



The Management of Dynamic Archives at the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency

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Abstract

Archives play a crucial role in an organization, with one significant type being dynamic archives, which are directly related to daily operational and administrative activities. Well-organized management of dynamic archives ensures smoother administrative processes. This research aims to explore the practices of dynamic archive management and the challenges faced by the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency in managing dynamic archives. The study adopts a qualitative approach, employing a qualitative descriptive research method. Primary data were collected through observation, interviews, and documentation, while secondary data were obtained from existing sources to support the research. The qualitative data analysis process consists of three stages: data reduction, data presentation, and conclusion drawing or verification. The findings of this study indicate that the management of archives in this department has been fairly well-executed but remains suboptimal. Challenges include the volume of archives produced and employees' limited understanding of the importance of proper archive management. Digitizing archives and providing training for employees are strategic steps to enhance the efficiency of archive management in the future.



INTRODUCTION

Data and information are essential elements in any organization or institution. Without accurate data and relevant information, organizations will face difficulties in operating efficiently and effectively. This also applies to decision-making processes, which heavily rely on the quality and availability of timely and accurate information. Effective and strategic decision-making can only be achieved when the information used results from careful and meticulous data processing. Therefore, information is not merely an administrative requirement but the primary foundation supporting various managerial and operational functions within an organization.

To ensure that information used in decision-making is of high quality, proper archive management is essential. Archiving plays a crucial role in storing, organizing, and managing data and information within organizations. According to Law No. 43 of 2009 on Archiving, archives are defined as records of activities or events in various forms and media in accordance with the development of information and communication technology, created and received by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals in carrying out societal, national, and state activities.

In an organization, archives serve as records of information from all organizational activities. Archives function as a memory center, a decision-making tool, proof of organizational existence, and for other organizational purposes. As records of information, it is unimaginable for an organization to operate without

having records of its activities. Such a lack of records would lead to numerous obstacles in carrying out activities and organizational development, potentially calling into question the organization's very existence (Fathurrahman, 2018).

Archives play a vital role in the activities of both governmental and private institutions, as they are inseparable and always interconnected. Institutions need records or documentation of all activities as a medium to recall past events, whether for administrative needs, legal purposes, as evidence in case of disputes, decision-making tools, or management accountability, among other uses (Ghofilah et al., 2022).

Based on these definitions, archives are crucial to an organization. They not only serve as records of activities and operations, providing valid, authentic, and accurate evidence essential for the organization, but also act as tools for organizational needs such as aiding decision-making, planning, policy-making, reporting, evaluation, control, and accountability.

Types of Archives

Archives, based on their function and utility, are divided into two types: dynamic archives and static archives.

Law No. 43 of 2009 on Archiving defines their functions as follows:

1. Dynamic Archives: Archives directly used in archival activities and stored for a specific period. Dynamic archives are categorized into three types:
 - a. Active Archives: Frequently or continuously used.
 - b. Inactive Archives: Used less frequently.
2. Vital Archives: Essential for the operational continuity of the archive creator, irreplaceable if lost or damaged.
3. Static Archives: Archives produced by an archive creator with historical value, whose retention period has expired and are designated as permanent by the National Archives of Indonesia or other archival institutions after verification.

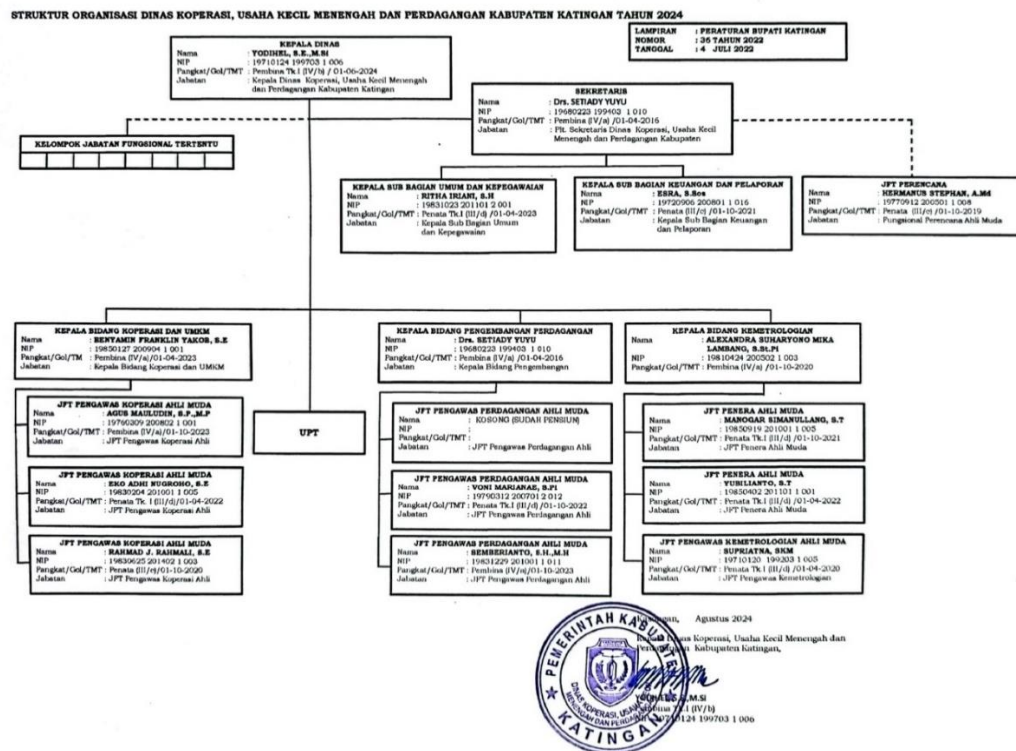
Effective Management of Archives

According to Sovia Rosalin (2017), effective and efficient archive management ensures the availability of dynamic archives in daily administrative operations. This requires archive management to be reliable, systematic, complete, comprehensive, and aligned with norms, standards, procedures, and criteria.

Muhammad Nur (2013) identifies the characteristics of a good archiving system as being easy to implement, economical, space-saving, accessible, suitable for the organization, flexible, capable of preventing damage and loss, and facilitating monitoring.

Good archive management systems are vital for the smooth functioning of an organization, as orderly and accurate archives enable prompt and appropriate decision-making. Proper archive handling requires an organized, neat, and efficient management system. The National Archives of Indonesia Regulation No. 20 of 2012 on Guidelines for Managing Archival Units in State Institutions specifies that the Standard Operating Procedure for archive management includes steps from creation, use, and maintenance to archive disposal, covering both conventional and electronic archives.

An effective archive management system is indispensable for an organization to ensure smooth operations and the achievement of predetermined goals. This also applies to the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency, a government institution located at Jl. Ahmad Yani, Kasongan, Katingan Regency, Central Kalimantan. With a clear organizational structure, vision, mission, functions, duties, and responsibilities, this department requires well-organized and effective archive management. The organizational structure of the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency is illustrated in Figure 1 below.



Source: Department of Cooperatives, Small and Medium Enterprises, and Trade of Katingan Regency (2024)
 Figure 1. Organizational Structure of the Department of Cooperatives, Small and Medium Enterprises, and Trade of Katingan Regency

The vision and mission of the Department of Cooperatives, Small and Medium Enterprises, and Trade of Katingan Regency are: (1) to create a clean, authoritative, and innovative government while upholding the rule of law, and (2) to enhance a competitive economy. To support the realization of this vision and mission, proper archive management is essential to ensure efficiency and transparency in government administration. Well-organized archives enable smoother administrative activities, positively impacting decision-making processes and serving as an integral part of the programs and policies implemented by the department. Properly structured archives provide a strong foundation for improving public services, ensuring transparency, and advancing a competitive regional economy.

Previous studies conducted in similar contexts provide valuable insights. For instance, Non et al. (2023), in their study titled "Active Dynamic Archive Management at the Archive and Library Office of Salatiga City," aimed to evaluate the extent to which active dynamic archive management in the Archive and Library Office

of Salatiga City complies with Government Regulation No. 28 of 2012, and to identify and analyze challenges in the process. Their findings revealed that the office had effectively managed active dynamic archives in accordance with the regulation, including three types of archives: archival development activities, archival socialization, and archive destruction processes. To enhance efficiency in managing active dynamic archives, the study recommended regular evaluation of space and filing cabinet needs to match the number of employees and archive volume.

Similarly, Herlinda et al. (2024) conducted a study titled "*Dynamic Archive Management in the Department of Education and Culture of Balangan Regency*," identifying challenges such as difficulties in archive retrieval due to the absence of a coding system, unorganized archive accumulation, limited storage space, and insufficient archive selection. Although the management of archive creation and use was adequate, improvements were needed in storage and destruction aspects. Recommendations included providing archival training for employees, better archive storage facilities, funding support for archive management, implementing a coding system for easier retrieval, and organizing archives more neatly. Building on the findings of previous studies, this research differs in its focus on the Department of Cooperatives, Small and Medium Enterprises, and Trade of Katingan Regency. It aims to delve into the practices and challenges of dynamic archive management within the department.

Preliminary observations conducted at the department revealed several issues:

1. Difficulty in archive retrieval due to the absence of a coding system and unorganized archive accumulation, making the search process cumbersome.
2. Limited storage space, such as inadequate archive cabinets, hindering efforts to maintain a neat and organized archive system.
3. Improper archive sorting due to a lack of understanding of which archives should be retained for organizational purposes and which are no longer relevant, leading to unmanaged archive accumulation.
4. Limited employee knowledge in archive management, impacting the overall effectiveness of archive management.

Given the background of these challenges, this research is titled "Dynamic Archive Management at the Department of Cooperatives, Small and Medium Enterprises, and Trade of Katingan Regency." The objective is to describe the dynamic archive management activities conducted and to gain deeper insights into the archive management processes implemented at the department.

METHOD

This study was conducted at the Department of Cooperatives, Small and Medium Enterprises, and Trade of Katingan Regency, located at Jl. Ahmad Yani, Kasongan Office Complex, Katingan Regency, Central Kalimantan. In line with the study's objective to provide an overview of Dynamic Archive Management at the Department of Cooperatives, Small and Medium Enterprises, and Trade of Katingan Regency, a qualitative

research method was employed. The type of research used is qualitative descriptive. According to Denzin & Lincoln (1994), qualitative research is conducted in a natural setting to interpret phenomena, involving the use of various available methods. Albi Anggito & Johan Setiawan (2018) state that qualitative descriptive research is a step to describe an object, phenomenon, or social setting, presented in narrative writing. Data and facts are gathered in the form of words or images rather than numbers.

Primary data were obtained directly from the research object through observations, interviews, and documentation to address the research questions. Secondary data were derived from existing sources, such as books, journals, or reports, to support the research. The data sources for this study were selected using the purposive sampling technique. According to Prof. Dr. Endang Widi Winarni, M.Pd (2018), purposive sampling is a technique for selecting data sources based on specific considerations, such as individuals who are deemed most knowledgeable about the subject of study or have authoritative insight, thereby facilitating the exploration of the social object or situation being studied. The data collection techniques used in this study included observation, interviews, and documentation.

The data analysis technique utilized the interactive analysis model by Miles and Huberman (as cited in Prof. Dr. Endang Widi Winarni, M.Pd, 2018:171). This model involves interactive and continuous activities until data saturation is achieved. Data analysis includes three activities:

1. Data Reduction: Selecting, focusing, and simplifying data from observations and interviews.
2. Data Presentation: Organizing data systematically to facilitate conclusions.
3. Conclusion Drawing or Verification: Deriving findings or confirming patterns from the data collected.

RESULTS AND DISCUSSION

Dynamic Archives refer to archives actively used in the planning, execution, and organization of office activities, primarily focused on office administration. In other words, dynamic archives are frequently utilized in daily office functions. Managing these archives involves effective, efficient, and systematic oversight, covering the creation, use, maintenance, and disposition of archives.

Managing archives at the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency is vital for several reasons directly linked to work effectiveness and the sustainability of cooperatives, small and medium enterprises (SMEs), and trade management in Katingan Regency. These include supporting administrative performance, data storage, historical documentation, information security and protection, data-driven decision-making, transparency and accountability, improved service efficiency, and the preservation and maintenance of critical documents. The following are insights from interviews with various informants related to the management of dynamic archives at the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency:

1. Challenges Faced in Dynamic Archive Management

The management process includes the creation, use, storage, maintenance, and disposition of archives. The main challenges involve the large volume of archives, manual management requiring time and resources, the need for staff training, and improving archival facilities.

"We manage two main types of archives: dynamic and static. Managing dynamic archives here involves several stages, starting with document creation, use, storage, maintenance, and disposition. Dynamic archives include all incoming or created documents, such as letters, reports, or other files, which we categorize and store by type and year. The biggest challenge is the significant volume of archives. Each year, we receive many new documents and data that must be processed and stored, which requires considerable time and resources, along with improvements to existing facilities. Moreover, most of the archiving system is still done manually, requiring familiarity with applicable procedures, making training and better understanding essential." (Interview with Archivist, October 21, 2024)

a. Complexity of Employee Records and Administrative Archives

Effective personnel and administrative archive management requires accuracy in recording and updating data. Challenges include handling a large number of documents, especially those related to long-term employee archives.

"Managing archives in our section is crucial because it involves not only daily administrative activities but also vital employee data management. We handle various archives related to personnel, including administrative archives like incoming and outgoing letters and activity reports. The main challenge is managing the many documents, particularly long-term employee archives. Administrative processes, such as promotions, transfers, and leave management, require high accuracy to avoid recording errors. Every change or update in employee data is promptly recorded. For example, when there's a transfer or promotion, we immediately update the records in the archives. This ensures that when needed, information about an employee can be accessed quickly." (Interview with Head of General Affairs and Personnel Subdivision, October 21, 2024)

b. Ensuring Document Safety and Accessibility

Managing a growing volume of dynamic archives while ensuring secure and accessible document storage requires an efficient system and organized categorization.

"As the Acting Secretary, I am responsible for administrative and operational coordination across all sections of the department, including archive management. Our focus is on ensuring that all essential documents are securely stored and easily accessible when needed. Dynamic archives related to daily administration, such as correspondence, reports, and activity files, are managed effectively. The biggest challenge is the increasing volume of archives. Each year, we manage hundreds to thousands of documents related to operational activities, regulations, reports, and more. This requires an efficient management

system to prevent archive accumulation and ensure they remain organized." (Interview with Acting Secretary of the Department, October 21, 2024)

c. Transitioning from Manual to Digital Systems

The department has started digitizing certain types of archives to improve access and efficiency, but challenges remain in transitioning from manual systems and ensuring compliance with archival procedures.

"At the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency, archive management is critical to supporting smooth operations. For dynamic archives, we record and store them systematically. Archives that are no longer used are reviewed, and those still valuable are retained. We've also digitized some types of archives to make access easier and storage more efficient. One of the biggest challenges is the growing volume of archives, as each program and activity generates significant documentation. Another challenge is ensuring all employees comply with the established procedures, as there is sometimes a tendency to overlook the importance of organized archiving. Additionally, transitioning from manual to digital systems requires continuous updates to align with technological advancements." (Interview with Head of the Department, October 21, 2024)

2. Stages of Dynamic Archive Management

Archive creation involves generating or receiving documents, including letters, reports, regulations, and other records. According to Fauziah Alfina Adillia (2023), archive creation includes the processes of document creation, receipt, registration, and distribution. At the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency, the stages include:

- a. Document Creation: Documents are generated as a result of administrative activities, official communications, regulations, reports, or decisions made by the department, such as decrees, regional regulations, financial reports, incoming and outgoing letters, and activity documentation.
- b. Document Receipt: Documents received from external parties (organizations or individuals) related to archives undergo disposition by leadership before proceeding to the next stage. Archive Registration: Documents are examined, categorized by type, recorded in the archive ledger, and stored in labeled archive folders, indicating the type, month, and year of the document. These folders are then placed in archive cabinets.
- c. Archive Distribution: The distribution process involves recording in the archive ledger, noting the document number, receipt date, sender, recipient, and subject. The document is then forwarded to the appropriate section for follow-up. While the manual processes (e.g., recording in ledgers, physical storage) ensure systematic documentation, they are slower, prone to data loss, and require significant storage space. Additionally, inconsistencies in archive categorization can occur

without a clear or consistent system. Transitioning to digital systems and implementing organized categorization are necessary to address these challenges.



Source: Personal, 2024

Figure 2. Archive Creation Media

Archive Usage

Once documents are created and stored, the next stage is archive usage. This stage ensures that stored documents can be accessed as needed for administrative and operational activities of the department. Although no formal protocol is established for accessing dynamic archives, archive users (employees or officials requiring information) can access documents based on their category or type. Access to dynamic archives is restricted to authorized internal members, preventing external parties or individuals without legitimate purposes from borrowing documents. Current documents are stored in archive cabinets located in easily accessible areas. Within these cabinets, archive folders are arranged by type and category.

Restricting archive access to authorized internal members helps maintain confidentiality and document security, ensuring that sensitive information remains protected and reducing the risk of document loss or misuse. Storing current archives in easily accessible cabinets ensures frequently used documents can be quickly retrieved, minimizing search time. However, the lack of clear protocols may lead to confusion and inefficiencies in the archive access process. The manual system can also result in misplaced, swapped, or delayed document returns.

Archive Storage

Archive storage is a crucial component of archive management to ensure documents remain secure and accessible when needed. At the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency, each document is received and categorized by type (e.g., incoming mail, outgoing mail, reports, policies), month, and year of creation. These are then stored in folders and arranged in archive cabinets. Each office room is equipped with archive cabinets for dynamic archive storage. Archive security is ensured with locked cabinets and CCTV surveillance in archive rooms. However, due to the large volume of archives, some documents are stored on desks, leading to archive accumulation.

Locked cabinets and CCTV-equipped rooms effectively protect archives from loss or damage. Storing archives in dedicated cabinets in each room ensures that dynamic archives remain organized and accessible. Locked storage systems and CCTV monitoring enhance the physical security of archives, preventing unauthorized access. However, storing some archives on desks can result in clutter, hindering orderliness and archive management. Limited cabinet space may also cause archives to become disorganized, making document retrieval more challenging. Despite the use of locked cabinets and CCTV, disorganized archive storage increases the risk of document loss or damage, while poorly arranged archives impede access and retrieval processes.



Source: Personal, 2024

Figure 3. Archive Storage Media

Archive Maintenance

Archive maintenance aims to ensure that archives remain in good condition. Proper maintenance prolongs the life of archives and prevents damage. At the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency, archive maintenance involves monitoring the condition of archive cabinets to protect them from insects or other factors that could damage documents. Maintenance processes also include cleaning dust from archives stored over extended periods.

Routine dust cleaning reduces the risk of physical damage caused by accumulated dust, maintaining the cleanliness and integrity of documents. Proper maintenance, including monitoring and cleaning, extends archive lifespan and minimizes the risk of damage over time. However, focusing solely on physical cabinet conditions and dust cleaning may be less effective in preventing long-term damage caused by humidity, temperature, or light exposure. Manual dust cleaning may be insufficient, especially if not performed regularly or thoroughly, leaving some dust or dirt on archives.

Archive Disposition

The disposition of dynamic archives involves the process of sorting, evaluating, and disposing of active or dynamic archives. This is conducted after archives are no longer needed for operational activities but must still be retained for a specific period following applicable regulations. At the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency, the steps for dynamic archive disposition include identifying archives still actively used in daily organizational activities, assessing the utility of archives based on factors such as administrative, legal, or historical needs, and deciding whether they should be

retained longer or moved to static archives (inactive archives). Once dynamic archives are no longer used operationally, they can be transferred to static archives for long-term storage in an archive warehouse. Separating active and inactive archives helps maintain more organized and efficient storage. Moving inactive archives to static archives reduces accumulation in primary storage areas, improving access to relevant archives. However, long-term storage of static archives requires significant space, potentially leading to storage limitations in the future.

CONCLUSION

The management of dynamic archives at the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency plays a crucial role in supporting the smooth administration and operations of the department. The archives managed include dynamic archives (daily operational documents) and static archives (long-term essential documents). The process of managing dynamic archives involves several stages: archive creation, archive usage, archive storage, archive maintenance, and archive disposition. Although these stages are implemented with reasonably good steps, the department still faces challenges in managing dynamic archives. These challenges include the growing volume of archives, limited storage space requiring improved facilities and infrastructure, the predominance of manual archive management, and the limited skills, expertise, and understanding of staff regarding archiving procedures, which require special attention from the department. To address these challenges, the Department of Cooperatives, Small and Medium Enterprises, and Trade in Katingan Regency must strive to increase efficiency by organizing archives systematically, ensuring archive security, and transitioning from manual to digital systems. The digitization process helps reduce physical space usage and facilitates easier access to archives. Despite these challenges, proper archive management will improve transparency, accountability, and service efficiency within the department, as well as support the sustainability of cooperatives, small and medium enterprises, and trade management in Katingan Regency. Overall, archive management in this department is functioning adequately but remains suboptimal due to challenges that need to be addressed, particularly regarding archive volume, facilities and infrastructure, and employees' understanding of the importance of proper archive management. Archive digitization and staff training are strategic steps to enhance archive management efficiency in the future.

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