

ARCHIVE MANAGEMENT IN THE DIGITAL ERA: CASE STUDY OF ADMINISTRATION OF SMA NEGERI 4 SIDOARJO

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Article Info	ABSTRACT
Article history: Received Feb 14, 2024 Revised Feb 21, 2024 Accepted Feb 28, 2024 Keywords: <i>Archive Management, Effectiveness, Administration, School, Digitalization</i>	Background: Effective records management is a critical component of administrative efficiency in educational institutions, especially in the digital era where rapid access to accurate information is essential for school operations and accountability. Specific Background: SMA Negeri 4 Sidoarjo provides a representative case for examining the current state of records management within Indonesian public high schools, particularly in the context of transitioning from manual to digital systems. Knowledge Gap: While records management has been widely discussed in the context of corporate and government institutions, limited research has been conducted on its implementation, challenges, and development strategies in the education sector, especially at the high school level. Aims: This study aims to analyze the effectiveness of records management practices in the administrative section of SMA Negeri 4 Sidoarjo, identify key challenges, and propose strategic recommendations for improvement. Results: The study reveals several ongoing challenges, including limited availability of digital records, slow retrieval processes, weak information security measures, and inadequate human resources and infrastructure. These factors collectively hinder the effectiveness of administrative recordkeeping. Novelty: This research offers one of the first in-depth qualitative evaluations of school-based records management practices in an Indonesian high school setting. It provides insights into the transitional issues faced by educational institutions in adopting digital documentation systems. Implications: The findings suggest the need for a comprehensive records digitization initiative, the development of an integrated digital records management system, upskilling of administrative personnel, and improved investment in technological infrastructure. These recommendations serve as a strategic guide for educational institutions aiming to modernize administrative practices in alignment with digital transformation goals. This is an open-access article under the CC-BY 4.0 license. 

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INTRODUCTION

Archival management is a crucial aspect in the administration of an organization, including educational institutions such as schools [1][2]. Archives as records of activities and events have high information value as a basis for decision making, proof of accountability, and organizational memory. The goal of archival management is to ensure the availability of authentic, reliable, and easily accessible archives when needed [3]. This topic is important because effective archive management can improve work efficiency, reduce the risk of information loss, and support transparency and accountability in education [4]. In Indonesia, archives management faces various challenges in the digital era. Digital transformation has changed the way organizations generate, store and access information [5]. Many organizations, including schools, are still struggling to integrate traditional archival systems with digital technology. The phenomenon that often occurs is the overlapping of physical and digital archives, the lack of digital archive management standards, and the limited human resources who are competent in the field of digital archives [6]. The role of the community, especially academics and archival practitioners, is very important in providing education, training, and assistance to organizations in adopting good archival management practices in the digital era [7].

Several studies show that good archival management is positively correlated with organizational performance. Research by [8] found that organizations that have structured and automated archival systems tend to be more efficient in decision-making and response to environmental changes. Another study by [9] highlighted the importance of training and competency development of archivists in improving the quality of digital records management. Meanwhile, a study by [10] emphasized the need for clear policies and regulations to govern digital records management in the public sector.

The relevant theory for this study is the archival life cycle theory. This theory explains that records have a life cycle that begins with creation, use, storage, and eventually disposal or preservation. Each stage in the records' life cycle requires different management approaches according to its utility and context. This theory helps to understand that records management is not only about storage but also about managing records from their creation to the end of their existence. There is a gap between the ideal theory of records management and the reality in the field. Ideally, organizations should have an integrated and automated records management system supported by competent human resources [11]. However, in reality, many organizations still face challenges in implementing a modern and effective records management system. This gap drives the need for in-depth studies on the factors influencing the effectiveness of records management in various organizations, including schools [12], [13].

SMA Negeri 4 Sidoarjo, commonly known as SMANIVDA, is one of the senior high schools located on Jalan Raya Suko, Sidoarjo District, Sidoarjo Regency, East Java. According to DAPODIK data, in 2024, the number of education personnel at SMA Negeri 4 Sidoarjo was 100, including teachers and administrative staff, with a total of 1,404

students. SMA Negeri 4 Sidoarjo is ranked among the best public schools in Sidoarjo, with a national school ranking of 514. As of 2024, SMA Negeri 4 Sidoarjo has held its 28th Purnawidya Adhitama graduation ceremony, with 450 students graduating in 2024, 104 of whom were accepted into state universities (PTN) in East Java and Central Java.

Schools, as educational institutions, consistently carry out various activities, such as teaching and administrative processes. These activities inevitably produce data and information, commonly referred to as records. Records will always exist as long as the school operates, leading to a continuous increase in the number of records produced. Therefore, records management, which is part of school administration activities, plays a crucial role in supporting the smooth operation of school administration and tasks.

Archives are essential and necessary for human life in obtaining fast, precise, and accurate information. According to Sholikah and Oktarina (2018), archives refer to activities or events in various forms and media in line with the development of information and communication technology, created and received by state institutions, regional governments, educational institutions, companies, political organizations, and social organizations within the nation and state. Law No. 43 of 2009 on Archiving emphasizes that archive management is carried out to ensure the availability of authentic and reliable archives as valid evidence of accountability. Therefore, archives play a crucial role in ensuring the smooth operation of organizations as a source of information and a memory center for the organization (Sholikah & Oktarina, 2018).

The implementation of archive management in the administrative department of SMA Negeri 4 Sidoarjo has not been optimally executed as mandated by the Republic of Indonesia Law No. 43 of 2009 on Archiving. Several challenges related to archive management at SMA Negeri 4 Sidoarjo have been identified. First, there is a shortage of personnel in the administrative services department, which affects the completion time of documents and the overall archive management within the school's administration. The lack of personnel also results in the neglect of archive management. Second, there is an inadequacy in facilities and infrastructure, such as archive boxes, archive racks, and archive cabinets, to store documents in a structured manner, as required by Republic of Indonesia Law No. 43 of 2009 on Archiving.

These challenges have impacted the quality of public services at SMA Negeri 4 Sidoarjo. The current state of archives at SMA Negeri 4 Sidoarjo is reflected in the statement by an administrative staff member: "The role of management information systems in managing student data at the school is crucial for the principal's decision-making in implementing strategic policies." Thus, archives must be managed properly since, over time, they will continue to accumulate due to the increasing number of activities within the institution. If archives are left unmanaged, they will pile up and consume space, time, and effort, leading to the loss of some data. Archive management, whether through IT-based or non-IT-based systems, at SMA Negeri 4 Sidoarjo faces challenges, including "factors that hinder the functioning of the school's management information system, particularly the lack of human resources, which results in double workload, and inadequate supporting infrastructure, making it difficult to locate archives when needed."

METHODS

The research method used in this article is a qualitative research method with a case study approach. This approach was chosen to gain an in-depth understanding of how archival management is carried out at SMA Negeri 4 Sidoarjo and to identify factors influencing its effectiveness. Data collection was conducted through:

1. **Interviews:** In-depth interviews were conducted with administrative staff, the principal, and other relevant parties to obtain information regarding archival management practices, challenges faced, and expectations for an ideal archival system.
2. **Observation:** Direct observation was carried out to examine the archival management process, the layout of the archive room, and the use of information technology in archival management.
3. **Documentation:** Secondary data in the form of documents related to archival management, such as Standard Operating Procedures (SOPs), archival guidelines, and reports, were collected and analyzed to complement the information obtained from interviews and observations [14], [15].

RESULTS AND DISCUSSION

SMA Negeri 4 Sidoarjo has carried out fairly good management and maintenance of archives. Several aspects need to be considered in archive management, according to the results of an interview with the head of administrative staff, which are divided into the following activities: Creation Activity this creation activity refers to the process of receiving archives, including incoming and outgoing letters handled by the school's administrative staff. At SMA Negeri 4 Sidoarjo, in addition to incoming and outgoing letters, documents such as students' final semester grades and activities supporting school accreditation are also archived. Storage Activity, the storage of archives can be arranged based on letter numbers, and the date of incoming and outgoing letters. Additionally, archived letters are assigned storage codes. Preservation Activity the preservation of archives aims to maintain them in good condition. For non-IT archives, maintenance involves cleaning dust and mold, as well as protecting archived letters from damaging factors such as termites. Meanwhile, for IT-based storage using application systems, regular checks are conducted to ensure the data is still securely stored. Reduction Activity, reduction activities involve decreasing the number of archives that are considered no longer needed and removing lost archives to prevent unnecessary accumulation.

Meanwhile, in the maintenance of school archives, SMA Negeri 4 Sidoarjo has implemented several measures: a. Humidity control – To prevent mold growth due to room humidity, adequate air circulation is ensured through sufficient lighting from windows. b. Sunlight exposure control – Excessive sunlight exposure is mitigated by using window covers or ventilations with fabric layers, allowing controlled light entry into the archive storage room. c. Dust control – Regular cleaning is carried out to prevent dust accumulation. To further minimize direct exposure to dust, archives at SMA Negeri 4 Sidoarjo are stored in glass cabinets. Field observations confirm that SMA Negeri 4 Sidoarjo has a dedicated archive room equipped with archive racks, folders, and glass cabinets for storage. Archive racks are filled with folders containing important documents that must be kept by the institution. The use of an archive room proves

beneficial in facilitating archive management and maintenance while ensuring the confidentiality of school archives, preventing loss or other potential risks. The management of archive documents at SMA Negeri 4 Sidoarjo includes records of school activities, both extracurricular and formal learning activities, as well as school competition events. Personal school data must be categorized separately based on its relevance and document type. Therefore, the researcher will also explain the classification of archives at SMA Negeri 4 Sidoarjo.

Archive management, defined as the process of formulating organizational policies and objectives while overseeing their implementation, plays a crucial role in organizational effectiveness. The administrative office plays an important role in providing information for organizational leaders to make informed decisions, facilitating operational tasks, and ensuring smooth organizational development. Archives, as records of activities or events in various formats, serve as an information source that supports decision-making, planning, monitoring, verification, and organizational memory. Archives are classified into active, semi-active, and inactive categories based on their frequency of use. SMA Negeri 4 Sidoarjo implements archive management by considering both IT-based and manual (Non-IT) storage and maintenance methods.



Figure 1. Archive Room of SMA Negeri 4 Sidoarjo.

Source: Primary data, 2024.

This school provides management information system facilities such as IT devices, software, internet networks, and hardware (computers/laptops) to support archive maintenance. Archive management activities include creation, storage, preservation, and disposition. Efforts to maintain archives include good air circulation, light control, and regular cleaning, as well as the use of glass cabinets for archive storage. Archive separation is carried out to ensure that documents can be easily retrieved when needed. SMA Negeri 4 Sidoarjo uses applications and relies on human resources as well as a stable internet network. The archive separation methods used include the alphabetical system, subject system, numerical system, and date system. In addition, archive separation is also carried out based on its type, namely IT and Non-IT archives. The use of computers greatly facilitates archive storage as it simplifies data retrieval. SMA Negeri 4 Sidoarjo has also developed the use of the school website as a resource. Thus, SMA Negeri 4 Sidoarjo has implemented a comprehensive archive management system, encompassing archive storage, maintenance, and separation, both

manually and digitally. The use of information technology and trained human resources is key to maintaining the effectiveness of archive management in this school.

CONCLUSION

The archival management at SMA Negeri 4 Sidoarjo still faces various challenges, particularly regarding the availability of digital archives, ease of access, retrieval speed, information security, human resources, as well as facilities and infrastructure. To enhance the effectiveness of archival management, several recommendations are proposed: (1) Digitizing physical archives and developing an integrated digital archival system; (2) Enhancing the competence of administrative staff in digital archival management through training and development; (3) Providing adequate facilities and infrastructure, including digital archival applications; (4) Implementing clear and consistent archival management policies and procedures. This study has a limitation, as it was conducted in only one school, making the results not generalizable to other schools. Future research can be conducted by expanding the sample and using quantitative methods to examine the relationship between archival management and school performance

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