

Analysis Of Archives Digitalization System Management In Lldikti Region Iii Jakarta

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Abstract

This research used a qualitative descriptive method which was carried out with the aim of finding out more about the management of the archive digitization system at LLDikti Region III Jakarta. Data collection techniques use observation, interviews, and documentation and are obtained from previous research, articles, books, and websites related to research on archival digitization system management.

Keywords: Archives, Archive Management, Digitalization

I. Introduction

Changes in the fields of technology and science that occur very quickly force society to adapt quickly to a world filled with unlimited information. The existence of unlimited information has a significant impact and influence on all areas of work. Therefore, agency employees or private employees need to control information so that they can contribute to the administration of the agency or private company where the employee carries out their work.

Archives are very important for organizations because they function as memory centers, information sources, and monitoring tools. This is important for planning, analyzing, developing, formulating policies, making decisions, making reports, being accountable, assessing and controlling. Archives are also a source of scientific research. In managing development and government tasks well, archives must be optimally repaired and perfected. This is especially true for public services in government institutions (Rusmawati, Anggraeiny, and Arifin 2019).

Many institutions, both government and private, need data and information, one of which is archival data. Whether it's about knowledge, opinions, or even decisions, everyone needs information. Data is a form that is closely related to data, so it can be defined as "information" as data that is processed to produce something that is useful for everyone. Facts and data in information can be considered as raw materials. Thus, managing archival data provides a systematic, simple, effective and efficient process.

The office has a function and role in conveying information and communication with various types of office work. Carry out activities for agencies, companies and organizations that manage documents to achieve their goals. Therefore, archives require storage, maintenance and use. Archives can be anything from paper to tapes, slides, films, videos, or even diskettes, which can be kept as long as necessary. The digital era is a technological development that changes in a short time, and almost all aspects of life are assisted by technology. Because it really helps

agencies in providing unlimited services and coverage.

II. Literature Review

1. Archives Management

According to Balderton in Saputra et al. (2019), management is the process of moving, organizing and directing human efforts to achieve a goal by utilizing materials and facilities effectively. The term "management" also refers to management.

Puspitasari (2010) in Rusmawati et al. (2019) states that computer-mediated archive management includes all actions involving the creation, receipt, processing, storage and depreciation of documents.

Based on explanations related to management from experts, it can be concluded that management is a way for human resources to move, organize and direct in achieving a goal. Meanwhile, archive management is a way to create, receive, manage, store and retrieve archives.

2. Archives Management Objectives

Archive management is carried out to ensure that the archive is original and reliable as a data source. The objectives of archive management (Law No. 43 of 2009, article 3) are as follows:

- a. Protecting the interests of the state and the civil rights of the people,
- b. Guarantee the security and safety of archives as evidence of accountability in the life of the nation, state and society,
- c. Ensure the availability of authentic and reliable archives as valid evidence,
- d. Improving the quality of public services.

3. Digitalization

Nugroho (2020) digitalization is the process of changing printed, written or drawn media or information into digital format. Digitalization is the transformation of media from print, audio, video and audio-visual formats to digital or contemporary formats through the use of technology (Rosmaniah, Santoso, dan Muhidin 2022).

According to Pendit (2007) in Prabowo dan Rukiyah (2019), digitalization is the transformation of analog signals into digital form. Digitization is carried out through steps that have been determined to safeguard physical archive objects.

With the above understanding, the researcher concludes that digitalization is the process of converting or transferring media or information from physical or analog form into digital form or format which involves the transformation of printed, written or image media into a more modern digital form.

4. Benefits of Archive Digitization

One of the benefits of digitalization/media transfer is that archives can be accessed anytime and anywhere via computer, and that advances in technology make it possible to maintain archives. According to Siregar (2019) there are several benefits from digitizing archives/media transfer which can be described as follows:

- a. Makes it easier to store,
- b. Makes it easier to access, and easy when you want to find it again,
- c. Makes it easier to move, too
- d. Preparedness to face disasters.

III. Material and Method

3.1 Research Design

The research entitled "Analysis of Archives Digitization System Management at LLDIKTI Region III Jakarta" is qualitative research. Qualitative methods allow research on natural things using the researcher as the main tool; Data collection was carried out triangulation and data analysis was carried out inductively. Qualitative research findings emphasize importance rather than generalization.

3.2 Data Sources and Research Sample

Data sources are divided into two, namely primary data and secondary data. The data source used in research is primary data.

Informants in this research are suitable participants or sources who are able to provide information on the research topic being discussed by the researcher. Books, documents, the internet, and print media are examples of secondary data sources (theory, data, and information) (Wekke Suardi, 2019). Secondary data is data obtained indirectly by researchers

3.3 Data Collection Techniques

Data collection techniques are a very strategic and important research step. Without good data collection techniques, a researcher will not get accurate data and will not meet the set data standards (Wekke Suardi, 2019).

In obtaining the required research data, researchers use a number of techniques to collect the required data. Data collection techniques used by researchers include, among others

1. Observation

Observation is the process of seeing, observing, understanding, and recording behavior in a planned way to achieve certain goals. The goal of observation is to understand and describe the behavior of objects, but sometimes you just want to know the frequency of events.

2. Documentation

Documentation about an object or variable includes transcripts, notes, books, newspapers, magazines, inscriptions, minutes, agendas, etc. Data obtained from interviews and observations obtained from documents and notes are complemented by this document. Qualitative research data sources come from non-human sources, such as documents, photos and statistical materials. This documentation method is one of the simplest data collection methods because researchers only see inanimate objects and can correct errors if they occur (Abdussamad, 2021).

3. Interviews

An interview is a data collection technique carried out through communication between two people, namely the person being interviewed and the person asking questions. The purpose of an

interview, structured or unstructured, direct or indirect, is to obtain information that is unobservable or inaccessible through other means

3.4 Analysis Techniques

1. Data Reduction

Reduction refers to simplifying information obtained from the field. It is true that information obtained in the field is very complex data, and information that is not related to the research theme is often mixed into the research data..

2. Data Display

Data presentation is a phase that presents an organized collection of information that provides an opportunity to draw conclusions.

Because the data collected during the qualitative research process is usually in narrative form, it needs to be simplified without reducing the content.

3. Drawing Conclusions

Conclusion or validation is the final step in the quantitative research data analysis process. One can make conclusions by comparing what the research subject says with the basic concepts of the research.

IV. Result

Archives are one of the important things in a company or agency because archives can provide information related to important things about the company, for example regarding data on employees who work at the company or agency. Therefore, the important thing to pay attention to is the way the agency stores archives, regarding how the agency manages the existing archive system to ensure that existing archival documents are stored properly and protected from damage. Because good and good archive system management can help ease and support the work of the BMN TU Working Group, especially archivists within the agency. Based on the data contained above, the management of the archive system in LLDikti Region III Jakarta, previously still in conventional form, will be transformed into a digital-based archive system

management. This is because conventional (physical) archive system management requires a lot of folders, storage space and filing cabinets. Apart from that, another factor that caused the transformation of archive system management in LLDikti Region III was the large number of archive documents, making it difficult for employees to find the required documents and requiring more time to find the required documents. This is not in accordance with the theory of Basir Barthos (2013) in Indriani and Pramaesheila (2019) which explains that a storage system is a system that is useful for storing archives in an organized manner so that they can be stored and searched in a short time.

The management of the archive digitization system in LLDikti Region III Jakarta still requires time for employees to adapt well in order to manage archives optimally, this is due to the facilities still not being able to support the process of managing the archive digitization system. This is not in accordance with Balderton's theory in Saputra et al. (2019), management is the same thing as management, namely moving, organizing and directing human efforts to utilize materials and facilities effectively to achieve a goal.

Agencies need to provide adequate facilitation so that the management of the archive digitization system runs well, there are no system errors or slowness when used. This is so that the aim of implementing the archive digitization system management is achieved. This explanation is in accordance with the theory (Yusuf and Zulaikha 2020) that the aim of digitizing archives is so that our archives and documents can be stored more simply, practically and remain secure.

The management of the archive digitization system implemented at LLDikti Region III Jakarta provides many benefits for employees at LLDikti Region III Jakarta, especially for archivists in managing archival documents contained and distributed in every working group in LLDikti Region III Jakarta to be more effective and efficient . Apart from that, the benefits of implementing digital-based archival system management also have an impact on archives, namely that archival documents are better preserved and protected from damage. Apart from that, it becomes easier

for employees and can save time in finding archive documents that they want to search for or find again. This is in line with the theory of Siregar (2019) which states the benefits of digitizing archives and media transfer include making storage and access easier, saving time in the retrieval process, easy to move, and increasing security in disaster situations.

V. Conclusion, Implication, and Recommendation

1. Conclusion

Based on the results of research that has been carried out regarding the Analysis of Archives Digitization System Management at LLDikti Region III Jakarta, researchers can draw conclusions. The following are the conclusions of this research, including::

- a. Another factor that caused the transformation of archival system management in LLDikti Region III was because there were so many archival documents that it made it difficult for employees to find the required documents and required more time to find the required documents. Besides that, conventional archive system management can only be used in archive rooms and cannot be accessed outside working hours
- b. Management of the archive digitization system located at LLDikti Region III Jakarta still requires time for employees to adapt well in order to manage archives optimally, this is due to the facilities still not being able to support the process of managing the archive digitization system. Due to the existing shortcomings It is felt that when implementing archive digitization, it is necessary to increase existing human resources, namely by socializing the use of the archive digitization management system to all employees. Apart from that, agencies need to provide adequate facilitation so that the management of the archive digitization system runs well, there is no existing system. error or slow when used. This is so that the aim of implementing the archive digitization system management is achieved

- c. The benefits of implementing digital-based archival system management also have an impact on archives, namely that archival documents are better maintained and protected from damage. Apart from that, it becomes easier for employees and can save time in finding archive documents that they want to search for or find again. Another benefit of implementing digital-based archive management is that there is no need to use a lot of archive space, archival documents are more secure, and disasters that might occur are avoided.

2. Implication

From the results of research related to the Analysis of Archives Digitization System Management at LLDikti Region III Jakarta, researchers can provide theoretical and practical essence, namely:

1. Theoretical Implications

Based on the results that have been obtained and collected by researchers in the previous chapter, the theoretical effectiveness results that can be provided by researchers include:

The results of this research provide insight into the archive digitization management system, namely that archive digitization can reduce dependence on the use of paper by transforming into an archive digitization management system. It also allows organizations to retain and utilize their archival documents more effectively.

2. Practical Implications

It is hoped that the results of this research can provide assistance for companies, with practical applications including:

For companies, the research carried out provides an overview of companies or agencies related to archive digitization, enabling the process of searching and retrieving information to be faster and more efficient compared to manual searches in physical archives. This reduces the time required to access necessary information, thereby increasing employee productivity and overall operational efficiency.

3. Recommendation

Based on the results of research conducted by researchers, there are several recommendations for researchers who will conduct future research. Some of the recommendations include:

- a. It is recommended for future researchers who wish to conduct research to add variables to obtain more accurate, significant and broader results related to the research topic.
- b. It is recommended for future researchers to better understand the topics and theories that will be raised for further research.
- c. It is recommended for future researchers to determine more about the informants who will be used as objects of information to assist researchers in obtaining the desired data.

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