

# ARCHIVES MANAGEMENT IN MI AL – MUHTADIN, BONEPANTAI DISTRICT, BONE BOLANGO DISTRICT

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## ABSTRAK

This scientific writing report aims to 1. To find out the management of archives at Mi Al–Muhtadin, Bonepantai District, Bone Bolango Regency. 2. To find out the obstacles that arise in the implementation of archive management at Mi Al-Muhtadin, Bonepantai District, Bone Bolango Regency. The report method used is based on a phenomenon that often occurs in the field, namely that archive management in madrasas is generally not implemented properly. Therefore a good archival management system is needed, especially in a document or archive storage system. Through the implementation of good records management, it can indirectly improve the quality of administrative services. The results of this scientific paper report show that the implementation of archive management is carried out by the administrative administration section in managing important documents and archives for madrasas through planning, organizing, implementing, and supervising. Archival planning activities include: Room planning, storage equipment, storage equipment, and storage systems. Archival organizing activities include: Division of duties and responsibilities for archive management, as well as the use of archive storage principles. Archival implementation activities include: procedures for starting archives, storing records, maintaining archives, borrowing archives, and archive depreciation procedures. Archival monitoring activities, through monitoring by the head of the madrasah and the head of the administration section. Quality of administrative administration services using a service system approach and service standards. The results of the implementation of archives management in improving the quality of administrative services at Madrasah Ibtidaiyah Al-Muhtadin, Bonepantai District, Bone Bolango Regency show that administrative administration has carried out archival management functions even though it is not optimal.

**Keywords:** Management, archives, Archives Management

## INTRODUCTION

Every work and activity in an organization or office certainly requires data. Information and knowledge can have a major impact on service activities, starting from making decisions that determine the achievement of office or organizational goals. All existing organizations, including government agencies, need to make various improvements to meet the need for fast and accurate information. Archives are one source of organizational information whose existence is affected. Archives or certificates are archives that contain important information about an office or office activity. In the office, records are

needed to serve stakeholders or provide information for planning, decision-making, control and other internal organizational needs. Archives to be preserved certainly require good management. Well-maintained records help organizations find records quickly when needed. Role of records as a central memory, information source and control tool necessary for every organization for various management development activities such as planning, analysis, development, policy making, decision making, accountability reporting, , evaluation and control. The process of conveying information used in

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management development activities must have a good archival work system and method.

So keeping records as one of the functions of office management development is important and not easy. Government of Indonesia Recognized the importance of archives as a memory center and source of information and passed Law no. 3 2009 Chapter I General Provisions Part 1 of the law, which refers to archives, which are records of activities or events in various forms. and mass media in accordance with the development of information and communication technology created and accepted by state institutions, local governments, educational institutions, corporations, political organizations, social organizations and individuals while carrying out social, national and state life. Document management, commonly known as document management, is then known as document management or document management in Indonesian.

Records management is the work of records management, which includes storage, management and distribution, preservation, maintenance, monitoring, transfer and destruction. So the work contains documents about the cycle of "life" from birth to death. educational institutions, records management also includes the life cycle of the educational institution itself. Records of educational institutions include education administration activities that have practical value such as construction planning, development processes, teacher recruitment, and new student registration (PPDB) of educational institutions, kept as

archives. From initial madrasa development activities to madrasah learning activities, human resource management, academic and non-academic activities. Notes are needed in many ways other than decision making because in school decision making, every activity requires concrete evidence.

Archives are the memory center of any activity, because it is impossible for one person to remember all the important documents and complex records. This is consistent with what Liang Jie said "people forget, records remember" (people can forget, records will always remember) the main provisions of Articles 1 and 3 of the Archives Law No. 7 of 1971, the purpose of archiving is to ensure the security of state responsibility documents relating to the planning, implementation and implementation of state life to provide accountability documents. As proof of responsibility for the life of the nation. Performance of government and private institutions. Therefore, educational institutions, as a place to foster the next generation of the nation that will build Indonesia, of course, also participate in organizing proper filing arrangements as a form of State accountability to applicable laws. All madrasah office management activities. Archiving Activities are responsible for providing information services needed for medersas operational activities. Organizations will inevitably encounter various problems in managing files. There are important things that need to be considered to solve this file management problem. All madrasah office management activities. Archiving Activities are responsible for providing

information services needed for medersas operational activities. Organizations will inevitably encounter various problems in managing files. There are important things that need to be considered to solve this file management problem. However, in reality, it is often seen that the field of archives has not received in-depth attention, because Islamic tertiary institutions, as an organizational form, must be able to optimize and improve archive management so that they can function properly and serve organizational needs. As a religious school under a foundation, it has the right to independently carry out and manage its administrative activities.

This certainly requires that the entire madrasa community (especially directors, heads of administration, teachers and administrators) be able to manage their administrative activities properly. Madrasah Ibtidaiyah Al-Muhtadin is an educational institution that is in great demand by the community in Lembah Hijau Village and its surroundings because Madrasah Ibtidaiyah Al-Muhtadin is an educational institution under the ministry of religion where parents or guardians send their children to school. for their children to attend Madrasah Ibtidaiyah Al-Muhtadin. Because there are so many students who want to study at madrasas, madrasas must choose students appropriately. The large number of students who wish to study at this Madrasah has led to an increase in the number and complexity of administrative work in the Madrasah office. This of course causes Islamic schools to have professional administrative staff and complete facilities and infrastructure to

support the establishment of a good records management system. Evidenced by the difficulty of finding records related to student data. Although student data is a very important file or archive, it must be handled because it will be useful in the long run. The fundamental problem facing archives management is actually not how difficult it is to implement an archival system, but how to convince the public to implement a good archival system, such as the use of ready-to-use lending records, which madrasas are still hesitant to do. Obstacles in archive management, such as a lack of understanding of records management when implementing good procedures, and limited records management infrastructure, especially archive storage places such as filing cabinets and shelves, and lack of special space for storing records, so that most records are only secured with raffia cord and stacked with other school supplies in school storage.

## **LITERATURE REVIEW**

### **Definition of Archives**

Filing is a type of clerical or administrative work performed primarily by private entities, including government agencies and educational institutions. Archiving is an activity related to storing certificates, paper and other office documents. According to Sugiarto and Wahyono (2015:5) the archive is in Greek. Archea means the document or record in question. " Muhidin and Winata argue (2016:1) "Archives are known in Dutch as Archiefs, in England as Archives, and in America as Archives and Archives". According to Bhartos (2016:1), Indonesian

Archives are 'manuscripts', basically is 'a written document, either in the form of photographs or tables, that contains a subject matter or person's description of an event. For the record, to help people remember.'".

### **Records Management**

Records management generally includes planning, monitoring, training, organizing, developing, and other administrative activities aimed at the creation, maintenance, use and disposal of records for the purpose of achieving proper documentation. effective and efficient; Responsible for all activities. Facility. Infrastructure and other resources increased. According to Bashir Barthos from Sugiarto and Wahyono (2015:6) Archives are written records, either in photographic or tabular form, containing information about subjects (subjects) or events, created by people to support their (it) memories.

### **Records Management Objectives**

All activities related to records management have the following objectives:

1. As accurate and complete documents of organizational policies, transactions, etc.
2. To manage the quantity and quality of records created by organizations, companies, etc.
3. Control the archive creation mechanism to prevent unnecessary creation, thereby streamlining the information retrieval process.
4. Simplification of archive activities, systems and processes (creation, use and maintenance).

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5. As a parameter of archive preservation and depreciation with regulation.
6. Avoid unnecessary paper work and ensure continuous management of records from the beginning of manufacture to the end of shrinkage.

According to the Public Records Act, which distinguishes between dynamic public records and static public records, dynamic public records management ensures the availability of public records when carrying out system-based performance verification and evidence preservation activities. It can be said that the goal is to. In addition, accountability in managing dynamic archives must maintain the reliability, security and integrity of the archive itself. Ultimately, it is generally accepted that the purpose of records management is to ensure the availability, reliability, integrity and security of records. record. On the other hand, static archives aim to ensure archive security as a material for organizational, social, national and national responsibility.

### **Archive Management Function**

Based on the discussion above, it can be said that the records management function can be divided into two areas:

1. Management function. Management functions are provided in the form of planning, organizing, staffing, directing, mobilizing, and supervising the management of dynamic and static records, including critical and personal records. Dynamic records management features include creating, using, maintaining, and reducing records.

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2. Records operational function  
Records operational function, on the other hand, is an ongoing process that influences the operation and implementation of records. From some of the explanations above, it can be said that records management is a very important process to support the activities of both government and private organizations and even individuals.

By using good and proper records management, all processes in the organization are properly recorded and stored securely, making the process of re-using information easier when the stored information is needed in the future. and accurate

## **RESEARCH METHODS**

The research was conducted at a private educational institution, namely the Ibutidai AL-Muhtadin Madrasah, Bone Bolango District, Bone Pantai District. The village of Lembah Hijau Pantai Selatan Trans Sulawesi, Desa Hiaju, The reason the researcher chose MI Al-Muhtadin as the research location was because the writer needed to know how the archives were organized in this madrasa. In the first or earlier investigations, the researchers noticed a large number of files arranged in a disorderly manner in cupboards, thus confirming how archives were managed in the madrasah. I want Next, the researcher wants to see the performance of the head of administration and staff. Most of them did not come from the administration of the madrasah office, especially the

Saibtidaya AL-Mutaddin madrasah filing management department.

This study uses a qualitative descriptive approach, namely the established method. A series of people, objects, conditions, and events that occur, Wiharno Surakhmat argues in line with this opinion. Qualitative research is a study of processes, events, or developments that collect material or data in the form of qualitative information. . This qualitative data was obtained through observation, notes, and in-depth interviews with respondents who were conducted directly at a private educational institution, MIS AL Muhtadin, Bonepantai District, Bone Bolango Regency. The data collection carried out in this study was carried out by means of a literature survey and a field survey. Library research was carried out by studying books on archive management and data collection reasons

## **RESEARCH RESULT**

The history of MIS AL–Muhtadin MIS AL–Muhtadin in Lembah Hijau Village is one of the madrassas supported by the AL Muhtadin Foundation. MIS AL–Muhtadin itself was founded in 1976 by the local community. This madrasah has produced many graduates with potential in the field of religion. The background to the establishment of MIS AL-Muhtadin starts from the fact that in Bonepantai District, it does not yet have an Islamic elementary school. The existence of these madrasas is very important in order to create competent and faithful government officials in addition to supporting the desired educational program and achieving educational goals that serve religion and

nation. Because the madrasa education system balances knowledge and popular religion. Apart from the fact that there were many preschool children at that time, who did not attend elementary school in Lembah Hijau Village, some of them basically wanted to attend schools with religious characteristics such as madrasas. However, because there were no schools in Lembah Hijau Village, Ada contacted other local madrasas to find a solution. In line with the community's strong desire to establish a school that has the same religious character as public schools. The results of joint consultations prove this to be the Community Leader Foundation and the Youth Element.

## **Research result**

### **1. Pengelolaan arsip**

#### **a. Archive saving process**

According to Zulkifli Amsyah (2001: 62-70), preservation procedures are steps related to document preservation. Archives should be located so that you can always find them quickly and easily. Depending on your needs and requirements, archive storage can use various government or private sector requirements storage systems. At MIS Al–Muhtadin Archives are stored alphabetically and sequentially numbered to support administrative activities. "Regarding archival preservation, there are many preservation systems that can be applied in madrasa education institutions and archival institutions," said the head of the administration section. at MIS AL–Muhtadin The storage system used here is the storage system in alphabetical order. This storage system is very easy to

implement. The management's opinion above is supported by the opinions of the following teachers. It also makes archives easier to find if needed or reused." This is corroborated by the statement of the Head of the Madrasa which states: Madrasa management, including archive management. administration department and its staff using an alphabet retention system”.

#### **b. Archive Rental Procedure**

According to Sedarmayanti (2008), lending an archive is letting it go from storage because other parties need it. The loan origination process at MIS AL–Muhtadin is carried out by an archivist or administrative clerk who provides a loan ledger and a record of each loan provided. This is consistent with his interview with one of his employees, AL–Muhtadin. MIS administration. He explained: The archives were taken from their administrative staff. Don't take it yourself." This is in accordance with the results of an interview with the head of the madrasa administration department, where he said: Borrowers were not allowed to get it directly, but had to go through the madrasa administrative staff. From the history of several informants above, the procedure for borrowing archives is direct archive officials. We can see that it does not use files. Restoring archives is also not limited. Borrowers can restore archives immediately after completion.

#### **C. Archive Maintenance**

According to Karso (1999: 30), archive maintenance is an activity to prevent archive objects from being easily damaged, namely preventive measures

before archive damage occurs. Archives that are preserved must be very well maintained to build them and store the information they contain. Data was collected based on interviews with madrasah government officials as follows. a box that is done once or twice a month to prevent insect infestation in the file box. In addition, administrative staff working in the field of archives clean the madrasah archives from dust.”. c. Archive depreciation procedure According to Basir Bhartos (1997:101), minification is an archive depreciation activity using:

1. Transferring inactive archives from the processing unit to the archive unit of the national agency or agency;
2. destruction of archives in accordance with applicable regulations;
3. Delivery of archives to the National Archives by the Insertion Unit

## **DISCUSSION**

### **Administrator Records Management,**

Administrative Officers and MIS AL-Muhtadin Staff Based on the presentation of the findings above submitted by several madrasah officials, including teachers who described managing archives MIS AL-Muhtadin Archive management It is important that the organization supports management activities. Archive management is an activity of processing archive storage for archive utilization activities in the future. Archive storage is closely related to the archive environment where the archive is stored. This is because the physical state of the archive

must: be maintained for any use of the information it contains in the future. Archive management at MIS AL-Muhtadin covers various aspects, from storage to archive reduction. a. Archive retention procedures Formulate archiving procedures to unify and organize archiving activities in a systematic manner to enable proper and timely discovery of archiving. Records systems are an important part of records management, setting out the system and order of record keeping. There are many things to consider when deciding on a records storage system for your needs, and base your record keeping decisions on what you can afford to consider.

### **Archive Borrowing Process**

The document loan program is designed to standardize document lending activities so that the status of documents stored is under control, regardless of their location. According to Sularso et al., to prevent loss of files transferred from the library area due to loans by other units or other organizations, loan cards, files are used to record borrowings, and file borrowing cards apply. From this loan card, if the archive to be used is already is no longer stored, the archive manager can find out the whereabouts of the archive. In fact, MIS AL-Muhtadin does not use archive cards. If you want to borrow a letter, all you have to do is fill out the agenda book. In fact, the effect is not good, and it is easy to have files that are not returned after checkout

### **C. Process for Maintaining Archives**

Records kept must be properly maintained so that they and the information they

contain are preserved. Care and maintenance is very important to ensure the security of archives so that they can be maintained properly and are not easily damaged. File maintenance is not only maintenance of physical files, but also maintenance and maintenance of the information contained in files. According to Sugiarto, "Maintenance of archives is keeping them in such a way that their physical condition is not damaged and their utility value remains." This is important organization, so archive maintenance is absolutely necessary. Maintenance and maintenance of archives is always carried out by MIS AL-Muhtadin to protect archives from damage

#### **D. Archive Shrinkage Procedure**

Archives will one day lose their use value, or archives that have been stored will no longer have use value. Archives that are no longer in use should be deleted. "Unnecessary archives are a waste of energy, space and equipment, and must be cleaned to avoid spreading". MIS AL-Muhtadin education does not have a specific time limit for archive compression, archives are stacked and archive compression is done when the filing cabinet is full, Destroyed archives are archives that are no longer useful. The purpose of shrinking is to ensure that the archive space can always accommodate more letters. It saves space by placing less useful emails in storage and burning obsolete archives.

#### **CLOSING**

#### **Conclusion**

Conclusions that can be drawn from the results of research conducted by MI

ALMuhtadin, Bonepantai District, in the Bone Bolango District, include:

Archive management carried out at MI Al Mutaddin, Bonepantai Regency, Bone-Bolango Province, follows the alphabetical order of archive preservation procedures. When borrowing files, the officer registers the borrower's loan and there is no limit on returns. Then, during archive selection, the outside of the archive box is sprayed with Beigon. This is done once every one or every two months to prevent insects from getting into the archive box. This is done by burning.

1. The management of the archives of MI AL-Muhtadin, Bonepantai Regency, BoneBolango Province faces several obstacles, including a lack of understanding of archive management by administrative staff, as a result the decision to borrow archives is not made. . The madrasa archives have been lost because the archives have been returned. And the next obstacle is the limited capacity and infrastructure to manage the MI AL-Muhtadin archives, Bonepantai District, Bone Bolango Regency. B. Lack of cupboards. MI AL-Muhtadin's archives are not well organized because this madrasa only has one cabinet to store archives.

2. The efforts of Mi Al-Muhtadin Bonepantai, Bone-Bolango Regency to overcome the obstacles and obstacles to archive management at Mi Al-Mutaddin have been overcome by a lack of understanding of archive management by government officials. This is to overcome and overcome the limitations of public archives



management. Facilities and infrastructure require archivists to classify critical archives. Old archives containing archives that are less important or temporarily useful. Older active archives are placed in filing cabinets. Archives without long-term value are placed in cupboards.

### Suggestion

Suggestions that the author might make regarding archiving in this study include:

1. When borrowing materials, it is necessary to enter the date of return of materials in the loan ledger, and the borrower of materials must have a materials loan card in hand. Clarify the return date of borrowed archives and facilitate retrieval of archives when the other party needs them. It is best to have a fixed cycle for file shrinkage, so that the file storage conditions are stable as soon as the file is created.
2. Islamic institutions struggle to overcome archival facilities and infrastructure to enable archive management at MI AL-Muhtadin, Bonepantai District, Bone-Bolango Regency. further enhance and desired educational goals.

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