
DYNAMICS OF ENTREPRENEUR ARCHIVALISTS OF GOVERNMENTAL ORGANIZATIONS

Krisdayanti Silaban^{1*}, Kusnul Ciptanila Yuni K²

¹Accounting, Faculty of Economics and Business, Universitas Terbuka

²Accounting, Faculty of Economics, Universitas Hasyim Asy'ari Tebuireng
Jombang

* Corresponding Author. E-mail: 049498206@ecampus.ut.ac.id

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Abstrak

Penelitian ini bertujuan untuk mengetahui P pada Bagian Umum Kabupaten Humbang Hasundutan. Metode penelitian yang digunakan dalam penelitian ini adalah metode penelitian kualitatif dengan pendekatan deskriptif yang bertujuan menganalisis kondisi terkini pengelolaan arsip dinamis, mengidentifikasi kendala yang dihadapi, dan memberikan rekomendasi untuk meningkatkan efisiensi pengelolaan arsip tersebut. Teknik pengumpulan data yang

dilakukan yaitu observasi, wawancara, dan studi dokumentasi. Hasil penelitian ini menunjukkan bahwa pengelolaan arsip dinamis pada Bagian Umum Sekretariat Daerah Kabupaten Humbang Hasundutan masih belum optimal sehingga diperlukan tindakan yang komprehensif dan terpadu yaitu menyusun kebijakan pengelolaan arsip dinamis yang jelas dan mengimplementasikannya dengan disiplin. Selain itu, penerapan sistem pengelolaan arsip elektronik serta pelatihan kepada pegawai terkait juga merupakan langkah penting dalam meningkatkan optimalisasi pengelolaan arsip dinamis.

Abstract

This study aims to examine the management of dynamic records in the General Affairs section of Humbang Hasundutan Regency. The research method used is qualitative with a descriptive approach, which seeks to analyze the current state of dynamic records management, identify challenges encountered, and provide recommendations to enhance the efficiency of this management. Data collection techniques included observation, interviews, and document studies. The results of this study indicate that the management of dynamic records in the General

Affairs section of the Regional Secretariat of Humbang Hasundutan Regency is still not optimal, requiring comprehensive and integrated actions, such as formulating clear dynamic records management policies and implementing them with discipline. Additionally, the adoption of an electronic records management system and training for relevant staff are also important steps in improving the optimization of dynamic records management.

INTRODUCTION

In her journal, Nadya Rahma Yunda et al. (2022) state that the existence of archives is not something created specifically but rather arises automatically as evidence of administrative activities or transactions. An organization can conduct administrative activities effectively and correctly when accompanied by systematic and consistent records management. Records management plays a crucial role in the functioning of an organization, serving as a source of information and the organizational memory center, which can be beneficial for research, decision-making, or developing organizational programs. Proper and accurate records management must be supported by archival resources, including human resources, facilities and infrastructure, archival organization, and funding.

Law No. 43 of 2009 regulates the importance of records management as part of a good and effective state administration system. Every agency or government institution is required to manage its records properly and systematically, including in terms of preparation, maintenance, security, and use of records. Financial document management is an essential aspect of maintaining transparency and accountability in government financial management. Dynamic records management is the process of controlling dynamic records efficiently, effectively, and systematically, including their creation, use, maintenance, and disposal. Records can be letters or documents created by an agency or office, or created by another agency and received by the office.

The management of financial documents in the General Affairs section of the Regional Secretariat plays a critical role in ensuring transparency, accountability, and efficiency in government financial management. As the core administrative body in a region, the Regional Secretariat has a significant responsibility to ensure that all financial documents are managed in accordance with applicable laws and local policies.

From a legal perspective, the management of financial documents in the General Affairs section of the Regional Secretariat should be based on principles established by relevant laws, such as Law No. 14 of 2008 on Public Information Disclosure and Law No. 1 of 2009 on State Financial Management. These laws provide a strong legal foundation for managing financial documents, including transparency, accountability, and protection of sensitive financial information.

On the other hand, in the context of Humbang Hasundutan Regency, dynamic records management is still not optimal, with many deficiencies affecting the accuracy and orderliness of dynamic records. Weaknesses in dynamic records management in the General Affairs section of Humbang Hasundutan include a manual records management system and the absence of archival training for staff. Therefore, Humbang Hasundutan Regency needs to improve its records management system from manual to electronic to enhance the efficiency of financial document management. This system can facilitate the systematic search, organization, and maintenance of records. Training and socialization for staff on the importance of good financial document management are also needed. This can help increase awareness of the importance of orderliness and accuracy in records management.

Through this research, it is hoped that effective solutions for optimizing dynamic records management will be found, which will ultimately positively impact the performance of local government in managing public finances.

METHOD

This research is a qualitative study with a descriptive approach. According to Sulisty-Basuki (2006:116), descriptive research aims to provide a precise and comprehensive description of all activities, objects, processes, and people. This study is descriptive because it seeks to accurately and thoroughly describe all aspects related to the optimization of dynamic records management. The object of this research is dynamic records in the General Affairs section of Humbang Hasundutan Regency for the year 2023.

This approach is used to provide a detailed description of the optimization of dynamic records management in the General Affairs section of Humbang Hasundutan Regency. Through this approach, the study explores the obstacles and challenges faced in implementing dynamic records management in the

General Affairs section of Humbang Hasundutan Regency. The data used is related to financial matters.

Data collection techniques employed include interviews and direct observation. Interviews are conducted with the assistant expenditure treasurer in the General Affairs section to obtain relevant information about the management of financial documents in the General Affairs section of Humbang Hasundutan Regency. Direct observation is conducted to observe the process of managing financial documents and the practices carried out by the relevant parties.

Data collection is performed using techniques related to the conditions experienced, primary data sources, and primarily through observation, interviews, and documentation. The methods used for data collection in this study are as follows:

1. Observation

Observation is a data collection technique involving direct field visits to observe aspects related to space, place, actors, activities, objects, time, events, goals, and feelings. The type of observation used in this research is non-participant observation. Non-participant observation means the researcher is separate from the activities being observed, merely observing and recording what happens. This study involves observing events or occurrences related to the optimization of dynamic records management. Observation is conducted to gather relevant data concerning the focus of the study on optimizing dynamic records management in the General Affairs section of the Regional Secretariat of Humbang Hasundutan Regency.

2. Interviews

An interview is a conversation with a specific purpose conducted between two parties: the interviewer who asks questions and the interviewee who answers those questions. The technique used in this research is semi-structured interviews. Semi-structured interviews involve questions that do not need to follow a strict order. During interviews, a recording device is used, and careful listening and objective note-taking are employed to capture important points made by the informants. The purpose of semi-structured interviews is to identify problems more openly with interviewees, seeking their opinions and ideas about optimizing dynamic records management in the General Affairs section of the Regional Secretariat of Humbang Hasundutan Regency.

3. Documentation

Documentation involves collecting data through documents. It includes seeking data on something or a variable from books, journals, magazines, records, minutes of meetings, agendas, and more. Documentation complements the use of observation and interviews in qualitative research. Documentation can include written texts, images, or significant works of individuals. Documents serve as a control tool for the results of interviews and observations conducted. In this study, the documents used include archival files of past fiscal years in the General Affairs section of the Regional Secretariat of Humbang Hasundutan Regency.

A study must have valid, reliable, and objective data to verify its accuracy. Therefore, techniques for data validity must be applied. Validity testing can be done using triangulation techniques. According to Arnild Augina Mekarisce (2020), the goal of triangulation is to enhance the theoretical, methodological, and interpretative strength of qualitative research.

According to Sugiyono (2011: 274), there are three methods in triangulation: source triangulation, technique triangulation, and time triangulation. This research employs source triangulation and technique triangulation. Source triangulation involves comparing data findings from different informants regarding the optimization of dynamic archive management through archival guidance in the General Affairs Section of Humbang Hasundutan Regency.

The source triangulation process is conducted to obtain similarities and differences in data from informants, which are then described, categorized based on similar or different perspectives, and identified specifically. Technique triangulation is carried out by presenting data through interviews with informants, which is then cross-checked with the results of observations and document reviews regarding the optimization of dynamic archive management in Humbang Hasundutan Regency. Data analysis is then performed to ensure data validity. The next step is to analyze the data to draw conclusions that are easily understood.

RESULTS AND DISCUSSION

Results

The management of dynamic records in the General Affairs section of the Regional Secretariat of Humbang Hasundutan includes creation, use, maintenance, and disposal of records. The purpose of dynamic records management is to ensure the availability of records for organizing activities related to the formulation and implementation of regional policies within the General Affairs section of the Regional Secretariat. One type of record managed by the General Affairs section of the Regional Secretariat of Humbang Hasundutan is dynamic records. These dynamic records include correspondence records and financial documents. Correspondence records comprise incoming and outgoing letters, while financial documents include accountability reports for budget items in the General Affairs section.

Dynamic records must be managed properly, systematically, and orderly to be useful to those who create, receive, and use them. One way to ensure that dynamic records are well-maintained, orderly, and organized is through effective dynamic records management. The process of managing dynamic records begins with the creation of records. At this stage, the General Affairs section of the Regional Secretariat of Humbang Hasundutan uses a manual system and authorized numbering for outgoing letters. Authorized numbering of outgoing letters is done through a single-channel numbering system, where each outgoing letter is numbered by only one department. This is done to better control the use of the letters.

After the creation stage, the next step is the use of the records. At this stage, records are stored according to specific rules to organize or keep them so they can be quickly retrieved when needed. During interviews with relevant staff, it was revealed that the storage of dynamic records in the General Affairs section of the Regional Secretariat of Humbang Hasundutan is still done manually using shelves and filing cabinets. This leads to several documents often becoming misplaced or mixed with other documents, resulting in difficulties during retrieval.

The maintenance stage of records involves the protection and security of the records, both physically and informationally. The goal of records maintenance is to preserve and protect records from damage, ensuring their longevity and usability in the future. In the General Affairs section of the Regional Secretariat of Humbang Hasundutan, records maintenance is not conducted specifically. Maintenance is limited to cleaning records with cleaning tools and storing them in designated storage areas. Direct observations reveal that the organization of dynamic records in the General Affairs section of the Regional Secretariat of

Humbang Hasundutan is still suboptimal. Some documents are not well-organized and are difficult to locate when needed. These records are stored in filing cabinets and storage cabinets, with important records such as Accountability Reports (SPJ) and Decrees (SK) kept in a long roll-o-pack cabinet.

The final stage in records management is records disposal. Disposal is carried out in three ways: first, transferring records with a retention period of less than five years from the processing unit to the records management unit within the institution or moving records with less than five years retention to the records management agency. Second, destroying records according to applicable regulations. Third, transferring static records from the records management unit to the Archives Agency. During the interview, it was revealed that there is no written policy specifically regulating dynamic records management. This results in unclear archiving procedures and slows down access to the needed information.

Discussion

Dynamic records management is an integral part of public administration, particularly within the context of the Regional Secretariat of Humbang Hasundutan. This management includes the processes of creation, use, maintenance, and disposal of records. The primary goal of dynamic records management is to ensure the availability of records.

During the creation phase, the General Affairs section of the Regional Secretariat of Humbang Hasundutan uses a manual system with authorized numbering for outgoing letters. This numbering is done through a single gate, meaning each outgoing letter is numbered by only one department. This method aims to maintain control and order in the use of letters.

After records are created, the next phase is their use. Records are stored according to specific rules to ensure they can be easily retrieved when needed. However, based on interviews with relevant staff, the process of storing dynamic records in the General Affairs section is still done manually using shelves and filing cabinets. As a result, documents often get misplaced or mixed with other documents, complicating the retrieval process.

Records maintenance aims to protect and secure records from damage to ensure their longevity. Unfortunately, in the General Affairs section of the Regional Secretariat of Humbang Hasundutan, records maintenance is not conducted specifically. Records are only cleaned with cleaning tools and stored in the

records storage area. Observations reveal that the level of organization of dynamic records is still suboptimal. Some documents are not well-organized and are difficult to find when needed. Important records such as Accountability Reports (SPJ) and Decrees (SK) are stored in a long roll-o-pack cabinet.

The final stage in records management is disposal. Disposal is carried out by transferring records with a retention period of less than five years from the processing unit to the records management unit or archival agency, destroying records according to regulations, and transferring static records to the Archives Agency. During interviews, it was revealed that there is no written policy specifically regulating dynamic records management, leading to unclear archiving procedures and slowing down access to the needed information.

Conclusion

The management of dynamic archives in the General Section of the Humbang Hasundutan Regency Secretariat is still not optimal, starting from the manual storage system that causes difficulties in searching for documents, less than optimal archive maintenance, to the lack of clarity in the archive reduction procedure. To improve the optimization of dynamic archive management in the General Section of the Humbang Hasundutan Regency Secretariat, several steps are needed, including the Implementation of an Electronic Archive Management System, Employee Training and Awareness, and the existence of written policies and a more modern and integrated archive management system.

The Implementation of an Electronic Archive Management System is needed. Given the advancement of information technology, the implementation of an electronic archive management system can help improve the efficiency of dynamic archive management. This system can facilitate the search, arrangement, and maintenance of archives more systematically. Training and socialization are needed for related employees about the importance of good financial document archive management. This can help increase awareness of the importance of order and accuracy in archive management.

With the existence of written policies and a more modern and integrated archive management system, it is hoped that it can support the optimization of dynamic archive management in the General Section of the Humbang Hasundutan Regency Secretariat

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