ARCHIVE MANAGEMENT AT BALAI ARSIP AND TSUNAMI ACEH

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Abstract

The archive records the truth of a fact or activity of an institution, whether it is an activity that is being done or has happened at a previous time. Therefore, archives must be well organized in order to remain systematic and sustainable. This paper describes how static archive management at Balai Arsip and Tsunami Aceh. The management of the archives at Balai Arsip dan Tsunami Aceh refers to the Regulations of the Archive of the Republic of Indonesia (ANRI), which is responsible for acquisition, processing, preserving and archiving services to the public. In practice, archive management has constraints that are limited storage space and human resources.

Keywords: archive management, static archives, tsunami archives, Balai Arsip and Tsunami

I. INTRODUCTION

An institution that performs its functions to serve the community can not be separated from the data and information that can be obtained through the archive. The archive for an institution is significant because it contains important and accurate information that can be used for internal purposes (supporting office activities) and externally (service for the community). The information contained in the archive has an usage value because it is a recording of events, a valid transaction proof and a historical reference that can not be manipulated.

In addition, the archive also serves as a guide in making a policy/decision for an institution. According to Law no. 7 of 1971, the archives have two meanings, firstly, texts created and accepted by institutions and governmental bodies in any form, whether in a single state or in groups in the course the execution of the government activities. Secondly, texts created and accepted by private or individual institution, in the form of any style, whether in a single state or in groups, in the framework of the implementation of nationality (Amsyah, 2003).

Archive as an organizational asset also need to be managed effectively and efficiently based on the information it managed. In the management of archive which volume is not too large then the information is not too complicated, but the greater the number of archives maintained then the information is increasingly difficult to monitor. Information management plays a role to organize the information to be recorded and made into a report that facilitates the monitoring of the required information (Mulyantono, 2014).

Balai Arsip dan Tsunami Aceh is one of the Technical Services Unit under the auspices of the National Archives of the Republic of Indonesia (ANRI). The agency is tasked with managing the static archives sourced from the record events during the Post-Tsunami rehabilitation and reconstruction process in Aceh and Nias Provinces. The data and information recorded during the restoration of the condition and development of the Acehnese community have historical value and cultural heritage that must be managed properly and preserved. The goal is that the information contained can be evidence of accountability and accurate reference for anyone depending on their information needs. The above description became the foundation for the author to analyze how the Records Management at Balai Arsip dan Tsunami Aceh.

II. THEORITICAL REVIEW

A. Definition of Archive

An archive is a written, printed, or typed record, in the form of letters, numbers or drawings, having a particular meaning and purpose as a communication and information material, recorded on paper (cards,
forms), film paper (slides), film-strip, micro-film), computer media (tape, disk, recording, floppy), photocopy paper, and others (Amsyah, 2003).

Referring to Law no. 43 of 2009 concerning Archives, archive is defined as recording of events in various forms and media in accordance with the development of information and communication technology created and accepted by state institutions, local governments, education institutions, enterprises, political organizations, civic organizations and individuals in the implementation of social life and state.

B. Dynamic and Static Archive

According to Law no. 7 year 1971, archives are distinguished by function into two groups, namely dynamic archive and static archive.

1. Dynamic archive is an archive which is used directly in the planning, implementation, operation of nationality in general or used directly in the administration of the state.
2. Static archive is an archive which is not directly used for planning, organizing national life in general or for day-to-day administration of the state (Amsyah, 2003).

Dynamic archive is needed everyday to helping the work of the office, such as letters and proof of payment transactions. While the static archive in the form of stored archives that can be traced back by anyone in need. Although it is not used directly, this archive is no less important because the longer it is stored the higher its value for those who want related information.

C. Archive Management

The archive is familiar to the office, but managing the archive is not an easy task. Archival management will discuss archives from the creation until the disposal of the archives (Anwari, 2005). The management of the archive must be well programmed so that the effort to improve the administrative order is not disturbed, thus the management of the archives can not be separated from management, because management also requires management functions such as planning, organizing, actuating and controlling for the management of the archive can get the results in accordance with the wishes (Ekasari, 2017).

Sugiarto defines the management of archive in an organization is often known as the archive of record (record management) which in the future in Indonesia is known as archival management (Sugiarto, 2005). Sutalaksana defines archive management as a sequence of the process of implementation of archival activities, while the process is defined as the stages that must be passed in an effort to achieve the goal. The stage is closed related one with another, so that it become a series of activities (Sutalaksana, 2001).

According to Zulkifli in Kurniawati, archives management functions are (Kurniawati, sited in Zulkifli, 2017):

1. The functions of management include the planning, organizing, staffing, mobilization, movement, and supervision of archival operational functions, in the management of archive, including vital archive and the management of static archive.
2. Dynamic records management functions include creation, use, maintenance and depreciation of archives.
3. Vital archive management activities comprise identification, protection, security, rescue and recovery of the archive.

Static archive management functions include acquisition, processing, preservation, and access.

III. RESEARCH METHODOLOGY

This study used the qualitative descriptive approach, which intends to explore data and ongoing phenomena and interpret it based on the theory and views of researchers. Sources of data obtained through direct observation on the site http://www.balaiarsiptsunamiaceh.anri.go.id and tracing the documents related to the theme of research. The purpose of this research is to know how the mechanism of static archive management at Balai Arsip dan Tsunami Aceh, starting from procurement the archive until service the information to society.

IV. DISCUSSION

A. Institution Profile

The establishment of the Technical Service Unit at Balai Arsip dan Tsunami Aceh was motivated by the earthquake and tsunami disaster that struck the province of Aceh on December 26, 2004 and the earthquake in the Nias Island of North Sumatra Province on March 29, 2005. With regard to these natural disasters, the government is trying to give attention to the recovery of infrastructure, economic, social and cultural conditions by establishing the Agency for Rehabilitation and Reconstruction of
Nanggroe Aceh Darussalam and Nias Islands of North Sumatra Province (BRR NAD-Nias) through Government Regulation of Law No. 2/2005 on the Agency for the Rehabilitation and Reconstruction of Territories and Lives of Aceh Province and Nias Island (North Sumatra).

BRR NAD-Nias has created archive on the implementation of Rehabilitation and Reconstruction activities that occurred in the province of Aceh and Nias Island of North Sumatra Province, the archive has a strategic value as a nation's cultural heritage, especially in the handling of rehabilitation and reconstruction of disaster like tsunami. Therefore, the archive must be saved and conserved in order to be utilized for the benefit of administration, law, financial accountability, research/technology and also evidence of national accountability.

1) Main Tasks
Carry out the processing, storage, preservation, and service tasks archives rehabilitation and reconstruction activities due to the earthquake and tsunami disaster that occurred in the province of Nanggroe Aceh Darussalam and Kepulauan Nias of North Sumatra Province and other archives within the territory of the functions of the Aceh Archives Tsunami Authority.

2) Function
1. Preparation of processing, storage, restoration, and reproduction of archives;
2. Preparation of programs in the field of services; and
3. Implementation of administrative affairs, financial affairs, personnel affairs, and equipment (Balai Arsip, 2017)

B. Archive Management at Balai Arsip dan Tsunami Aceh
Based on the Regulation of the Head of National Archive of the Republic of Indonesia Number 2 Year 2017 on the Organization and Working Procedures of the Static and Tsunami Archives, Tsunami Archives is defined as an archive of rehabilitation and reconstruction activities due to the earthquake and tsunami disaster in Aceh Province and Nias Islands of North Sumatra Province.

In Chapter II, section 3, the Balai Arsip dan Tsunami Aceh has the task of conducting the acquisition, processing, preservation, and service and utilization of state-level static archives of state institutions throughout Indonesia and tsunami archives.

1) Acquisition
Static archives were obtained from the Rehabilitation and Reconstruction Agency for Aceh and Nias. During the post-disaster rehabilitation and reconstruction process in Aceh and Nias it has produced so much valuable data and information. Various information that can be recording of events, data and scientific studies, victim data, lessons learned, management models and rehabilitation / reconstruction activities and the perpetrators, and various other information, will be lost if not preserved and managed properly. On the other hand, the information also becomes useless if it is not disseminated to audiences (Islami, 2017). The static archive acquisition procedure is implemented in the following manner:

1. Monitoring of physical archive and list of static archives
2. Verify the archive list of static archives
3. Set the status of archive by archives institution
4. Approval to be submitted by the archive authors
5. Determination of a static archive that is sanctioned by the chief architects of the archive; and
6. Implementation of the handover of static archives by the leader of the archive archive to the head of archival institutions accompanied by news events and static archives list submitted.

Balai Arsip and Tsunami Aceh has managed to archive a number of 9,311 meters Linear stored in 4 (four) locations, including Balai Arsip dan Tsunami Aceh on 3rd until 6th floor, at Depo Arsip BAD Aceh Province 3rd and 4th floor and temporary storage in 2 (two) rent building

Since its establishment in 2005, the static archives at Balai Arsip and Tsunami are classified into two parts:

a) Textual, consisting of:
1. Archive of Rehabilitation and Reconstruction Agency of NAD-Nias.
2. Archive of Rehabilitation and Reconstruction Work Unit of Aceh Province.
3. Archives of Youth and Sports Units.

b) Architecture, consisting of:
1. Archive of Rehabilitation and Reconstruction Agency of NAD-Nias.
2. Archive of Rehabilitation and Reconstruction Work Unit of Aceh Province.
3. Archives of Youth and Sports Unit.

2) Processing
Static archive processing refers to the existing regulations of the National Archives of the Republic of Indonesia. To organize the archives to be systematic and easy to navigate, then the archive classification is done. Archive classification is a pattern of tiered archive settings from the results of the functions and tasks of agencies into several categories of archival information units (ANRI, 2012).

The archive classification has three systems to choose from depending on the policy of the institution in which the archive is located. The archive classification system consists of numeric, letter (alphabetical) or a combination of letters and numbers ( alphanumeric). Balai Arsip and Tsunami Aceh uses an alphabetic coding system. Archives are stored in Roll O'pack which has a save code based on the following order:

1. Location of the building
2. Floor
3. Room
4. Cupboard
5. Box

So, the example of the save code is as follows: A.6.1.40.1, means: A = Location of building, 6 = Floor, 1 = Space, 40 = Cabinet, 1 = Box.

3) Preservation
The alternative that archive managers do is to transfer their own owned archives/collections into digital form. It is the most effective and simple way to save and preserve archives from damage, threats, such as floods and fires and vandalism. Archives in digital form are not online so the search can only be performed onsite by the user. Archives in digital form can be accessed in a special room provided by Balai Arsip dan Tsunami Aceh.

4) Service
Access to static archives at Balai Arsip dan Tsunami Aceh is open to anyone who needs information. The archive service mechanism of the institution has been divided into two, namely:

a) Procedures for borrowing and utilizing static archives directly. The steps are as follows:

i. User filling guest book at security desk / receptionist.
ii. Submit a letter of intent or cover letter to the service officer.
iii. Consultation of archival users / references of research resources.
iv. Archive search through the Records Center Information System (RCIS) application / archive list.
v. Yes or No file archiving. If Not so it is considered to have been completed. If yes, the user must fill out an archiving loan form and then submit it to the archive service officer and retrieve the archives ordered from the archive service officer.
vi. Go to the archive table
vii. Yes or No duplicate archive / photocopy. If yes, fill out and submit the archive copying form to the archivist and retrieve the duplicated archive to the archive service officer and match the duplicated results. If No, return the original archive to the archive service clerk.

b) Procedures for borrowing and utilizing static archives electronically (indirectly)

i. Receive a letter of borrowing request from the user.
ii. To approve whether archives are allowed / not accessed by users.
iii. If yes, then communicate all kinds of requirements that must be fulfilled by the user.
iv. Searching archive.
v. Confirm to the user about duplication needs.
vi. Duplicate the archive to the user's order.
vii. Send the order to the user.
viii. Done.

The management of the archives at Balai Arsip dan Tsunami Aceh refers to the rules set by the National Archives of the Republic of Indonesia. In terms of archival processing, it has been done according to the standard set but the constraints of the Balai Arsip dan Tsunami Aceh is the limited storage space so that the archives are scattered in some places. Every day, the archive collection is growing so there is not enough space for storage. Ideally, archive collections should be collected in a single building for easy access by users who need information.
In addition, another obstacle faced is the limitation of competent Human Resources. Human resources in Balai Arsip dan tsunami Aceh has special skills in archival but has not been competent in completing other administrative services that support programs and organizational goals. Archive management is not only focused on technical skills but also plans and supports the function of the Balai Arsip in providing optimal services to the community.

Along with the development of an organization, it will also increase the documents created in the organization. Office activity continually generates files as an accurate source of information that must be managed optimally. In practice, archive management is not an easy task and therefore requires a special strategy to keep the archive preserved and information services optimally provided.

Some of the things that can be done in managing the archive to be more effective are:

1. Development of archivists, providing employees with archival theory and practice by including them in training, courses and workshops organized by professional organizations.
2. Periodic rotation of work to archivists, it is believed to increase the archivist's understanding of the overall archive of the archive and add creativity to work.
3. Organization archives, there are several organizational archives that have been known, namely:
   i. centralization, centralized archive management within an organization
   ii. decentralization, archive management on each work unit within an organization.
   iii. The combination of centralization and decentralization, aims to overcome the two weaknesses.
4. Planning an adequate archive building, such as the area of the building that must be considered because every day the archive increases. Another alternative that can be taken is to transfer files into digital form that is not limited to physical space.
5. Provide a special budget for archive management.
6. Archival equipment which is used in the processing and storage of archives.

Implementation of the system in archive management should be evaluated continuously, so that the management of the archive to be orderly and efficient. A good archive arrangement system will have a positive impact on the organization's function in providing accurate and transparent information to the public.

V. CONCLUSION

Static archives contain a strong historical value and can be used as a correct reference according to information needs. Balai Arsip and tsunami Aceh has a large collection of static archive in the form of recording of all activities and phenomena occurring during post-tsunami development by the NAD-NIAS Rehabilitation and Reconstruction Agency (BRR). The archive management has been carried out in accordance with the procedures stipulated in the Regulation of the Head of the National Archives of the Republic of Indonesia and the regulation is continuously evaluated and updated which aims to maintain the maximum archive.

The archive service provided at Balai Arsip dan Tsunami Aceh can be done in two ways, that is visiting physically by following all the requirements set by the institution and utilizing the archives electronically by sending email to the manager via Email: upt.bata@anri.go.id or arsiptsunami@gmail.com.

Optimum file management will encourage the organization's function in bringing governance to a better direction in the era of information disclosure. Therefore, archive management needs to take into consideration such issues as archival coaching, job rotation, archive organization, building planning, special budgeting and equipment used in archive management.

REFERENCES


