

# **Analysis Of The Implementation Of Electronic Archive Data Transformation At The Coordinating Ministry For Humanitarian Development And Culture**

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## **Abstract**

This research was conducted at the Coordinating Ministry for Human Development and Culture or better known as the Kemenko PMK. The results of this research aim to find out whether institutions in Indonesia still use conventional archives or already use electronic archive management. This research uses qualitative methods with 4 resource persons for data collection. The data collection process in research uses observation, interviews and documentation. The analysis in this research was prepared using descriptive analysis methods. The analysis techniques used are data reduction, data presentation, data verification, and drawing conclusions. The results of this research show that institutions in Indonesia have begun implementing digital transformation from conventional archives with a digital application called Srikandi. Implementation is underway and makes work more effective and efficient. However, it was stated that some human resources had not mastered the application, especially seniors who did not understand technology and had technical problems. Solutions to the challenges faced include coordinating with ANRI (National Archives of the Republic of Indonesia) for technical problems, preparing a draft SOP for using Srikandi, and conducting training for Srikandi users.

**Keyword:** digital applications; transformation; archives systems

## **1. Introduction**

The rapid development of technology makes it easier in the administrative sphere, this includes work activities in government and private agencies, this is the case at the Coordinating Ministry for Humanitarian and Cultural Development (Kemenko PMK), technological media is now increasingly needed to support daily work. days in the office for administrative management. This work in the administrative sector in a company includes collecting, recording and managing information.

The accumulation of more and more archive files every day takes up a lot of space on archive shelves. Initially the archive system at the Kemenko PMK still used paper and Google spreadsheets, then they were stacked in a special archive room, but recently the government created an application called "Srikandi" which was launched at the beginning of 2024 and was only fully implemented in February 2024 at the Kemenko PMK . This research was designed to provide in-depth insight into the process of implementing digital archive storage at the

Kemenko PMK. Starting from the planning stage to storage, and focusing on aspects of digital archive maintenance, this research aims to detail and analyze the critical steps in building and maintaining the integrity of a digital archive storage system in the environment (Zainuddin et al., 2024). Additionally, technological developments can not only be used to support individual activities, but can also be used to support the effectiveness and efficiency of organizational activities.

Apart from that, looking at current technological advances and government support for digital archive management. The results of this research aim to find out whether institutions in Indonesia still use conventional archives or already use electronic archive management. The author hopes that the results of this study can be used as a reference for subsequent research and to complete information about the field of archives.

## **2. Literature Review**

### **2.1 Definition of Archives**

While the use of archives and their contexts change over time, the metadata that organizes archives and the context in which archives are organized must continually adapt to evolving changes that affect the creation and intended use of archives (Magetsari, 2008).

This is in accordance with Law of the Republic of Indonesia Number 43 of 2009 Article 1 which states that:

1. Archives are matters relating to archives.
2. Archives are records of activities or events in various forms and media in accordance with developments in information and communication technology created and accepted by state institutions, regional governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of social and national life, and state.

### **2.2 Archives Management in the Digital Era**

In this era of massive and rapid development of information technology, the search for access to information has similar impacts and needs. The internet has had a major impact on the creation of extensive information networks and fast access to information. People expect to receive information without having to wait a long time or go through complicated steps that do not save time, money or energy (Rahmani Yusuf & Rohyanti Zulaikha, 2020). From this statement, in this digital era, internet access can be used more effectively considering the increasingly sophisticated development of the times.

### **2.3 Understanding Electronic Archives**

Electronic archives consist of two words, namely archives and electronics. The archive itself comes from the Greek word "archivum" which means a place of storage. The archives also adopted the Dutch word "Archief" which means "archive". This means that this archive includes documents stored in the form of letters, receipts, statistical data, films, cassettes, CDs, etc (Suyuti, 2015). This explanation shows that archives can be understood as information that shows the track record of an organization and is stored using media (Yuspiani et al., 2021).

## 2.4 Digital Archives Transformation

The form of media that can store digital data is not the same as the original physical archive. It is impossible to read media directly without using digital media reading tools, such as a computer (Rahmani Yusuf & Rohyanti Zulaikha, 2020). Thus, digital transformation is a process of cultural and business change related to the use of digital technology to increase productivity, efficiency and business innovation. However, like anything else, digital transformation has advantages and disadvantages.

## 3. Material and Method

A research method is a systematic method or procedure carried out to determine the truth, circumstances, causes and effects of a phenomenon, controlled by logical reasoning, visible, observable and experienced by everyone. Supported by sufficient data as real evidence.

Penelitian ini menggunakan metode kualitatif. Proses pengumpulan data dalam penelitian menggunakan observasi, wawancara dan dokumentasi. Analisis dalam penelitian ini disusun dengan menggunakan metode analisis deskriptif. Teknik analisis yang digunakan adalah reduksi data, penyajian data, verifikasi data, dan menarik kesimpulan.

### 3.1 Design Study

This research was chosen because the researcher only intended to present data systematically, factually and accurately regarding the facts and meaning of phenomena in the field. The research design used is descriptive research, so the researcher intends to reveal facts and obtain data and information regarding the archives system at the Kemenko PMK, then the data or information obtained is described in accordance with the reality in the field and presented in sentence form and then conclusions are drawn according to.

### 3.2 Data Analysis

After compiling the research instrument, the next step is to distribute the questionnaire form online through social media. After obtaining the number of samples, the data was analyzed using diagrams. This study uses a qualitative method. The data collection process in research uses observation, interviews and documentation. The analysis in this research was prepared using descriptive analysis methods. The analysis techniques used are data reduction, data presentation, data verification, and drawing conclusions.



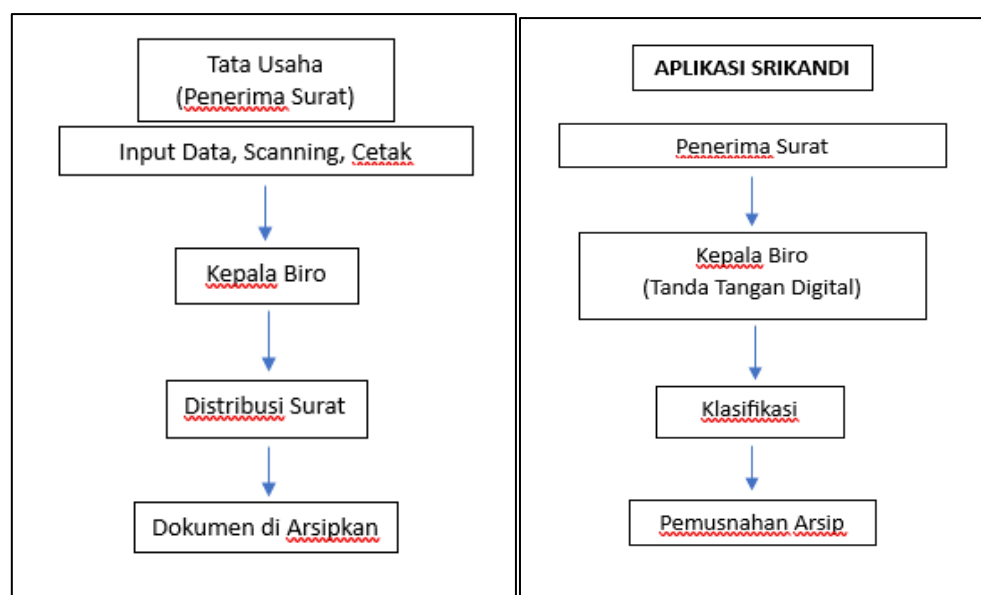
Figure 1. Research Model

#### 4. Result

In this research, to add the data needed, the researcher conducted interviews with 4 sources, the researcher obtained the required data with documentation and also observation. Researchers conducted interviews with sources presented in the following table :

**Table 1.** Research Sources

Name	Position	Length of Service
GP	First Expert Archivist	3 years 5 months
H	First Expert Archivist	3 years 5 months
DR	First Expert Archivist	3 years 5 months
R	Expert staff	3 years 6 months



**Figure 2.** Mail Management Flowchart

The flowchart image above explains the flow of incoming mail to the archiving process, in the left image is the old pattern and on the right is the new pattern after the digital archive application called Srikandi. It can be seen that the Srikandi application can simplify the flow of receiving incoming and outgoing letters between government agencies, even to the point where destruction is available in the system.

#### 5. Discussion

Srikandi (Integrated Dynamic Archival Information System) is an archival program used by all ministries and institutions under the government. Even regional and provincial governments have implemented Srikandi. Because according to instructions from Presidential Decree number 132 of 2022 which recommends that ministries or institutions, central and regional to implement SPBE (Electronic Based Government System). So in the form of archives here it is outlined by the existence of this Srikandi.

The benefit of implementing electronic records is that it can be more effective than before because by accessing the system or using Srikandi, work can be accommodated without

having to print letters and tidy up paper. This is also in accordance with the president's instructions that the implementation of the Srikandi aims to limit the use of paper because paper waste can add to the global warming process, so with the Heroine Information system we can minimize the use of paper. On the other hand, the benefits can also reduce employees' physical mobility. So work involving archives can be done through Srikandi. From creation, then maintenance, to filing, this is accommodated at Srikandi.

Then it is said to be efficient because the presence of Srikandi can speed up the work process. Because this application can be accessed anywhere and anytime, starting from the creation of letters to later archiving is accommodated at Srikandi. One of the important benefits is that it can also simplify the process of quickly retrieving documents when they are needed.

Implementation will be carried out in early 2024 through the Ministerial Secretary's circular letter number 14 of 2024 which contains instructions for implementing Srikandi in all units in the Coordinating Ministry for Human Development and Culture. Then he added that unknowingly, this activity had been carried out since 2020 when the infectious disease, namely Covid-19, began to spread, causing several employees and even other agencies to use personal applications such as WhatsApp or Telegram to send data because there was a change in work patterns at that time, which shifted from WFO. (Work From Office) to the WFH (Work From Home) pattern which was implemented leads to the development of work patterns so subconsciously the change from conventional to digital is very helpful.

From the explanation of the interview results, it can be concluded that initially the archives that had been registered and entered were then put into a safe. So if one day the leader searches, the physical archives will still be neatly arranged. Likewise with archives that are inactive or have passed their active period. And according to archival regulations, the maximum time for archival retrieval is 5 minutes. Even if the number of archives is stacked, it will take a maximum of 5 minutes to search manually. It can be said that the hardest part of conventional archives is their management. However, currently there are still many archives that are stored conventionally, and electronic ones are currently underway. In the Srikandi application, an archive storage or archive filing feature is available.

From the results of the interview, there was an opinion which stated that initially the filing system at the Coordinating Ministry for Human Development and Culture was less organized so that when needed it was sometimes difficult to find files in a short time. With this digital transformation, the work process is more efficient because of the availability of the control find feature.

The government is planning to move the capital to East Kalimantan, the process of moving is still gradual until now, which has resulted in the leadership of the Coordinating Ministry for Human Development and Culture often going to IKN and there are several waves that make it possible that in the future the work of agencies or ministries will become hybrid. If the correspondence process is still in conventional form, it will hinder the work process. However, digital form will shorten the process because you only need to send it to the application and then confirm it to be signed by the leadership.

The challenge currently faced is the different capabilities of human resources, of course there are human resources who understand technology, there are also those who do not master technology, especially seniors. Then there are definitely technical challenges such as network problems and so on. Another challenge is moving from the principle of paper on the desk being

work so moving to opening the PC to check work. So, because in this office the ages are relatively different, there is a need for adaptation which must be assisted by seniors who do not master technology.

Then the resource person stated that the solution that must be made to some of these challenges is with support from leadership to align the perceptions of all human resources. Then, regarding technical obstacles, we have to coordinate with ANRI (National Archives of the Republic of Indonesia), which is the maintenance center and application center for Srikandi. Currently a draft is being prepared regarding the SOP (Standard Operating Procedure) for the use of Srikandi at the Coordinating Ministry for Human Development and Culture. And another solution is to hold BIMTEK regularly.

## **6. Conclusion, Implication, Recommendation, and Limitation**

### **6.1 Conclusion**

Based on the results of the research and discussion in the previous chapter, it can be concluded that the digital archive application called Srikandi is a program implemented by the government for all city governments and regional work units. The implementation of this electronic system is expected to be more effective than before because it can be implemented and managed easily, thereby reducing waste disposal time and reducing waste. Initially the archives registered and entered were stored in a safe, but as time went by the archives increasingly piled up and it was difficult to retrieve them when needed. Now with the digital form, work becomes more efficient in retrieval. Current challenges include varying levels of technology skills among employees, especially seniors, as well as technical issues. Solutions to overcome these challenges include leadership support to align the perceptions of all personnel, coordinating with ANRI for technical issues, preparing a draft SOP for the use of Srikandi, and implementing BIMTEK periodically.

### **6.2 Implication**

In this research, the theoretical implications support previous research conducted by (Wahyuni Khalida & M. Ridwan, 2023). The results of this research show that the implementation of electronic archives has made a significant contribution to accelerating access to information and increasing the efficiency of public service processes in this institution. In line with this discussion, the use of electronic applications makes it possible to store and manage correspondence data in a more structured and efficient manner.

The results of this research have the implication that the Coordinating Ministry for Human Development and Culture has just implemented an electronic-based archive application called Srikandi for the correspondence system. This application makes employees feel satisfied in helping the retrieval process and communication with leaders. However, there are challenges in its implementation for HR and technical problems.

### **6.3 Recommendation and Limitation**

In this research, the researcher found several limitations, including that this research had limited time so that the researcher could not carry out more in-depth research regarding the operation of Srikandi, the object of this research only focused on the correspondence system

at the Kemenko PMK, in filling out the questionnaire there were differences of opinion which resulted in the results not being in accordance with the actual situation, as well as the honesty factor in filling out also influences data collection. Based on the research that has been carried out, there are several recommendations in the hope of improving further research. Future researchers are expected to be able to carry out more structured time planning, be able to research other topics related to the correspondence and archival systems at the Kemenko PMK, as well as adding other variables related to the topic in this research.

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## 9. Appendix

### Appendix 1. Interview Guide

#### Thesis Research Interview Guidelines With The Title "Analysis Of The Implementation Of Electronic Archive Data Transformation In The Coordinating Ministry Of Humanitarian And Cultural Development"

##### Prolog:

I am Monica Jean from Jakarta State University, Digital Office Administration Study Program. First of all, I would like to thank you for taking the time to do an interview for my thesis entitled "Analysis of the Implementation of Electronic Archive Data Transformation at the Coordinating Ministry for Humanitarian and Cultural Development".

In this interview I will ask questions that I have created in the interview guide. And you can be sure that your identity and answers will be kept confidential. Because this answer will support the discussion in the research and will not be misused.

##### Initial Questions:

1. How long have you worked at the Kemenko PMK
2. What is your position at the Kemenko PMK?

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1. How long have you worked at the Kemenko PMK?

2. What is your position at the Kemenko PMK?
<b>Pertanyaan Penelitian :</b>
1. Know the implementation of the electronic filing system at the Kemenko PMK. <ul style="list-style-type: none"> <li>a. What drives the need to transform electronic archival data?</li> <li>b. What are the main benefits after transforming electronic archival data?</li> <li>c. When will the implementation of electronic archives be carried out comprehensively?</li> </ul>
2. Understand the changes that occurred after the implementation of electronic archive transformation at the Kemenko PMK. <ul style="list-style-type: none"> <li>a. What is the process of storing active records in a conventional archiving system before an electronic archiving system is implemented?</li> <li>b. How has the transformation of electronic archival data affected the efficiency of correspondence activities?</li> </ul>
3. Know the efforts made to overcome the obstacles faced in transformation at the Kemenko PMK. <ul style="list-style-type: none"> <li>a. What are the main challenges faced during the data transformation implementation process?</li> <li>b. What is the solution to overcome the obstacles that hinder the electronic filing system process?</li> </ul>

## Appendix 2. Pre-Research Questionnaire

### PRE RESEARCH

Yours faithfully,

Let me introduce myself, my name is Monica Jean, a student of Digital Office Administration, Faculty of Economics at Jakarta State University. Currently I am conducting research entitled "Analysis of the Implementation of Electronic Archive Data Transformation at the Coordinating Ministry for Humanitarian and Cultural Development". This research uses a questionnaire as a primary data collection tool. In this regard, we need a certain amount of data to be processed and then used as research material through your cooperation and willingness to fill out this questionnaire. Whatever you answer in this questionnaire, there are no wrong answers, but I ask that you answer all questions completely according to the provisions. For your attention and willingness to fill out this questionnaire, I would like to thank you very much.

Choose one option that suits your answer!

1. Are you satisfied with the newly implemented archive system?

☐ Yes

☐ No

2. Are the features of the system optimal to meet your needs?

☐ Yes

☐ No