

## **ANALYSIS OF ARCHIVES MANAGEMENT AT PT BPR MITRA ANDALAS ECONOMY**

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### **Abstract**

This research uses a qualitative descriptive method which was carried out with a purpose to gain a deeper understanding of archives management at PT BPR Mitra Ekonomi Andalas. In this research, qualitative methods based on primary data and secondary data, by making observations, interviews, and documentation and obtained from previous research, articles, and books related to archival management research. The purpose of this research is to find out the management of records at PT BPR Andalas Economic Partners, which still uses conventional systems as well policies and procedures in archives management in the company.

**Keywords:** Archives; Archives; Management; Conventional Archives

## **I. Introduction**

Archives management is an activity that compiles and organizes archives whose management is based on a systematic and acceptable order logically. Archives management can be said to be a series of activities to manage all elements involved in the function management process, organizing, planning, forming staff, directing and supervising archives as well as resources that manage archives such as archival or regular staff referred to as an archivist, as well as archival and financial facilities used to fund the implementation of archival activities.

Archives have an important role in being able to be used as retrieval material decisions or preparation of programs in an organization. Archives are also useful as a place to store backup documents if a document is lost Djamen and Pratasik (2020); Siregar, (2019). In carrying out archive management, It requires dexterity and concentration to ensure that the stored data is located in the appropriate place. So that if you need it at any time, you can look for it on archive location.

The meaning of archives management according to Laksmi (2020) is implementation structured and rational maintenance of all the facts necessary for organization in managing business or activities in its organization so that it is realized effectively and efficiently. Archives are a collection of stored documents systematically and usefully so that later, if needed, it can be done rediscovered, therefore an activity that deals with use archives is called archive management. Archives management needs to be managed as best as possible, because if not it will make the job more difficult and It takes a lot of time to retrieve stored data and letters to make decisions and make reports can be hampered.

Lack of attention to archives will cause many archives to become abandoned. This condition is based on frequent archival management considered trivial compared to other jobs by some organizations. If system If less attention is paid to the management of archives in an organization, this will result in various problems.

## **II. Literature Review**

### **1. Understanding Archives Systems**

Archives, comes from the word "archive" which means "record". A Companies or organizations must have archives to support the process administration. A collection of various archives is called an archive. Cendani et al., (2023) defines archiving as a record keeping process or records of activities within a company that are carried out individually systematic, and makes it easier for employees to find information needed

Fakaubun, (2021) expressed his opinion regarding archives, namely an initial process of forming a letter or document and storing it to the compilation of archives and storage for future use. Archives are

very important to be implemented in a company to maintain track record, transparency and security of company information.

Judging from several theories above, it can be concluded that the system archiving is the process of organizing and storing documents. Important documents are placed in storage, so that when the required documents will be found easily and quickly. A company with a good filing system can do it easily search for, retrieve, and use necessary information, as well as can save documents and data from damage or loss.

## **2. Types of Records Management Systems**

Managing archives is important to be able to maintain documents remains safe and confidentiality is well maintained. Manage archives can help documents so they are not damaged or lost, and when the documents are wanted reuse will be easier and faster to find.

The following are several examples of archive management that can be used as following.

- a. **Manual Records Management System**  
In this system, all archive management processes are carried out automatically manual, including recording, indexing, and archive maintenance
- b. **Electronic Records Management System**  
This system uses information and communication technology to assist in managing electronic records. Some examples include database applications, content management systems, records management systems electronic.
- c. **Centralized Records Management System**  
In this system, all archive management activities are carried out individually centralized in one location. This makes it possible to ensure that all archives are managed consistently and effectively.
- d. **Distributed Records Management System**  
In this system, archive management activities are carried out in several locations different. This allows access to archives from any location different, but can also cause problems if there are no standards clear in archive management.
- e. **Hybrid Records Management System**  
This system combines elements of both manual and manual systems electronically to achieve efficiency and effectiveness in archive management. Matter this makes it possible to exploit the advantages of both systems them, while avoiding their respective weaknesses.

## **3. Archives Management**

Etymologically, management comes from Latin, namely from origin. The words "manus" which means hand and "agere" which means to do. In English, management comes from the word "to manage" which means manage. In Arabic, management is synonymous with the words "dabbara, yudabbiru, tadbiiran" which means directing, managing, implementing, run, organize and manage. So management is an activity systematically

and gradually which includes structuring, management and processes managing everything related to achieving a goal effectively and efficiently.

**Archives Management** The definition of archives management according to Al-Idarah et al., (2023) is science that studies document control in the form of control use, maintenance, protection and storage of archives. Controlling archives by planning the creation, maintenance of archives in accordance with their interests, providing services for those who requires information, and selection of archives that need to be destroyed or saved. Archives management is an activity that related to archive management starting from the archive creation stage, storage, use, maintenance, depreciation and destruction of archives.

The main goal of archives management is to guarantee documents and company information can be accessed easily, safely and efficiently for the required period of time, in accordance with legal requirements, compliance, and company policies.

#### **4. Management Objectives of Records Management**

Archives play a crucial role for employees, leaders and others the entire organization. Archives function as a source of memory, distributor of information, historical track record, and accountability tool particular event or decision. Zubaidah and Sanjaya (2020) highlight that archives help individuals remember important things, support leadership decision making process, streamlining administration, as well as efficient organization management.

### **III. Material and Method**

#### **3.1 Research Design**

This research is entitled "Archive Management Analysis at PT BPR Mitra Andalas Economy" is qualitative research. Qualitative research is a naturalistic process of inquiry that seeks deep understanding of natural social phenomena, Hendryadi, et. al, (2019). In this research, researchers used a case study approach. Studies The case is a research strategy to carefully investigate something by gathering complete information using a variety of procedures data collection, Creswell (2014)

#### **3.2 Data Sources and Research Sample**

Sources of information and examples of research in the field of records management can be obtained from two types, namely primary data and secondary data. Primary data was obtained directly from sources such as sources or informants, while data secondary comes from literature or other sources that support research. Determination criteria for selecting sources of information or informants in based research on its relevance, where the informant is expected to have understanding, experience, or views that are relevant to the research topic.

#### **3.3 Data Collection Techniques**

Sugiyono, (2019) states that data collection techniques are stages which is very crucial in research because its main aim is to obtain data. The data collection process can be carried out in various settings,

using various sources, and with various methods. In context Qualitative research, data collection is carried out in a natural environment setting), prioritizing primary data sources, and involving collection techniques data such as participatory observation, in-depth interviews (in-depth interviews), as well as the use of documentation. The triangulation approach combining these three techniques is also described as a strategy recommended.

### **1. Interviews**

This interview carried out in order to understand archive management and systems archive management. In the research interview, the researcher asked several questions matters relating to archive management and archive management systems existing in the company.

### **2. Documentation**

Documentation in this research was carried out using taking documents and observing research activities by carrying out direct observation in the field or company. While doing it research, the researcher makes observations to be able to raise the topic will be appointed.

### **3.4 Analysis Techniques**

#### **1. Data Collection**

Data collection in the field is related to data mining techniques as well sources and types of data involved. In qualitative research, the primary data source usually consists of the words and actions of observed individuals or interviewed. In addition, additional data such as written documents, photos and statistics can also be used.

#### **2. Data Reduction**

Data reduction is the process of selecting data, by sorting it information obtained during interviews and related to discussion raised. This reduction will find the answer to existing problems.

#### **3. Data Display**

Data display is the result of reduction data that has been carried out by researchers. Data display is very important for readers easy to understand the results of the research.

#### **4. Drawing Conclusion**

Efforts to draw conclusions were carried out by researchers continuously throughout are in the field. From the beginning of data collection, qualitative researchers begin looking for the meaning of things, noting the regularity of patterns (in theoretical notes), explanations, possible configurations, causal paths, and propositions.

## **IV. Result**

The archive storage system is a crucial element in archive management designed to ensure stored data remains secure, organized well, and easy to access when needed. In this system, use clear labels, sturdy filing boxes, and neatly organized shelves are essential to achieve effective storage. Labels help identify contents each archive box, while strong archive boxes and orderly shelves ensure documents remain in good condition and are not scattered

Records management policy is a set of rules created by organization to manage the life cycle of documents and information, starting from the moment documents are created, during the period of their use, until they are finally destroyed or stored permanently. This policy aims to maintain integrity, confidentiality, and availability of information, as well as ensuring compliance with applicable laws and regulations.

To implement a records management policy, steps are required operations are called archive management procedures. This procedure includes various actions, such as classification of documents, determination of time periods storage, physical or digital storage methods, and destruction procedures documents that are no longer needed. By implementing procedures proper archive management, organizations can manage documents efficiently and effective, supports better operations, and speeds up decision-making.

The first discussion is about the company's archive storage system, Based on the opinion of Hafizh & Nelisa, (2018) archive storage system

is a series of steps taken to ensure a document stored well. In this process, documents must be recorded, filed, stored, and concluded so that it is easily accessible to those who need it. To carry out this activity, equipment and tools are needed proper storage and management procedures. Manage archives It is very important for the smooth operation of an office or agency.

Based on the opinion of Kusuma & Aryati, (2019) Storage system Archives with an alphabetical system are a way of organizing archives by arranging them documents in alphabetical order. This method is usually used for archives organized by person name, company name or organizations, place names, object names, and certain topics.

Based on the explanation above, it can be concluded that Storing archives using an alphabetical system creates more documents easy to find when needed. This method structures documents in alphabetical order, making it easier to search and manage files. This way, all documents can be accessed quickly and efficient.

In the second part of Policies and Procedures in Archives Management at PT BPR Mitra Andalas Economy Based on Ramudin's opinion, (2020) Every organization needs to have General guidelines for managing archives. These guidelines should be designed, documented, and executed well. Records management policy should include aspects such as archive governance, standards or rules applicable audit requirements, and should specify activities regulated work. Furthermore, the policy needs to be reviewed periodically to ensure that it remains in line with current work requirements.

Based on Handoyo's opinion, (2019) Policies and procedures Archives management is a formal document that establishes the principles, objectives and responsibilities related to the management of internal archives an organization. This document provides direction and guidance for all members of the organization regarding how best to manage, store, access, and maintain archives, and must be in line with policy the entire organization. This process involves a series of steps or rules that must be adhered to in managing archives, starting from creation, storage, indexing, maintenance, deletion, to destruction of archives that are no longer needed. The main goal of This procedure is to ensure consistency, security, and order in managing organizational archives. This aims to support transparency, accountability and efficiency in maintaining integrity as well Accessibility of records that are important to the organization.

Ramadhan et al. (2021) stated that advancing technology demands that humans keep pace with change, as society integrates technology into daily life and office administration. Significant changes in office administration through digital technology enhance efficiency, a consensus among all five participants who agreed on the efficiency improvements due to digital system implementation, albeit one participant noted ease in using conventional/manual methods due to lacking digital system application skills.

Based on the explanation above, it can be concluded that Records

management policies and procedures are very important for everyone organization. This document is a clear and structured guide to regulates how archives should be managed. The guidelines cover aspects archive management, applicable standards or rules, as well as audit provisions for ensure compliance. Additionally, it is important to regularly review This policy is to remain relevant to the development of the organization. Objective The main purpose of this policy is to maintain consistency, security, and regularity in archive management. This supports transparency, responsibility, efficiency, and maintaining the integrity and accessibility of archives is important for the organization.

## **V. Conclusion, Implication, and Recommendation**

### **1. Conclusion**

After conducting research regarding Archives Management Analysis at PT BPR Mitra Ekonomi Andalas. Here are some conclusions that can be drawn drawn from the findings of this study:

- a. Archive storage at PT BPR Mitra Ekonomi Andalas using method of storing archives alphabetically. This method is used because considered very effective in organizing documents, making searching easier, and overall archive management. In the archive storage process Alphabetically, documents are arranged in alphabetical order, which makes things easier employees to find and access necessary information quickly. This system not only supports operational efficiency, but It is also considered very important for the smooth running of office operations overall, ensuring that important documents are always stored with neat and easily accessible whenever needed.
- b. Each division is responsible for managing its own records accordingly with company policy that uses an alphabetical system for makes it easier to search and access documents. By implementing policies and this procedure, document management becomes easier and more effective. Each division must also ensure that all important documents are kept securely and neatly, supporting security, availability, and integrity files. The policies and procedures implemented include archive management well-organized, applicable regulations or standards, as well audit requirements to ensure compliance. Important for every division to follow these clear and structured recommendations for management archives remain relevant to the development of the organization. In addition, this policy should be reviewed regularly to ensure that all procedures remain in accordance with the needs and dynamics of the company, so that it supports ransparency, responsibility and efficiency in archive management.

### **2. Implication**



The results of this research provide an important contribution to help people understand and manage archival information better. Research findings are also invaluable as a tool for evaluating and increasing efficiency in archival management. Therefore, this research not only broadens understanding of archival practice which is good, but also provides a powerful framework for improving the way we manage and access documents important in organizations.

### 3. Recommendation

Based on the results of this research, there are several recommendations or suggestions for further research, among others:

- a. It is recommended to develop research samples to be inclusive more people become research subjects.
- b. It is recommended to continue conducting research on an ongoing basis for observing how things change and develop as they go along time.
- c. It is recommended to examine the possibility of adding additional variables potentially related in an important way to the aspect being researched in this research

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