Archives Management of Village Based on E-Archive

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Abstract:
Background*: This study aims to identify and develop archival models in village offices. The rapid progress of science and technology at the present time allows for renewal in human life. Human creativity is growing so as to encourage the acquisition of new discoveries in the field of technology that can be utilized as a means of improving human welfare. The development of science that has encouraged the development of technology field also affect the field of government in order to realize good governance. The problem in this research are the management of village archives and how the village archive management model based on e-archives.*
Materials and Methods*: This research use "Research and Development" approach which is research which is followed up with development through field study process, model design development, test and validation.*
Results*: The results show that the village archives management has not utilized technological progress, there are obstacles in human resources and supporting facilities for archiving.*
Conclusion: *It is therefore advisable to equip archiving infrastructure facilities, to send employees to attend training on archives, and to optimize the use of technology in archive management.*
Key Word*: management; archives;E-Archive.*

I. Introduction

Filing is the memory center, the information source and the indispensable monitoring tool at every organization. Filing provided the information for the leaders to make decisions and to plan policies; thus; it needs the good system and working procedures in the field of archives. The current government emphasized the importance of good governance through an archiving management system which could provide ease in applying the accountability principles at the agencies. The objectives of archiving management were to simplify the type and volume of archives and to utilize the use of archives to improve the performance and professionalism of institutions effectively and efficiently. Finally, it would improve the quality of public services.

Village office is a government agency which has the activities to provide the public administration services and it is always related with archives. These public administration services are particularly related to population issues; for example about the birth, the death, the domicile movement, the good behaviour letters and others. More people in a village will also increase the managed archives; they are the important information related to the population,; such as, the people's welfare, governance, economic and development, safety and security, and secretarial fields.

The problem at the village offices was the difficulty of rediscovering the necessary archives and documents. The bad archival management system would make it difficult to find the important letters again. Furthermore; it was difficult to rediscover the copies of outgoing mail, residents' files and even some important documents were lost. It made the quality of public services was not optimal. The research results of [2] indicated that the village office did not implement the systematic archival management. Based on the research results of [5] on the archives at the village offices in Gunungpati District showed that there was only one village office which implemented the archive management, it was Kelurahan Sekaran. On the other hand, other village offices did not implement the archive management; thus some archives were lost and broken.

It made the poor quality of public services and the good governance could not be realized. The research results of [4] on archiving management at the village offices in Kendal District showed that the archiving management at the village offices in Kendal District was not optimal. It happened because of the inconsistency of the system used. It was only 1 village office of 265 village offices in Kendal District which manages the archives well; it was Salamsari Village. And the worst office village on archival management was Purwogondo Village. Here it is the detailed information of records management in Kendal Regency which can be seen in table 1 below.

Table 1. The Existing Condition of Archiving Management at Village Offices in Kendal District

No	Subdistricts	Total Villages	Notes (Archiving Management)
1	Kendal Kota	20	20 villages in good enough category
2	Patebon	18	18 villages in good enough category
3	Brangsong	12	12 villages in good enough category
4	Kaliwungu	9	9 villages in good enough category
5	Cepiring	15	15 villages in good enough category
6	Gemuh	16	16 villages in good enough category
7	Pegandon	12	12 villages in good enough category
8	Kangkung	15	15 villages in good enough category
9	Weleri	16	16 villages in good enough category
10	Rowosari	16	16 villages in good enough category
11	Pageruyung	14	14 villages in good enough category
12	Sukorejo	18	18 villages in good enough category
13	Plantungan	12	12 villages in good enough category
14	Limbangan	16	16 villages in good enough category
15	Singorojo	13	13 villages in good enough category
16	Boja	18	16 villages in good enough category, 1 village in bad category, and 1 village in good category
17	Patean	14	14 villages in good enough category
18	Ringinarum	12	12 villages in good enough category
19	Ngampel	12	12 villages in good enough category
20	Kaliwungu Selatan	8	8 villages in good enough category

Those circumstances should receive serious attention by finding out an archiving management in village offices which could be more systematic and efficient. From the pre-survey conducted by the research team at the village administration in Kendal District on 12-17 April 2016, it was found that archiving management at the village office was not systematic because the archiving management was still manual and the storage system was inconsistent. The effort which could be done to overcome the difficult problem of handling archives in the current technology era was to design and develop an e-Archiving management at the village offices.

[10]Archiving stated that Archives were all matters related to archives. In language, archive means a place to save. In archival terms, archives are records of events in various forms and media based on the development of information and communication technology created and accepted by state institutions, local government, educational institutions, companies, political organizations, community organizations and individuals in the implementation of community life, and state. Archives have the archival characteristics which could distinguish the quality of the archives. The characteristics of the archive were authentic, legal, unique, and reliable.

Authentic, archives are the information embedded in its original form (except electronic archives), including; content, structure and context. **Legal**, archives created for the documentation to support tasks and activities; they have status as the official evidence for decisions and implementation of activities. **Unique**, they are not mass-produced or duplicated, archives are different from books, journals and other publications. **Reliable**, the existence of the archive can be trusted so it can be used as the supporting materials for implementing the activities. For organizations, archives have a very important value. To become a professional organization and quality must apply a good administration system and correct. According [3] archives shall be procedures for the maintenance of documentation according to the rules and procedures applicable by recalling 3 (three) principal elements including storage, placement and rediscovery.

Archive storage system is a system used in the letters storage for the convenience of storage work where archives can be created and re-discovered quickly and precisely when the stored letter is needed any time. In archiving management activities; there are 5 (five) archive storage systems, e.i. (1) alphabetic system, (2) system number, (3) date system, (4)) subject matter, and (5) region [6].

The definition of electronic archives based on [7] were archives which were stored and processed in a format which it was only computer machine would process them. [8] stated that the benefits of archiving management based on digital archive records were fast-found archives, flexible and modifiable indexing, full text search could be done quickly, less likely files lost, saving the space, reducing the risk of damaged or lost documents, easy sharing of archives via LAN, improving the archival security, and getting easy data recovery.

The cabinet was a database named with the village e-archives with folders consisting of incoming mail expeditions, outgoing mail expeditions, to do entries, to do books, control cards, and borrowed cards. In each folder were created items related to the folder in question. For example, the control card folder consisted of index items, codes, date of storage, file serial number, thing, summary content, attachment, organization name, mailing date, letter number, and processor. The folder consisted of three parts, they were; table, form, and report. Essentially, the archivist would only display the form. In the form, it was modified according to the needs through common button, label, title, logo, date and time, background, and others.

II. Material And Methods

This research was designed with a Research and Development approach based on the principles and steps of Borg and Gall, [1] by simplifying into four stages: (1) preliminary study stage, (2) model development stage, (3) validation and limited tests to find the final hypothetical model, and (4) the external validation by implementing the model to find the final model and the model dissemination. The preliminary study stage was carried out at the village offices at Purwogondo, Puguh and Salamsari where they were the chosen villages assisted by Unnes related to the implementation of village records management in Kendal. Purwogondo village had a bad archives management, Puguh Village had a good archival management, and Salamsari had an excellent archival management. Model Development stage of e-Archiving management at the village offices was conducted by the experts through FGD and consultation / discussion. Validation and limited test stages were performed internally with peers, colleagues, and experts. And the fourth stage was the external validation by implementing the model to find the final model and dissemination.

The data sources were divided into two sources; they were human and not human. Human data sources served as the subjects or key informants; whereas; the non-human data sources were sourced from documents of organizations and related institutions which implemented the activities. Determining the informant as the data sources used the technique of purposive sampling; they knew and involved in archiving management in the village office. They were the Head of the Village, the Secretary of the Village, the Administrtation Staff, the Archives Section Staff, other staff, and community.

III. Result

Village office is a government agency which has the activities to provide the public administration services and it is always related with archives. These public administration services are particularly related to population issues; for example about the birth, the death, the domicile movement, the good behavior letters and others. More people in a village will also increase the managed archives; they are the important information related to the population,; such as, the people's welfare, governance, economic and development, safety and security, and secretarial fields.

The problem on archives at the village office was the difficulty of rediscovering the necessary archives and documents. The bad handling archival management systems made the letters or documents difficult to be found again. Moreover, the difficulty of rediscovering copies of outgoing letters, residents' files and even the loss of important documents were also happened which made the bad quality of public services. there were many weaknesses in the village archives management. The first weakness was that the village government did not have any village archives SOPs, which made the obscurity in the procedures for storing and borrowing the village records/ archives. Then, the village archiving management was not supported by the adequate archival facilities and infrastructure. Furthermore, the Village Office did not have any archive rooms and adequate supporting facilities. Moreover, the lack of admiistration staff' knowledge on archival management in accordance with Law No. 43 in 2009 made the archiving management modest. Consequently, the archive was difficult to be found if it was necessary. It took long time to find the required archives. Then, the bad archive storage made the archives broken and lost.

The good village archiving management would support the good governance. The components of the village records management based on interviews and observations were: 1) Filing system, 2) personnel, and 3) infrastructure. The existing condition in the field showed that the village management did not pay attention to the documents management related to the activities of the village government. Instead; all public services provided by the village government could not be separated from the authentic documents which were all archives.

Village archives had values to support the services quality of village government which would ultimately support the good governance. The archive system in an organization should cover all subsystems in the archives management. Archiving management was the implementation of management functions to manage the entire life cycle of archives. The archival life cycle consisted of the process of creating, distributing, using, active archive storage, archiving, inactive archives storage, destruction and permanent archive storage.

The first component associated with archiving management was the archival systems. Filing System is a set of subsystems in archival management which work together to achieve the goal; it is for the archive arranged in ready-to-use information units for operational interests with the principle that only the right information is used by an organization appropriately in the right time and the minimum cost.

The subsystems of the filing system consisted of form management, correspondence management, file management, records management, and archives management. Organizing the archives for archival unit contexts and processing units should be followed by an understanding of the organizing principles in the archiving management (centralized, decentralized and combined). The basic choice of archive organization is an important aspect in archival management, thus; the archiving management process can be done effectively and efficiently. The storage system can be defined as a system for managing and rediscovering archives based on the selected

guidelines to improve the effectiveness and efficiency of time, place, energy, and cost utilization. The archive storage and the archive rediscovery system consist of 5 (five) systems, they are: (1) alphabet filing system; it is a system of receipt, compilation, storage, use, maintenance, and rediscovery of letters by using alphabetical manuscripts or organizational names according to alphabetical order, (2) system date; it is the system of storage and rediscovery of the archive by date, month, or year, (3) the subject system; it is the archiving management by considering the subject matter, it means that the procedure of archives storage and rediscovery (incoming or outgoing mail archives) based on the subject matter of the archive, (4) the territory system; it is a document storage and rediscovery system based on the region of the sender of the letter or the region we send the letter, and (5) the number system; it is the archive storage system based on the number is the storage system and rediscovery the archives by using the code of numbers / numbers.

The second component related to village archiving management is the availability of human resources (personnel). The archiving resources are defined as people who work to manage archives in an organization. Based on [10] archivist is someone who has the competence in archival field obtained through formal education through formal education and / or education and training of archives and has the functions, duties, and responsibilities of carrying out archival activities.

The main duties of the archivist are: (1) receiving the document, (2) taking notes of the documents, (3) distributing the documents as required, (4) storing, organizing and rediscovering the records according to a particular system; (5) lending the archives to those who need the archives, (6) maintaining the archives maintenance, (7) establishing or planning the archives depreciation.

The requirements for being the archivists are: (1) detailed, (2) intelligent, (3) skillful, (4) neat. The archivists should have a sufficient level of accuracy to distinguish the different archives. Furthermore; archivists should also have attentiveness to determine the sequence of numbers presented, so the expected information presentation from the data source (the archives collection) does not experience the mistakes/ errors. The intelligence of an archivist is not only measured by the education level but it is also seen from the sharp mind power, making the right calculation for things to happen. A smart person works not only to perform the task but also to achieve the organizational goals. The archivists should have a good physical condition so he can work in a fast and precisely. The neatness of archive arrangement is needed, so if the archives are needed, it can be recovered quickly and precisely.

The third component related to the village archiving management is the means and infrastructure. Ideally; the village office is obliged to provide facilities and infrastructure based on the archival standards for archiving management as stipulated in the Archives Act. Utilization and development of archive infrastructure and facilities can be adapted to the progress of information and communication technology. Archives facilities and infrastructure consists of archiving management instruments, infrastructure and archives equipment. The archiving management tool is a tool used as the basic guidelines for the implementation of archiving management from the stage of creation, use, and maintenance to the depreciation of school records covering: (1) Office Document Arrangement; (2) Archives Classification; (3) Archives Retention Schedule; and Security Classification and Archives Access.

The archive space used specifically for archival storage is a part of the archival infrastructure. Each archive storage space should consider the following points: (1) security, (2) effectiveness, (3) temperature / temperature. The placement of the archive room is in a closed room and is free from any activity other than archival activities, so it does not allow unauthorized access, alteration and archives transfer. The archive space should have adequate fire protection facilities in accordance with the special standards of archives and regulations. The archive room should consider the smoothness of the work pattern and located in an easily accessible place.

The ideal temperature and the humidity level to store the archive should be well maintained. For storage space with non-air-conditioned, the archives should have adequate ventilation to regulate air in hot or cold conditin. The archiving equipment is a tool or means used in archiving management activities. The functions of archival equipment are: (1) as an archive storage suggestion, (2) as a tool to accelerate, ease and simplify the implementation of archiving management activities; (3) as archival protectors from the danger of damage. Filing equipment are filing cabinet, archive rack, folio stop map, snellhecter folder, folder, ordner, and guide. Filing cabinet is a filing cabinet consisting of several drawers, between 1 - 6 drawers. But the most widely used are 4 and 5 drawers. Each drawer can hold approximately 5,000 pieces of letter-size archives arranged standing perpendicular (vertical) row to rear. Filing cabinets are filing cabinets usually made of iron or wood with doors, and archives first put into ordner or stop map. Archive racks are filing cabinets usually made of iron or wood without doors, and archives are first put into ordner or box files.

Folio stop map is a folder which has a cover on each side. This cover is to support the letter in it so it is not fallen. The snellhecter folder, or more commonly referred to the snellhecter map, is a folder that has a clamp in its center and it does not have any cover. To support the archives/ letters, it needs the clip and then the archive must first be perforated using perforator.

Folder is a map without being equipped with a cover. This folder is in the form of folds of thick paper or only plastic. Because there is no cover, this folder functions to save the archive will be inserted into the archive box vertically. This folder has a TAB (a prominent section in the top position) to write a label title about the archive contained within the folder.

Ordner is a large folder made of cardboard or thick plastic with a size of about 5 cm back inside which there is an iron clamp that is used to clamp the archive. For that archive before being stored must be perforated first using perforator. Guide is a thick sheet of paper or manila cardboard used as a pointer and / or separator / separator in archive storage.

IV. Discussion

The problem on archives at the village office was the difficulty of rediscovering the necessary archives and documents. The bad handling archival management systems made the letters or documents difficult to be found again. Moreover, the difficulty of rediscovering copies of outgoing letters, residents' files and even the loss of important documents were also happened which made the bad quality of public services. there were many weaknesses in the village archives management. The first weakness was that the village government did not have any village archives SOPs, which made the obscurity in the procedures for storing and borrowing the village records/ archives. Then, the village archiving management was not supported by the adequate archival facilities and infrastructure. Furthermore, the Village Office did not have any archive rooms and adequate supporting facilities. Moreover, the lack of admiistration staff' knowledge on archival management in accordance with Law No. 43 in 2009 made the archiving management modest. Consequently, the archive was difficult to be found if it was necessary. It took long time to find the required archives. Then, the bad archive storage made the archives broken and lost.

The village archiving management was not optimal, so the archives discovery would take a long time, then, there was damaged and the lost archives. Village authorities are aware of the importance of the archives if they are going to make reports or there are people who need them. In addition, technological progress is not utilized by the village apparatus in managing the archives. Therefore; it is necessary to develop the archive village management model based on e-Archive to improve the archives governance in village government to support the realization of the good governance.
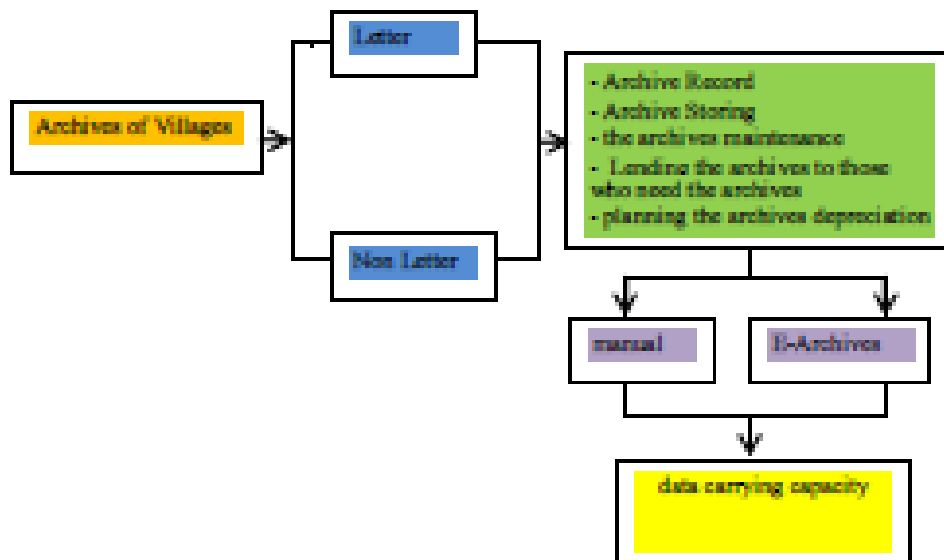

Fig. 1 The **Archival Models in Village Offices**

V. Conclusion

The implementation of village archiving management did not utilize the technology well. Furthermore; the ability of human resources in archival management was still low and the infrastructure of village archives was limited. Therefore; it is suggested to optimize the use of technology by implementing the e-Archive, to send staff to join the archives training and to equip the more complete archives facilities.

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