can be done in three ways, namely by being moved, destroyed, or submitted to an archive institution. Based on the results of research interviews related to the reduction of archives with the archival function of the Riau Province Bapenda, it was obtained that: We have 3 types of reduction, namely submitted, moved, and destroyed. Submitted we submit the archives to LKD. Because in that area they are archives. We move them there with a report. While the destruction of archives with the approval of the National Archives of the Republic of Indonesia. We make a decree from the head of the agency that the archives are destroyed. After that, we ask for the governor's approval to destroy the archives. The destruction of archives must be documented by a report and witnessed by law enforcement officers. For us, the province has the regional archive company service, the archive company service, and the inspectorate. It must be witnessed as a witness.

Obstacles in the Dynamic Records Management Process at the Regional Revenue Agency of Riau Province

Archive Creation

Creating an archive requires a process or steps for its creation, a recording process, and the use of

infrastructure to create an archive. Of course, if there are obstacles in one of these parts it will certainly slow down or hinder the creation of archives in the Riau Province Bapenda. Based on the results of research interviews, that: The obstacle in creating archives is the long process of recording documents into archives. The length of time is due to the limited number of archive management employees.

Use of Archives

Barriers to the use of archives in this research are limited to the capabilities of Human Resources (HR) in utilizing or utilizing archives. Lack of capability will make it difficult to determine active and inactive records. Obstacles in the use of archives will be difficult to overcome quickly and precisely. Through the results of research interviews regarding barriers to the use of archives with the Riau Province Bapenda archive's function, it was found that: regarding the loan of archives, namely the reporting procedure and filling out the loan form. Where the form must be processed first before borrowing is permitted. Obstacles should be overcome with an automation system using computers. So, register faster and the borrowing process is faster.

Archive Maintenance

Obstacles to maintaining archives can be in the form of limited infrastructure for maintaining archives, limited human resources in maintaining archives, both in terms of quantity and capability. Then obstacles can also be in the form of obstacles in transferring media, and various obstacles that are often encountered in maintaining archives. Based on the results of research interviews, it was found that: The obstacles or obstacles in maintaining archives are the lack of infrastructure, lack of human resources, and the unequal distribution of human resources, because archive managers still need training.

Archive Depreciation

Obstacles or obstacles related to archive depreciation include obstacles in creating an Archives Retention Schedule, difficulties in determining the depreciation of archives that must be destroyed or moved. Through the results of research interviews regarding barriers to archive depreciation at Bapenda, it was found that: It was said that there were no problems related to archive depreciation at the Riau Province Bapenda. The Bapenda archives can create a JRA, can determine which archives must be destroyed or moved, and there are no significant obstacles regarding archive depreciation in the Riau Province Bapenda.

CONCLUSION

Management of dynamic archives at the Regional Revenue Agency of Riau Province is in accordance with Government Regulation Number 28 of 2012 concerning Archives, which includes the creation of archives, use of archives, storage of archives and depreciation of archives. Archive creation is done by creating archival documents, both printed and digital documents, archival documents can also be obtained from external organizations. Archives are used by internal and external parties of the organization. Archive storage is done manually and automatically, namely by placing it in a filing cabinet, while automatic storage is done using a computer. Archives can be depreciated in three ways, namely handed over, transferred or destroyed.

Obstacles in the dynamic archive management process based on Government Regulation Number 28 of 2012 concerning Archives in the Regional Revenue Agency of Riau Province include the length of the archive recording process due to the limited number of employees who record and process archives, the process of registering for borrowing archives that does not yet use a computer, and not yet equal distribution of human resource capacity for archive management in the Riau Province Bapenda.

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