



Management Of Archives To Support Order Administration In Ujung Tanah's Office Of Makassar City

Wahyudi Mokobombang¹, Abdul Azis², Muhammad Anas³
STIA YAPPI Makassar

*Corresponding Author(s) Email : Wahyudi.mokobombang81@gmail.com¹

ABSTRACT

The Ujung Tanah District Office's archive management has not gone as planned. The Ujung Tanah District Office does not yet have a dedicated archivist. This study's problem is the types of archives, the role of archives, organizing archives, archive storage systems, archive storage procedures, archive maintenance, archive security, equipment, archive equipment, and archive destruction, as well as the efforts made to overcome problems at the Ujung Tanah District Office in Makassar City. This study employs a qualitative approach. Researchers used interviews, observation, and documentation to collect data. The researcher's data analysis model employs the Miles and Huberman analysis model, in which the analysis is carried out continuously until a saturation point is reached. Based on indicators of the archive storage system, the process of storing and using archives, archive equipment and supplies, and archive depreciation, the results showed that the management of archives in the Ujung Tanah sub-district office in supporting administrative orders was carried out properly. The Ujung Tanah District Office's archive management faced several challenges, including a lack of archiving staff and inadequate knowledge of archives and archive storage facilities.

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I. INTRODUCTION

Good filing management must ensure the availability of records that satisfy users while also ensuring the security of the records themselves. The extent to which records contribute to the organization's success is an indicator of record organization success. Archives grow and develop accumulatively in accordance with the organization's dynamics as the duties and

functions of the organization that created them are carried out. Uncontrolled archive management has the potential to cause issues for the organization in question. Based on these issues, there will be symptoms, namely a lack of order in service administration. This is evidenced by employee/executive complaints about procedures that consume too many organizational resources, as well as complaints from the service-seeking community at the Ujung Tanah sub-district office in Makassar City. Poor record management will inevitably lead to administrative chaos and disruption of community services, creating a major quandary at the Ujung Tanah District Office in Makassar City. Makassar's Ujung Tanah District.

II. REVIEW OF LITERATURE

"Archives are records of activities or events in various forms and media in accordance with the development of information and communication technology made and accepted by state agencies, regional governments, educational institutions, companies, political organizations, social organizations, nation and state," according to Law Number 43 of 2009. "Archive management is the work of managing records, which includes recording, controlling, and distribution, storage, maintenance, supervision, transfer, and destruction," according to Sugiarto (2005:15).

According to Liang Gie (2009: 120), in order to overcome archive management problems, it is necessary to study, organize, and develop guidelines for: Appropriate document storage system for each agency, Working procedures for storing and using papers, Regularly depreciating archives, and Upgrading archive staff so that they can efficiently practice knowledge in the latest archives.

III. METHODOLOGY OF RESEARCH

The author uses this type of qualitative research in his research on archive management as a support for orderly administration at the Ujung Tanah District office in Makassar City because researchers want to explore data based on the natural state of the object under study and from the views of respondents in the form of detailed information about the original condition that exists, so that the selected respondents and researchers form an interpretation that will create a report. As a result, the development of a previously prepared concept will occur. This method was chosen because the researcher wants to know the symptoms, all of the information, or the information based on observations. interviews and direct documentation during the research process at the Ujung Tanah District office in Makassar City. The obtained results are consistent with the characteristics of qualitative research, which include a natural



setting. The researcher, as the primary instrument, is descriptive in nature, with data collected in the form of words or descriptions, direct data, non-disturbing participation, and continuous inductive analysis since entering the field.

IV. RESULTS AND DISCUSSION

Archive Management as a Support for Orderly Administration in Makassar City's Ujung Tanah District Office System of Archive Storage, An archive storage system was developed to make it easier for employees to manage records by recording, storing, and retrieving archives. The Ujung Tanah District Office's archive storage system employs an alphabetic system, a chronological system, an area system, and a problem system. This filing pattern was created in accordance with the Governor of South Sulawesi Province's Regulation No. 3 of 2010 on Organizing Archives in South Sulawesi Province. Archive storage at the Ujung Tanah District Office is handled by each field; each field uses a different archive system, which aims to make it easier to save and retrieve previously stored archives.

Process of Archive Storage, Because the Ujung Tanah District Office receives and creates archives on a daily basis, several factors must be considered when storing archives, such as coding and storage space, both of which must be clean and tidy. The Ujung Tanah District Office's archive storage process is tailored to the regulations established by the archive manager, namely the Head of General Affairs and Personnel Subdivision. The archive storage process at the Ujung Tanah District Office follows the system previously established by direct regulations from the governor, and because each section uses a different filing system, the storage process varies.

Use of Archives, If other employees want to borrow archives from the Ujung Tanah District Office, the process is short and quick, making it easier for other employees to borrow archives, though they must first notify the head of the general subdivision. This, of course, makes it simple for any employee who wishes to borrow archives from the chief of staff in question, and it also speeds up the administrative process at the Ujung Tanah subdistrict office. Of course, not all parties can easily borrow archives at the Ujung Tanah District Office; every employee can easily borrow archives at the Ujung Tanah District Office by requesting permission from the cation concerned; however, outsiders who wish to borrow archives at the Ujung Tanah District Office must first obtain permission from the cation concerned.

Supplies and equipment for record keeping,

Equipment and supplies are very important in archive management, if archive equipment and supplies are complete and considered then this will make the archive management process easier, as well as archive maintenance, with good archive maintenance then this can protect archives from some damage that can be caused by dust and humidity, archive maintenance can be done by cleaning the archive room, giving insecticide so that the archives avoid insect damage

Shrinkage in the Archive, Shrinkage of archives is required because the time period has expired, so they are immediately moved or destroyed so that the archive space can be used to store new archives, and archives that are moved or destroyed are typically archives with no use value, such as invitation letters and announcement letters. Archive shrinkage can be accomplished by moving archives, destroying archives, removing the identity of archives, enumeration, or burning. Archive depreciation was carried out at the Ujung Tanah sub-district office by transferring archives from the Ujung Tanah sub-district office to the archive office in Makassar City, as the Ujung Tanah sub-district office lacked the authority to destroy archives.

The Challenges Faced And Efforts Made In Managing Archives At Makassar City's Ujung Tanah District Office. The absence of a special officer who handles archives as a whole, as well as supporting infrastructure such as an archive storage area that is nearly full in each field, are some of the challenges faced by the archives sector in managing archives at the Ujung Tanah District Office. Efforts are being made by the sub-district to involve employees in archive management training; each year, several divisional heads and employees receive training in both the city and provincial governments; this is, of course, sufficient to help heads or employees add insight and skills in managing archives. Then there are efforts to deal with nearly full archives by adding storage space so that later there are no more archives piled up in each field, all of which have been collected in one room.

V. CONCLUSION

Based on indicators, archive management at the Ujung Tanah sub-district office in support of administrative order has been carried out properly. System for archival storage, The Ujung Tanah District archive system is managed in accordance with the Regional Regulation of the Governor of South Sulawesi Number 3 of 2010, which specifies the use of an alphabetic storage system, a chronology system, a regional system, and a problem system. The procedure for storing and utilizing archives, Because the Ujung Tanah District Office does not yet have a special officer who handles archives, the storage process begins with receiving letters, recording them in the agenda book, reading them by the leadership, and then submitting them



to the Head of Section in the field concerned. The Ujung Tanah District Office has provided equipment such as a new archive room, file shelves, and filing cabinets in fairly good condition, as well as agenda books, archive borrow cards, and stop maps for storing archives. Because the Ujung Tanah District Office lacks the authority to destroy archives, old or useless archives are transferred to the Makassar City Archives Office for depreciation. Archive management at the Ujung Tanah District Office faced several challenges, including a lack of archiving staff and inadequate knowledge of archiving and archive storage facilities.

The archive maintenance system must be implemented systematically in order to prevent physical damage to the archives; archive facilities must be addressed in order for the archives to be properly organized and managed; and regular archive depreciation must be performed in order for archives not to accumulate. The requirement for archival technical guidance for employees who handle archives or the addition of archival special staff to ensure the archive maintenance system runs smoothly.

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