

## ARCHIVES MANAGEMENT AT THE GAJAH SAKTI SUBDISTRICT OFFICE, MANDAU DISTRICT, BENGKALIS REGENCY

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### ABSTRACT

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#### **Keywords:**

Governance and Archives.

This research discusses archival management at the Gajah Sakti Subdistrict office, Mandau District, Bengkalis Regency. In accordance with the regulations of Law (UU) Number 43 of 2009 concerning Archives, archives are records of activities or events created and received by various institutions, such as state institutions, regional governments, educational institutions and companies. This thesis aims to find out how archives are managed, and what are the inhibiting factors in archives governance at the Gajah Sakti Subdistrict office, Mandau District, Bengkalis Regency. This research method uses a qualitative method with a descriptive approach. The data sources in this research used primary data and secondary data and the data collection methods used were observation, interviews and documentation. The results of this research indicate that archives management is not yet optimal in the Gajah Sakti Subdistrict office, Mandau District, Bengkalis Regency, because the archives storage system is still very simple and inadequate, archives management procedures are not running well, as well as limited Human Resources (HR). ) who understand the knowledge and understanding of archiving. The inhibiting factors are a lack of archival facilities and insufficient supporting funds so that many archives are found piled up in cupboards and not arranged neatly, as well as a lack of skilled personnel in terms of archival management.

## 1. INTRODUCTION

Information is an important component for every organization. Every job and activity of the organization requires data and information. Therefore, information becomes a very important part to support in facing the rapidly developing changing situations and conditions. One of the important sources of information that can support the process of administrative and bureaucratic activities is Archives (records). As a record of information from all organizational activities, archives function as a memory center, a data retrieval tool, proof of the existence of the organization and for the interests of other organizations. Based on the very important function of archives, there must be good and correct archive management or administration.

Regular and orderly archiving is a basic information and reference tool for government and private institutions to facilitate systematic activities whose methods can help leaders of government and private institutions to facilitate their activities. However, until now, there are still many people who consider work in the field of archives to be easy and trivial, part-time jobs and so on, so that it is detrimental to the Administration itself. This needs to get a fair

assessment, for example, people who think so are right, it is a weak and irrational thought and is a wrong assessment.

Currently, there are still many offices that have not managed archives properly. There are still many archives that are simply piled up, and are not stored properly so that the files are easily damaged and difficult to find when needed in the future. In this case, special attention is needed regarding archive management and providing easy and practical work instructions on how the archives are received, stored and reused. In accordance with Mindarti, Saleh and Galih (2020: 77), poor Archive Management can hinder services provided to the Community, for this reason, Education is needed regarding the importance of archive management in public services and assistance with the archive system. To facilitate the archive management process and to be able to assist organizational activities in achieving their goals, the initial step that needs to be taken is that the archive system must be improved with a system that is more suitable and in accordance with the needs and capabilities of the organization itself. Likewise, at the Batang Peranap Sub-district Office, Batang Peranap District, Indragiri Hului Regency, which is a Government Agency that has an organizational structure, as well as a clear description of tasks, functions and responsibilities, and of course there needs to be

effective archive management. According to Nugroho, Sidik and Khasanah (2021: 7512), good archive management can improve reciprocal services to the community, but this work is often ignored for various reasons, such as a lack of understanding of archive management, or limited facilities and infrastructure which are often the reasons for poor archive management.

## TABLES AND FIGURES

Table 1.1 Gajah Sakti Village Office, Mandau District, Bengkalis Regency, annually reaches hundreds of archives, the number of archive documents can be seen from the number of incoming and outgoing letters increasing with the number of activities carried out. Gajah Sakti Village Office, Mandau District, Bengkalis Regency manages archives that have not been fully filed so that the total number of archives is not yet known. The number of archives in the table is only a basis that archives can increase or decrease depending on how many activities are carried out.

**Table 1.1. Recapitulation of Incoming and Outgoing Letters from 2021 to 2023**

No.	Year	Incoming Letter	Outgoing Letter
1.	2021	226	250
2.	2022	311	303
3.	2023	421	415

## 2. METHODS

### 2.1. Type of Research

The form of research used in this study is by using a descriptive research method with a qualitative data analysis approach. With this method, researchers can create a systematic, factual, and accurate description or writing regarding the facts, characteristics, and relationships between the phenomena being studied.

### 2.2. Location and Time of Research

The location of this place is the Gajah Sakti Village Office, Mandau District, Bengkalis Regency, the office located at Jl. Jawa, This research was conducted in the odd semester of December 2023 until completion.

### 2.3. Types and Sources of Data

In this study, data was obtained through two sources, namely through interviews and observations at the research location or on the object to be studied. Then secondary data is a data source that does not directly provide data to data collectors, for example through other people or through documents. The secondary data in this study are in the form of documents.

### 2.4. Research Information

Informants or sources in this study are very necessary. This is because, the informant acts as a subject or person who provides information related to the research being conducted. The subjects in this study are:

No.	Information	Total
1	Gajah Sakti Village Head	1
2	Secretary of the Head of Gajah Sakti Subdistrict	1
3	Head of Governance Section	1
4	Head of Public Order and Security Section	1
5	Head of Community Empowerment, Social and Cultural Section	1
6	Personnel and General Staff	6

### 2.5. Data Collection Techniques

There are 2 ways to collect data in this study, namely by conducting interviews by asking several questions related to Archives Management at the Gajah Sakti Village Office. Then by conducting observations, researchers find and collect data related to Archives Management at the Gajah Sakti Village Office Documentation.

### 2.6. Data Analysis Techniques

This study uses a qualitative data analysis method using 3 (three) analysis components, namely Data reduction is interpreted as the process of summarizing, choosing the main things, focusing on important things, looking for themes and patterns. Thus, the data that has been reduced provides a clearer picture and makes it easier for researchers to collect further data, and search for it if needed. Then the presentation of data is carried out with the aim of making it easier for researchers to see the overall picture or certain parts of the study. Data presentation is done in the form of brief descriptions, charts, relationships between categories, flowcharts, and the like. The steps after presenting data in qualitative data analysis are drawing conclusions and verification. The conclusions put forward are temporary and will change if no strong supporting evidence is found at the data collection stage.

## 3. RESULTS AND DISCUSSION

### 3.1. How is the Archives Management at the Gajah Sakti Sub-district Office, Mandau District, Bengkalis Regency?

At the Gajah Sakti Village Office, Mandau District, Bengkalis Regency, archival management has followed the Standard Operating Procedure (SOP) based on regional regulations and Law Number 43 of 2009 concerning Archives. However, there are obstacles in terms of storage facilities that are still inadequate, causing many archives to pile up outside the storage area.

One of the main aspects in archival management is the creation of archives, which includes the receipt and creation of archives. In the process of creating archives, the Gajah Sakti Village Office has carried out procedures based on applicable laws. According to an interview with the Head of the Governance Section, the archive management process starts from recording incoming documents, storage, to the destruction of archives that have passed the storage period according to the SOP.

From the results of interviews with personnel staff, archives that enter the office are recorded and checked periodically, then selected for destruction if they have exceeded the specified storage limit. This shows that archival management in the village office already has a fairly good

system, although it still needs improvement in the aspect of archive storage infrastructure.

### **3.2. Inhibiting Factors in Archives Management at Gajah Sakti Sub-district Office, Mandau District, Bengkalis Regency**

Although the management of archives at the Gajah Sakti Village Office, Mandau District, Bengkalis Regency has followed the Standard Operating Procedure (SOP) based on regional regulations and laws, there are still several inhibiting factors that cause archive management to be less than optimal. These factors include:

#### **1. Untidy Archive Arrangement**

Many archives are piled up in cabinets without being arranged properly, making it difficult to find them again when needed. This is due to the lack of employee discipline in arranging and tidying up archives.

#### **2. Lack of Skilled Archivists**

Archive management requires precision and a good understanding of the archiving system. However, the village office faces limited human resources (HR) who have special skills in the field of archives, resulting in archives not being arranged properly and the management system being less effective.

#### **3. Limited Facilities and Funds**

Facilities and infrastructure for archive management, such as storage racks and filing cabinets, are still inadequate. This causes many archives to pile up without a suitable storage place. In addition, budget constraints are also an obstacle in efforts to improve a better archiving system. Overall, these factors have an impact on the effectiveness of archiving governance in the sub-district office. Therefore, improvements are needed in terms of employee discipline, increasing the capacity of human resources in the field of archiving, and providing more adequate archive storage facilities to support smooth administration.

## **4. CONCLUSION**

Gajah Sakti Village Office, Mandau District, Bengkalis Regency is one of the government offices that serves the public interest that cannot be separated from archival activities. The office that handles the making of Certificates of Inability, Death Certificates, Domicile Certificates and others every day. Gajah Sakti Village Office, Mandau District, Bengkalis Regency reaches hundreds of archives every year, the number of archive documents can be seen from the number of incoming and outgoing letters increasing in number with the number of activities carried out. The inhibiting factors of Archive Management at the Gajah Sakti Village Office, Mandau District, Bengkalis Regency as obtained by the author during the study concluded that the staff of the Gajah Sakti Village Office, Mandau District, Bengkalis Regency are still said to be suboptimal, such as the archive storage system which is still very simple and inadequate, archival governance procedures that have not been running well, and the limited Human Resources (HR) who understand the knowledge and understanding of archiving.

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