

Analysis of Static Archive Storage and Discovery Procedures at ANRI Institution

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Abstract

This research was conducted at the National Archives of the Republic of Indonesia (ANRI) with the aim of knowing the procedures for storing and finding static archives properly and correctly. In addition, this research is expected to be a benchmark for other institutions to be more concerned and aware of the importance of managing archives effectively and efficiently so that it will make it easier for employees to find archives. The type of research used is qualitative research using descriptive methods where the results of the research are in the form of sentences or narratives that explain events or phenomena that occur. In collecting data, researchers use three methods, namely observation (observing the situation or phenomenon that occurs), interviews (conducting direct questions and answers with informants who meet the criteria) and documentation (capturing images of continuous documents). In addition to knowing what the procedure for storing and finding static archives is like, the results of this study will also provide an overview of the obstacles felt by employees in storing and finding static archives and the solutions that will be provided so that activities can run more effectively and efficiently.

Keyword: archive; static archive storage procedure; static archive discovery procedure

1. Introduction

In every organization, it is inseparable from the activities or activities carried out in order to achieve the planned goals. The activities carried out are centered on one place which is the benchmark for the success or failure of the goal, whether the work is effective or not, and the establishment of a communication as a direction so that there is no misunderstanding in conveying meaning. The office, which is a criterion as a place where there are various kinds of office activities, has a function or role in providing information packaged through communication with a wide scope of office work. In addition, other office functions are collecting, recording, managing, duplicating, sending, and storing documents.

(Ardiana & Suratman, 2020) said that one of the office activities that have been inherent in office activities throughout the company is none other than office administration. Office administration can be said to be an administrative activity in an office including record-keeping activities, correspondence (correspondence), inputting data (administration), archiving letters (archives) and so on which have a role in providing services to the implementation of operative work, managing and maintaining company operations, establishing effective communication

with superiors and other employees, and assisting in creating the smooth development of the company's organization to be more effective. Therefore, a series of office administration activities are needed to be implemented in an agency, including correspondence and archive management activities. (Utami, 2021)

Archives have an important role as a source of information. The existence of archives as a source of information makes it a source of evaluating events that have occurred in the past, considering decision making in the present, and predicting possibilities that will occur in the future. This information has a function as a use value and is used as valid evidence in administrative activities as an organizational memory. Therefore, management or governance is needed in organizing archives.

Archival activities do not only apply in Indonesia, but throughout the world. Each country has its own national archive institution to store, care for and maintain archives. For example, the Dutch national archive institution called *Nationaal Archief Netherland* (NAN), the United States national archive institution called *the National Archives and Records Administration* (NARA), the German national archive institution called the *German Federal Archives*, the national archive institution in Indonesia called the *Arsip Nasional Republik Indonesia* (ANRI) and etc.

The archives in the preservation work unit of the ANRI institution are included in static archives. The steps or procedures for storing and finding archives are often ignored by many companies and tend to be ignored in their implementation where it can be a fatal mistake that makes work hampered and the results of the work done are not optimal. The implementation of archival activities properly and correctly will make it easier for workers when looking for documents or letters needed immediately, especially if the documents or letters are important which requires extra supervision and proper procedures so that documents or letters are not scattered to any place and cause documents or letters to be lost. Therefore, it is hoped that the archive storage and discovery procedure at the ANRI institution can be used as a reference by other companies to be more aware of archival activities and to understand the importance of managing archives properly and correctly.

Researchers have conducted pre-research by sending google forms that can be filled in by several employees as supporting material for conducting research by raising problems that occur at the Agency.

Can the archive storage and retrieval procedures at the ANRI Institute be said to be effective and efficient to implement?
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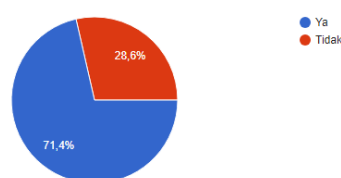


Figure 1. Pre-Research Analysis of the Effectiveness of Static Archive Storage and Discovery Procedures at ANRI Institution

Based on the diagram above, it can be said that the procedure for storing and finding static archives is quite effective and efficient to do with a percentage of answers from several respondents of 71.4%. However, behind the many respondents who were satisfied with the applicable static archive storage and discovery procedures, there were several other respondents who felt that the static archive storage and discovery procedures were still not effective and efficient enough to be carried out with a percentage diagram of 28.6%.

This research is a type of descriptive qualitative research using the case study method, where the data obtained is purely from what has been felt and experienced directly by the employees. In this qualitative research, the form of data that will be displayed is in the form of sentences or narratives

This research is different from several previous studies, including research with the title “Analysis of Storage Systems and Dynamic Archive Retrieval Procedures at PT Artojoyo Langgeng Jaya Abadi” by (Susanti & Puspasari, 2020) where the research used active dynamic archives for further research. And research with the title “Analysis of Storage and Retrieval Procedures for Dynamic Archives to Support the Effectiveness of Archive Supervision at CV. Arjuna Flora Batu City” by (Erlangga et al., 2022) where the researcher examines the type of dynamic archive and uses 3 variables for further research.”

Therefore, because previous researchers raised more dynamic archive themes for further research in the intended company. So, researchers are interested in conducting research using the topic of static archives to examine whether there is a difference between the storage and discovery of dynamic archives carried out by previous researchers and static archives at the institution the researcher is aiming for. So that researchers are interested in carrying out a research theme with the title “Analysis of Static Archive Storage and Discovery Procedures at the National Archives Institute of the Republic of Indonesia”.

2. Literature Review

2.1 Archive Management

Archive Management is a form of administrative work in the form of organizing documents systematically to make it easier for each office to organize and or store archives. (Yanis, 2021)

Archives management is everything related to the activities of organizing archives and administration, including the preparation of documents systematically to facilitate every office implementation in structuring and or storing archives supported by human resources, facilities and infrastructure, funds/budgets, archival systems and other resources as valid evidence and ensuring the safety of archives as national responsibility for the life of the nation and state.

Archival management cannot be ignored in a company. Without the application of good archival management, archival activities will become messy and not run optimally, which will have an impact on performance and office administration activities. This of course contradicts the archival activities that should be carried out, where the archives must be well organized and neatly arranged.

Previous research (Yanis, 2021) said that archival management must be carried out properly and correctly, starting from the structuring stage to the document destruction stage, both in the form of physical/manual documents and electronic/digital documents.

This is also in accordance with the opinion (Basya & Puspasari, 2021) that archives must be managed properly in order to achieve company goals. If the archive arrangement is not optimal, the work will be hampered, because more time will be wasted in searching for important documents needed.

In addition, (Sirfan Malik, Meyko panigoro, 2023) also said that the archives managed by the company must be managed and organized properly and neatly because, the advantages in the field of archives greatly assist the duties of the leadership and support the work mechanism of all employees of the company concerned in achieving goals to be more effective and efficient. Information needed through archives can minimize misunderstandings, prevent duplication of work and achieve work efficiency.

2.2 Definition of Archives

An archive is a record that functions as a memory in an institution. The existence of this archive has the aim of collecting information and facilitating the retrieval of the information needed. (Nyfantoro et al., 2020)

Archives have an important role in an institution, namely as a type of information source. This makes the archive can be used as evidence in making the right decision. Therefore, in order for this to run according to its function, a good archive processing system is needed so that it can facilitate management and storage.

Archiving are included in one of the elements that are considered important in the information system of an organization or office work, government organization, private or individual. This archive system was developed to facilitate the storage and retrieval of information needed for an organization so that whether or not an archive system is effective depends on the design of the system.

The national archive institution in Indonesia is known as ANRI (Arsip Nasional Republik Indonesia). In ANRI, both dynamic and static archives are well managed in this institution. Archives according to their function can be divided into two types, namely dynamic archives and static archives. Dynamic archives are archives that are used directly in the activities of the archive creator and are kept for a certain period of time. Dynamic archive management is the process of controlling dynamic archives efficiently, effectively and systematically which includes the creation, use and maintenance, and depreciation of archives. Dynamic archive management is carried out by processing units or work units and archive units (archive creators). Dynamic archive management includes the management of active dynamic archives and inactive dynamic archives. Active dynamic archives are archives that have a high frequency and/or are used continuously. Meanwhile, inactive dynamic archives are archives that have experienced a decrease in the frequency of their use (Hendriyani, 2021).

Over a certain period of time, some inactive records are no longer needed within the organization because they no longer have any useful value. When the useful value of inactive archives begins to decline, there are two possibilities that will be faced, namely destroying them or storing them forever as permanent archives. Archives that are destroyed are archives that do not contain important information, either as material for accountability for organizational activities or for other purposes. However, if the archive contains important information, the archive will be stored permanently for various purposes such as historical sources, research sources and so on. (R.A Rodia Fitri Indriani, 2022)

Archives that will be stored permanently can be said to be static archives. Static archives are archives produced by archive creators because they have historical use value, their retention period has expired, and they have a statement of permanence which has been verified either directly or indirectly by the National Archives of the Republic of Indonesia and/or archival institutions. Static archive management is the process of handling static archives effectively, efficiently and systematically, including several series, namely acquisition of static archives, processing of static archives, preservation of static archives and access to static archives. The aim of managing static archives is to guarantee the security of static archives as material for national accountability for the life of society, nation and state. (Undang-Undang Republik Indonesia, 2009)

2.3 Archive Storage Procedures

There are differences in the procedures for storing static and dynamic archives. For static archives, the procedures or steps taken go through three stages, namely static archive acquisition, static archive preservation and static archive storage.

1. Static Archive Acquisition

Archive acquisition is a process of transferring and taking over the authority of archives from the archive creator to the archiving institution.

Static archive acquisition is the process of adding to the static archive repertoire at an archival institution which is carried out through the activity of transferring static archives and their management rights from the archive creator to the archive institution. (Undang-Undang Republik Indonesia, 2009)

In the process of taking over and transferring (acquisition) of this archive, it does not only involve one party, but the archiving institution as the static archive storage party and also the involvement and role of the archive creator institution as the owner of the static archive.

This statement is supported by the opinion (Rachmaji, 2019) which says that in every archiving institution with the archive creator has a role when carrying out the process of static archive acquisition activities. Thus, both institutions have an obligation to carry out these archive acquisition activities and are made a routine agenda that must be carried out as proof of obedience and compliance with applicable laws and regulations.

In the acquisition of static archives, an assessment will be carried out. This assessment is carried out to ensure that the archive that will be submitted to the Archives Institution is certainly a static archive and is indeed suitable for acquisition. If the archive has not been declared and is included in the static archive category, the archive will be returned to the archive creator.

This statement is in accordance with the opinion (Ramadhani & Desriyeni, 2019) that the archive before being stored must be examined first in order to ensure that the archive is truly a static archive in accordance with the archive retention schedule. When the archive is checked but still incomplete, it must be sought for completeness by researching and asking the archive creator agency. If it has not or is not found, you can contact the authorized official at the archive creator to make a replacement archive. The archive inspection is carried out per sheet (for textual archives) and if there are damaged archives, repairs must be carried out immediately (archive restoration).

After conducting an examination and assessment, the archive is declared eligible for acquisition and it is confirmed that the archive is a static archive, then the minutes of the submission of static archives along with a list of static archives will be submitted.

2. Static Archive Preservation

Archive preservation or commonly referred to as archive protection is an effort to save archives through the implementation of activities that can support the preservation and safety of archives. Archive preservation consists of two types, namely preventive preservation and curative preservation. (Ria & Irhandayaningsih, 2019)

(Hidayah & Saufa, 2019) argue that archive preservation is an activity in maintaining archives in order to ensure the physical security and value of the information contained in the archives. In addition, it also ensures the preservation of the archive so that the archive can be used for a long period of time.

Based on several explanations of previous research on static archive preservation, it can be concluded that static archive preservation is an action or effort to protect, care for, maintain archives through activities that can support the preservation of archives so that the information contained in the archives is maintained and the archives can be used in the long term.

The purpose of implementing static archive preservation is as an effort to protect the physical and information of static archives to provide maximum archive durability. In addition, the implementation of archival management facilitation in the form of good archive preservation activities and in accordance with regulations also aims to increase the quantity of static archives that are preserved, support the provision of information, access and archival services, improve the governance of the implementation of government affairs in the field of libraries and archives. (Ramadhan & Jovanscha, 2023)

(Hidayah & Saufa, 2019) argue, activities to maintain and care for physical and archival information can be carried out with archival care and preservation activities. Preservation is carried out in the form of original documents or library materials or archives that are collected directly by a particular institution/company. One of them is the ancient manuscripts and high-value old books that are relics of past generations.

Based on the Regulation of the Head of the National Archives of the Republic of Indonesia Number 23 of 2011, there are things that must be considered in the repair stage activities, including:

- a. Receive archives to be preserved or repaired
- b. Photographing the condition of the archive prior to repair or preservation
- c. Numbering the archive sheets so that they are not cluttered and lost
- d. Checking the condition of the archive
- e. Cleaning the archive, which is useful for removing stains that are attached to the physical archive
- f. Determining the archive restoration method to be used (archive lamination, archive encapsulation, patching and splicing of archives)
- g. Make a report on the physical documentation of the archive (condition of the archive, repair method used, date and staff who carried out the archive repair)

- h. Deacidifying the archive, which is a way to neutralize the archive from acidic compounds contained in the paper that can damage the paper by providing a buffer to protect the paper from the influence of acid.
- i. Perform archive repair action
- j. Photographing the condition of the archive after archival repair or restoration.
- k. Make a list of archives that have been restored. (Arsip Nasional Republik Indonesia, 2011)

3. Static Archive Storage

Static archives are stored in an archive depot, which is a building built and designed specifically to meet the preservation needs of the archives stored in it.

Based on the Regulation of the Head of the National Archives of the Republic of Indonesia Number 23 of 2011, there are several things that need to be considered by the archive depot, namely,

A. Depot Location

- 1. For the placement of depot locations, it must avoid areas that have unstable soil structures, are prone to disasters, near the sea, industrial areas, former forests and plantations.
- 2. Depot locations must also avoid military installations, railroads and airports.
- 3. The depot location must also be far from environments with a high risk of fire such as storage locations for explosive materials and dense settlements.

B. Depot Structure

- 1. The construction or building must be made of standard materials and well insulated so as to maintain stable storage conditions;
- 2. The building must also be equipped with fire protection equipment such as fire alarms, extinguishers, hear/smoke detection and sprinkler systems.
- 3. Have a good water channel or drainage
- 4. The room does not use many windows. If it has a window, it must be protected with a UV light filter
- 5. The building must also provide an emergency exit to facilitate the removal of static archives in the event of a fire.

C. Room Depot

- 1. The storage room for paper and audio archives must be separate because they have differences in handling
- 2. The depot room must have a temperature and humidity that is always stable. The temperature and humidity requirements for various types of static archives are as follows:
 - Paper Archives: the optimum temperature is 20°C and 50% humidity
 - Black and White Film Archives: optimal temperature < 18°C and humidity 35%
 - Color Film Archives: optimum temperature < 5°C and humidity 35%
 - Magnetic Media Archives (video, sound recordings): optimal temperature 18°C and humidity 35%

3. Always monitor temperature, humidity, and air quality regularly, once a week. The equipment used to measure temperature and humidity is a thermohygrometer/thermohygrograph while to measure to regulate air humidity a dehumidifier is used.
4. An air cleaner must be provided in the archive storage room. Inside the tool there is an activated carbon substance useful for absorbing air polluting gases and odors. In addition, the room must also be available filter to clean the air from dust particle.
5. The archive storage room must also have a light intensity meter (lux meter) and UV meter to measure the UV light content. For conventional archives (paper) the light intensity should not exceed 50 lux and UV light should not exceed 75 microwatts/lumen.

2.4 Archive Rediscovery Procedure

Archive retrieval is one of the activities in the archives sector, which aims to recover archives that will be used in the administrative process in an agency (Diani & Suwanto, 2018).

According to (Dewi, 2011), in (Susanti & Puspasari, 2020) the steps for storing and rediscovering archives are as follows:

The first thing to do is check the document code according to the storage placement. Then, look for the document and take the document from the storage area by leaving the loan receipt. Finally, the documents are given to those who need them.

Meanwhile, according to (Rosalia & Alamsyah, 2017) there are two methods for carrying out archive rediscovery, namely:

1. Manual archive rediscovery method

Usually this manual system takes quite a long time compared to using electronic media because it is only guided by the agenda book for incoming and outgoing letters so that if there is a user who needs a particular letter archive, the archive manager (archivist) must search in the agenda book. The initial step taken is to carefully check or carefully check the required archives. Then, fill out the loan receipt. After that, look for the letter in the filing cabinet according to the use of the archival storage system implemented. When it has been found, put the order back in its position and hand the letter to someone who needs it.

2. Archive rediscovery method using electronic media

Mail archives are usually entered into a particular system/folder and grouped according to a particular system so that they are easy to find. The advantage of this computerized system is that archivists can minimize the possibility of damage to archive list information because files that have been input can be duplicated for security purposes.

3. Material and Method

This research is a type of descriptive qualitative research using the case study method, where the data obtained is purely from what has been felt and experienced directly by the employees. In this qualitative research, the form of data that will be displayed is in the form of sentences or narratives

3.1 Design Study

This research is qualitative research in which the form of data displayed is in the form of sentences or narratives. Qualitative research seeks to find deeper information and understand the meaning of different truths conveyed by different people or sources. Researchers conducted this research using a descriptive analysis approach, which is a research method that presents the phenomena or characteristics of the population under study by explaining the object of research so that it will answer the events and phenomena that are happening. The results of descriptive research will describe the object of research more accurately and in detail.

Meanwhile, The data source that researchers use is primary data obtained from direct interviews with employees or employees at the research site. Sampling techniques in research are grouped into two, namely probability sampling and non-probability sampling. In this study, researchers used non-probability sampling techniques. One of these non-probability sample techniques is purposive sampling technique. The purposive sampling technique is a sampling technique by considering something. The reason the researcher chose this purposive sampling technique was because the researcher would determine the right criteria to find respondents in accordance with the rules that the researcher had set.

The unit of analysis in this research is employees who have worked at least 5 years in the agency. The number of informants in this study were 4 informants who worked in the archive acquisition, archive preservation and archive storage work units.

Table 1. Informant Brief Data

No	Informan	Age	Typed Informants of	Length of Service	Position
1.	Informan A	35 years	Key of Informant	13 years	Head of Preservation Work Unit
2.	Informan B	34 years	Supporting Informant	10 years	Records Storage Work Unit Staff
3.	Informan C	34 years	Supporting Informant	10 years	Archives Acquisition Unit Staff
4.	Informan D	27 years	Supporting Informant	5 years	Preservation Work Unit Staff

After knowing the data source and research sampling technique, the next step is the technique used to collect research data. According to (L.J Moleong, 2022) in the book "Qualitative Research Methods" explains that in data collection techniques, there are several activities that are usually carried out such as observation, interviews, questionnaires, documentation, or a combination of the four (triangulation) . For the current research, researchers collected data by carrying out three activities, namely interviews, observation and documentation.

The interview technique was conducted to collect subjective data such as opinions, attitudes or behaviors of the interviewees related to the phenomenon under study. Interviews will produce diverse data due to the different answers given by participants in various situations and contexts. In its implementation, interviews can be structured, semi-structured and unstructured.

The type of interview chosen by the researcher is a semi-structured interview so that the interview is not too rigid but, not too flexible. In semi-structured interviews, the interviewer has prepared a question with topics relevant to the needs of the interviewer, however, there will be a development of questions when there is a need related to the answers or statements submitted by the informant.

Observation is a data collection technique that involves participants and situations involved in direct observation of a research phenomenon. Qualitative observations can be carried out in real situations (places where the issue or problem is actually experienced directly by the researcher) or in an environment that has been specifically designed for research. (Ardiansyah et al., 2023)

Previous researchers (Yusuf, 2019) in the book "Quantitative, Qualitative & Combined Research Methods" explained that the type of observation when viewed in terms of observer involvement can be divided into two forms, namely participant observation (participant observer) and non-participant observation (non-participant observer)

In this research, the researcher carried out non-participant observation where the researcher came to the research location directly to make observations but did not participate and participate as part of the group being studied in carrying out the activities being observed.

The final stage in collecting data is to carry out documentation. Documentation comes from the word "document" which means a record or work of someone who has passed. Documentation involves collecting data from various documents, archives or other written materials, to photographs related to the phenomenon being studied. In this research, researchers used documentation studies in the form of capturing images of documents, procedures and other written materials that are relevant and also related to research on archival storage and discovery procedures at ANRI institutions as a complement to the two previous methods, namely interviews and observation.

In order for qualitative research to be trustworthy and to obtain accurate information, its validity must be tested. The validity of quantitative and qualitative research results basically have the same principle, namely producing research results that truly match what is happening in the population. (L.J Moleong, 2022) in the book "Qualitative Research Methods". In this research, the technique for checking the validity of data in qualitative research that researchers use is the triangulation technique.

Triangulation is a way to eliminate differences in things that occur in collecting data on various events and relationships from various views and opinions. In other words, with triangulation, researchers can recheck or confirm their findings by comparing them with various sources, methods or theories. (Syahrani, 2020)

In this research, the researcher used technical triangulation and theoretical triangulation to produce a conclusion or final result of more accurate information. In this Triangulation technique, researchers collect information using various techniques such as interviews, observation and documentation and researchers also compare research results with various

theories so that there is conformity between the information obtained and the theory used so that the validity of the data is guaranteed.

3.2 Data Analysis

Data analysis can be said to be a method of processing or processing data into information that is more accurate and easier to understand when presented to readers or the general public and then used to find solutions or problem-solving problems.

There are several activities in data analysis, namely data reduction, data display (data display) and conclusion drawing/verification (drawing conclusions and verifying data).

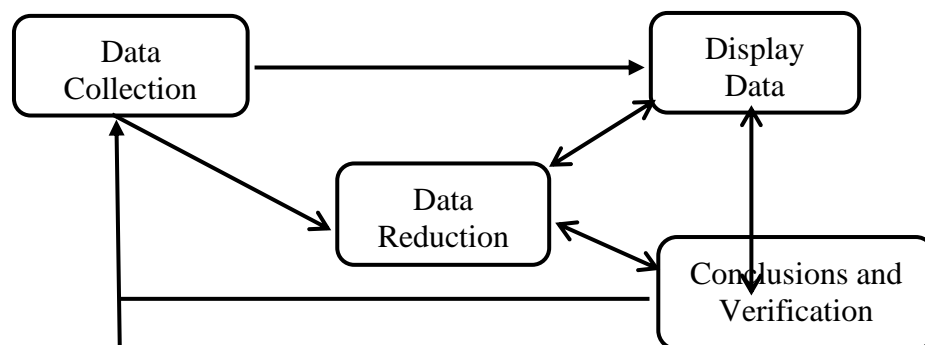


Figure 1. Data Analysis Technique Scheme

1. Data reduction

In data reduction activities, the process of simplifying, classifying and disposing of data that is considered unimportant and relevant occurs so that the data produces information that is meaningful, appropriate and makes it easier for researchers to draw conclusions.

Data reduction was carried out on the data obtained and obtained from the results of documentation, observations and informant answers which were then grouped based on appropriate answers. Then, the data is sorted and produces relevant and irrelevant data according to the objectives

2. Data display

Data display or data presentation is an activity when a set of data has been arranged systematically so that it will produce a conclusion that is easy to understand or understand. There are various forms of presenting qualitative data, namely in the form of narrative text (in the form of field notes), networks or charts, matrices and graphs. By presenting this data, the data will be more organized and arranged in a relationship pattern which will make it easier to understand the data.

3. Drawing conclusions and verification

Drawing conclusions and verification is the final stage in qualitative data analysis techniques. This stage aims to find meaning from the data that has been collected and then analyzed to produce relationships, similarities and differences in order to produce a conclusion as an answer to the problem being studied. (Sutriani & Octaviani, 2019).

4. Result

As mentioned earlier, the data collection techniques that researchers use in this research activity are interview, observation and case study techniques. After conducting interview technique activities with several questions that have been prepared to employees or employees and then corroborated with the results of observations and supported by case study statements, the following data can be obtained:

4.1 Static Archive Storage Procedures at ANRI Institution

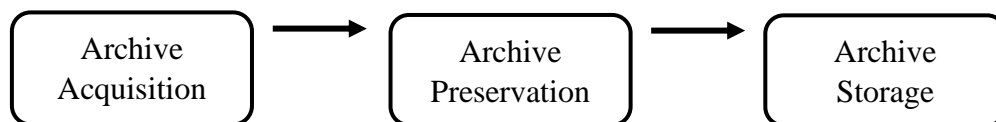


Figure 3. Schematic of Static Records Retention Procedure

A. Archive Acquisition

At first, before an archive is declared or considered a static archive, there is a stage called the assessment stage. At this assessment stage, an examination will be carried out along with an assessment of whether the archive has definitely been declared a static archive (an archive that has historical use value) and no archive destruction has occurred. The unit that carries out the examination is called the archive acquisition unit. Archive acquisition is the transfer of archives or the acquisition of archives from archive creators to archival institutions to avoid damage. The archives to be acquired basically already have a list of archives, making it easier for employees to determine whether the archives are included in static archives or dynamic archives. Then, after it is confirmed that the archive is included in the static archive, the archive will be submitted to ANRI and there is an archive submission report.

Before the archive is placed in a static archive storage area (Depo), the archive will first be placed in a room or archive transit area. The things that are done in this archive transit place such as archive verification activities to equalize or match between the archive list and the physical archive, fumigation activities to prevent archival pests that are in the archive, especially pests that have a very small size so that when the archive has entered the static archive storage place there are no more pests that can damage the physical archive stored. After making sure the archive is ready to be stored, the minutes of the submission of the static archive will be submitted.

Archives submitted to the ANRI institution must first go through a document inspection process. The parts checked are the description of the letter, the archive period (when was the archive created? or how many years has the archive been created?), the development of the archive (whether the archive is authentic and original or in the form of a copy because the static archive that is stored must be authentic), the level of damage to the archive (whether the physical condition of the archive is still said to be good or the need for archive preservation measures because the static archives stored are not only government archives, but also individual archives that have national historical use value such as presidential archives, archives of important figures such as famous music figures, famous artistic figures and so on that can be stored at ANRI.

B. Archive Preservation

Static archives will never be destroyed. Static archives will be preserved for as long as possible, it's just that, archives that have been eaten by age, which is marked by the archive being quite worn out and experiencing corrosion or the paper has started to become brittle like colonial archives, cannot be avoided even though they have been given the best possible care, maintenance and safeguarding of the archives, this will definitely still happen.

As said earlier, after the archive is checked in the acquisition unit, the archive will be submitted to the preservation unit to check whether the archive needs archival treatment from damage. Archive preservation is the whole process of preserving and maintaining archives from damage or destructive elements along with how to repair damaged parts of the archive.

Archive preservation consists of two types, namely preventive preservation and curative preservation. Preventive preservation is an action to prevent archives from being damaged. For example, setting the temperature of the archive room, choosing the best air conditioner in terms of quality and electricity and so on. While curative preservation is an action to treat archives from damage. For example, fumigation activities to avoid pests attached to archives and so on.

The actions taken by the ANRI institution in caring for and maintaining static archives are by selecting good archival facilities and infrastructure, selecting archive media, implementing archive fumigation, regulating archive temperature and humidity, archive restoration and so on.

C. Archive Storage

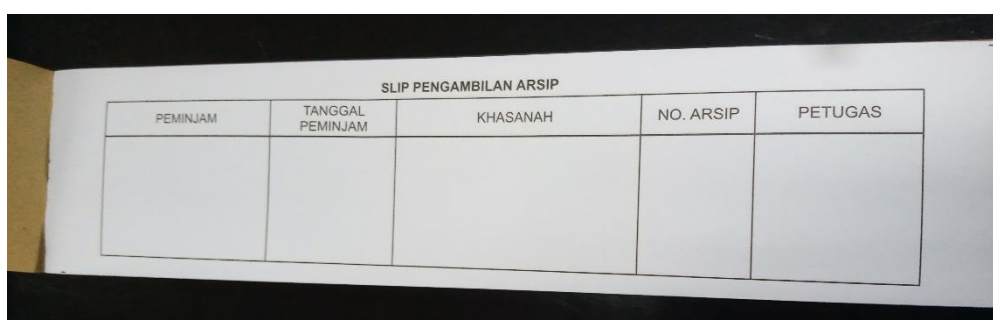
Static archive storage is the final step in this procedure, namely by placing documents according to their position. In storing letters, it must be done carefully and precisely and do not make mistakes in placing letters so that it will make it difficult to find the documents needed later

Static archives are stored based on provenance or the creator of the archive. For example, employee A's records are placed in cabinet 1, employee B's records are placed in cabinet 2, employee C's records are placed in cabinet 3 and so on. Then, the archive storage section has the data. Another example is if you want to find employee A's archive number 1, cupboard 1 then, it can be seen in the list of archives that are already available digitally or soft files by typing in the "search" column in the available section after that, the data or archive needed can be found immediately. In addition, if you want to find the PT IPTN (National Aircraft Industry) archive with number 345, you can check the archive list and see the subject of the archive so that there is no error in retrieving the type of archive in the archive cabinet.

Another example, static archives submitted to ANRI institutions such as PT IPTN (National Aircraft Industry) archives will be placed according to the PT IPTN archive. For example, the IPTN archive is located in Depo (static archive storage) on the 2nd floor, shelf 1, so the IPTN archive that has just been submitted to the ANRI institution will be placed in that place and combined with the previous archive so that there are no separate archives. For example, in 2023, IPTN handed over the archives to the ANRI institution and had a list of archives number 1-10 then, in 2024 IPTN handed over the archives again to the ANRI institution and had a list of archives number 11-20 then, the newly submitted archives will be stored according to the previous archive storage area and the archives will be combined to make it easier for employees when they want to find the archives.

4.2 Static Archive Rediscovery Procedure

The target time for finding archives is 15 minutes for 1 number. This 15 minutes is the time from the archive discovery request to the submission of the archive. When there is a person or employee who wants to borrow an archive, the first thing to do is submit a slip out indicator to be filled in. For this slip out indicator consists of 2 sheets, namely there is a white sheet and a blue sheet. The white colored slip will be placed in the archive while the blue colored slip will be attached to the archive. After that, the staff will find the archive listed on the slip out indicator and hand over the archive later, if the archive has been returned then, the blue and white slips will be collected and put together as a marker that the archive has been returned.



SLIP PENGAMBILAN ARSIP				
PEMINJAM	TANGGAL PEMINJAM	KHASANAH	NO. ARSIP	PETUGAS

Figure 4. Slip out Indicator

4.3 Problems experienced and Solutions Provided

The problems that have been experienced by several employees in storing and finding static archives include:

A. Employees sometimes experience forgetting where to place archives.

If the archives to be stored in large quantities will be easier to remember. However, if the number of archives stored is smaller and must be stored in a small box, it will be easier to forget where the archive is stored. In addition, archives stored in small boxes are also not free from the word tucked away. Another example is if there is an archive that is being placed on the table then, there are other employees who move the archive to another place without any communication, is also one of the obstacles experienced.

B. Digital archive storage and discovery system that still needs to be improved.

The digital archive system does make work faster to do. However, if the digital system is still not optimal to operate, it also makes it difficult for employees to implement. For example, because the digital system used at ANRI is still in the process of development, there are differences in the naming or code of archives. For example, there is an employee archive with the name "Suparjo Rohman", the archive in the digital system will be given the name "Suparjo" while for the archive box it is named "Rohman" so that when the employee ing the archive, the archive will be given the name "Suparjo".

Therefore, because there are still obstacles or problems felt by employees that can interfere with employee work, there must be a solution to overcome the problems that occur, including:

A. There is good communication with employees regarding updates to the location map.

If there is a change in the placement or positioning of the archive, other employees must immediately update and provide the latest information so that employees are not confused and can find the archive needed quickly.

B. A digital archive system that must be upgraded.

The development of increasingly advanced technology has made all institutions, both government and private, switch to digital systems. Archiving activities have now switched to using a digital system, which is expected to help employees to archive documents quickly. This of course gets more attention and gives hope to employees to complete work more effectively and efficiently. However, it turns out that by using this digital system, it also needs maintenance and system updates so that it can operate more optimally. For example, ANRI's digital archive system, previously called *EDEPOT*, has now been upgraded and developed so that there are no more disruptions or obstacles to the system that have previously occurred and are felt directly by employees. The digital archive is now called *ArchiveMatica* which is the latest and improved version of the previous digital system.

5. Discussion

From the results of an interview with one of the employees of the ANRI institution explained that there are some differences in storing static and dynamic archives. For static archives, the archive will be submitted to the archive acquisition unit first for an assessment that the archive submitted is indeed a static archive and is worthy of being taken over or acquired.

A. Archive Acquisition

Based on the results of research with one of the employees of the ANRI institution, it is explained that there are some differences in storing static and dynamic archives. For static archives, the archive will be submitted to the archive acquisition unit first for an assessment that the archive submitted is indeed a static archive and is suitable for acquisition.

Previous researchers (Asari & Ahmad, 2021) said that archives in institutions and communities must be assessed first, whether the archive is suitable for acquisition or vice versa.

In the archive acquisition process, there is a transfer of responsibility previously carried out by the archive creator institution to the archive institution. In this archive acquisition process, it does not only involve one archival institution as the keeper of static archives but also the involvement and role of the archive creator institution as the owner of the static archive which at the initial stage has a role before the static archive is submitted to the archive institution.

This statement is supported by the opinion (Rachmaji, 2019) which says that there is a role in each archival institution (ANRI) with the archive creator (BUMN) when carrying out the process of BUMN static archive acquisition activities. Thus, both institutions have an obligation to carry out these archive acquisition activities and are made a routine agenda that must be carried out as proof of obedience and compliance with applicable laws and regulations.

B. Archive Preservation

(R.A Rodia Fitri Indriani, 2022) explains that preservation is a work activity in order to provide archival protection so that the value and important information contained in it is

maintained and protected from archival damage or archival destructive elements so that the safety and preservation of static archives can be guaranteed.

Previous researchers (Permana & Rohmiyati, 2019) also said that preservation activities are an effort to preserve and maintain the condition of the archive so that the archive can still be used for a long time and extend the life of the archive so that it can be used properly if needed. The maintenance of the archive is not only the physical form, but also the information content.

Based on the results of research at the ANRI institution, the action taken to repair damaged archives or documents is archival restoration. Archive restoration is an effort to save archives that have been damaged. This restoration process is done as much as possible in order to restore the archive so that it can resemble its original form. Thus, the information or data contained in it can be saved so that it can be reused for the benefit of the institution.

Archives that will be restored have certain criteria related to the level of damage experienced such as heavy, medium and light damage. Some types of archives that fall into the category that cannot be restored and returned to users are physical destruction of the archive, unreadable writing or information and faded archive ink.

C. Storage of Static Records

Static archives are stored based on provenance/creator of the archive. Paper archives are stored in archive boxes and archive vaults, while magnetic archives such as tapes are stored in wooden cabinets. Employees or staff of the ANRI institution have memorised and know each archive storage place based on the archive creator. When employees want to find an archive, it can be seen from the list of archives available in the form of soft files and then look for the archive in the archive storage area. So that the time taken to search for archives becomes faster.

D. Obstacles experienced and solutions provided

There are several obstacles that have been experienced by some employees such as a lack of communication so that when there is a transfer of archive positioning but, no news or information is given, it makes it difficult for employees when they want to find the archive they need because of a change in archive placement position. Therefore, it is necessary to have a good communication and information provision relationship between employees and superiors.

The solution given based on overcoming these problems based on the results of interviews with employees of ANRI institutions is to continue to establish good communication, especially in the case of moving the position of the archive where the location map must be updated so that employees do not feel difficulties when they want to find the archive.

6. Conclusion, Implication, and Recommendation

A. Conclusion

1. The procedure for storing static archives has three stages: archive acquisition, archive preservation and archive storage. In the archive acquisition unit, an examination will be carried out along with an assessment of whether the archive is definitely declared a static archive that has historical use value and is authentic. To avoid physical damage to the archive, the archive must be cared for and maintained in the preservation unit. Static archives are stored based on provenance or the creator of the archive where the position of the placement of static archives has been arranged in such a way as possible using good and quality archive equipment and equipment.

2. The target time for finding records is 15 minutes for 1 number. This 15 minutes is the time from the archive discovery request to the submission of the archive. When there is a person or employee who wants to borrow an archive, the first thing to do is submit a slip out indicator consisting of 2 slips, namely white and blue. After that, the employee immediately looks for the document to be borrowed in the static archive storage / Depo and then, hands over the document to the archive borrower.
3. Obstacles that occur such as forgetting where the position of static archives is stored, sometimes having difficulty accessing archives in digital form because the system is still not optimal to operate, lack of communication so that if there are other employees who move or change the position of archive placement without giving news first then, the archive will be difficult to find. As for the solutions provided by employees, namely, always establish good communication with employees regarding updates to location maps, if there is a change in static archive storage, it must be recorded immediately, there must be an update to the digital archive system so that the slow system can be resolved.

B. Implication

1. Theoritically

By conducting this research, it is hoped that it can provide benefits and add insight, knowledge, experience, and new skills, especially in storing and finding static archives that are quite rarely known by many people.

2. Practically

The results of this study state that the ANRI institution has implemented static archive storage and discovery procedures effectively and efficiently. Archive acquisition activities have been carried out in accordance with laws and regulations, archive maintenance and care activities have also been carried out properly so that the physical condition of the archives and the information contained in the archives is maintained, and to store and find static archives can be done digitally, however, it still does not eliminate manual methods because digital systems cannot always operate properly so that if the digital system is experiencing interference or trouble, it can be done manually.

C. Recommendation

1. Future researchers can research with more than one topic that is still related or continuous with static archive storage and discovery procedures.
2. Future researchers are expected to examine and collect data with a larger number of participants so that the information provided is more so that the resulting data is more complex and accurate.

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