

*Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management*

Try Hikmawan , Budi Santoso, Nani Imaniyati

Universitas Pendidikan Indonesia, Indonesia

**Paper Type:**

*Research Paper*

**Abstract**

**Background of the study:** The focus of this problem is to be able to find out the effectiveness and impact received from dynamic archive management in the agency, namely in managing general dynamic archive documents;

**Purpose:** The purpose of this study is to identify the effectiveness of archive management by archive management officers;

**Method:** The method used in this study uses descriptive qualitative methods and uses observation, interviews and documentation techniques;

**Findings:** The readiness of the dynamic archive instrument 3 in 1 model can be used in dynamic archive management with the implementation of Creation, Use, Maintenance, and Depreciation;

**Conclusion:** The use of 3 in 1 archival instruments has a positive impact and increases effectiveness in archive management.

**Keywords:** management effectiveness, dynamic archives, records classification, records retention schedule, dynamic archive security classification system

Submitted: 4 March 2022

Revised: 1 April 2022

Accepted: 21 June 2022

Online: 13 December 2022

\* Correspondence:  
Try Hikmawan

E-mail:  
[tryhikmawan@upi.edu](mailto:tryhikmawan@upi.edu)

To cite this document:

Hikmawan, T., Santoso, B., & Imaniyati, N. (2022). Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management. *Record and Library Journal*, 8(2). 207-215. DOI: 10.20473/rlj.V8-I2.2022.207-215.

Open access under Creative Commons Attribution-Share A like 4.0 International License

## Introduction

Management Archives can also be referred to as archival activities. Archive activities include the process of making, compiling and storing letters and other documents, so that documents can be found. return. if. Needed ([Craven, 2016](#); [Millar, 2017](#)). Managing archives properly is important to facilitate archive retrieval, but not everyone can. manage. archive well ([Fajri & Syahyuman, 2012](#)). Although the archive system has a very important role in the organization ([Iskandar, 2018](#); [Laili, 2014](#)), ironically today the reality that exists in most organizations or agencies, both departmental and non-departmental as well as companies, is the lack of attention to the implementation and management of a good archive system ([Chen et al., 2015](#)). In general, government organizations should be able to carry out archiving tasks effectively and efficiently based on what is stated in Law no. 43 of 2009 concerning archives ([UU Nomor 43 Tahun 2009 Tentang Kearsipan](#)).

Based on Law no. 43 of 2009 Article 1 Paragraph 25 that the management of dynamic records is the process of controlling dynamic records efficiently, effectively, and systematically including the creation, use and maintenance, and depreciation of records. The dynamic archive management consists of vital archives, active archives and inactive archives. The management is carried out to ensure the availability of archives in the administration of archives ([Azmi, 2019](#)). Management of dynamic archives (records management) in the archive creator environment must be carried out comprehensively, including records creation, records use and maintenance, and records disposal ([Barthos, 2016](#); [Rosalin, 2017](#)).

Based on Law Number 43 of 2009 Article 40 paragraph 4 concerning Archives ([UU Nomor 43 Tahun 2009 Tentang Kearsipan](#)) that to support effective and efficient management of dynamic archives, archive creators make official document arrangements, archive classifications, archive retention schedules, and a security classification system and archive access. In practice, dynamic archive management will run effectively if it is supported by an archival instrument consisting of official document management, archive classification, archive retention schedule and a security classification system and archive access. The instrument serves as a control factor for the implementation of archival activities.


Archives are recordings of activities or events in various forms and media in accordance with the development of information and communication technology made and accepted by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of social, national and international life. patriotic ([UU Nomor 43 Tahun 2009 Tentang Kearsipan](#)). Archives can also be interpreted as an agency that carries out all activities of recording, handling, storing and maintaining letters / documents that have important meaning both internally and externally, both relating to government and non-government matters, by implementing certain policies and systems that can be accounted for ([Barthos, 2016](#)).

According to Law Number 43 Year 2009 Article 1 concerning Archives, the types of archives include archives.dinamis.is archives that are used directly in the activities of archive creators and stored for a certain period of time. Vital archives are archives whose existence is a basic requirement for the operational continuity of the archive creator, cannot be updated, and cannot be replaced if damaged or lost. Active archives are archives with high and/or continuous usage frequency ([Borggreen & Gade, 2013](#); [Farge, 2013](#); [Theimer, 2012](#)). Inactive archives are archives whose usage frequency has decreased. Statis archives are archives produced by archive creators because they have historical use value, have exhausted their retention, and are verified either directly or indirectly by the National Archives of the Republic

To cite this document:

Hikmawan, T., Santoso, B., & Imaniyati, N. (2022). Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management. *Record and Library Journal*, 8(2). 207-215. DOI: 10.20473/rlj.V8-I2.2022.207-215.

Open access under Creative Commons Attribution-Share A like 4.0 International License

(CC-BY-SA) 

of Indonesia and/or archival institutions. Maintained archives are state archives related to the existence and survival of the nation and the state which must be maintained for their integrity, security, and safety. Archives, general, are archives that are not included in the archives awake category ([UU Nomor 43 Tahun 2009 Tentang Kearsipan](#)).

Dynamic archives are used directly in archiving activities and are still stored because they have primary use values ([Rosalin, 2017](#)). In relation to Law no. 43 of 2009 Article 3 paragraph (3) regarding archives also stipulates that the objectives of organizing archives include: a) The creation of archives from a process of activities carried out including state institutions as organizers of national archives; b) Availability of archives as legal evidence; c) The realization of the management and utilization of archives in accordance with the provisions of the legislation; d) Guaranteed protection of the interests of the state through the management and use of archives that are authentic and reliable; e) To dynamize an organization of national archives as a comprehensive and integrated system; f) Guaranteed security and safety of records as evidence of a company's responsibility; g) Ensuring the safety of a company's national assets; h) Increasing the quality of public services in managing and utilizing authentic and reliable archives.

With regard to the same, (Liang-Gie, 1994) about the use value of the archive which is formed into 6 and abbreviated as "ALFRED" namely:

A : *Administrative Value*

L : *Legal Value*

F : *Fiscal Value*

R : *Research Value*

E : *Educational Value*

D : *Documentary Value*

Archive management is an activity to control records effectively and efficiently and systematically by ensuring the availability of archives as the organization of organizational activities and legal evidence, as well as guaranteeing archive safety as a national responsibility for the life of society, nation and state ([Barthos, 2016](#)). Good archive activities play a role in organizational activities or activities, which means as a source of information as well as a useful organizational memory center to be used as research material, decision making, and preparation of development programs of an organization related ([Chen et al., 2015](#)).

Archival NSPK is a provision regarding laws and regulations that are set to be used as guidelines in archive management activities, such as policy stipulation, archiving development, and archive management. ([PERKA ANRI No. 20 Tahun 2012](#)). The regulations that are used as the basis for archival NSPK in Indonesia to date have undergone three changes, namely: 1) Presidential Regulation No. 19 of 1961 concerning National Archives; 2) Law no. 71 of 1971. concerning the Basic Provisions of Archives; 3) UU.No. 43 of 2009. concerning. Archives;

(UU Nomor 43 Tahun 2009 Tentang Kearsipan, 2009) Article 40 of dynamic archive management instruments are as follows:

1. Administration of Official Manuscripts (TND)  
TND is a regulation on the type, format, preparation, security, validation, distribution and media used in official communication.
2. Classification Archive  
Classification archive is information group archives that are organized based on the functions and tasks of the organization.

To cite this document:

Hikmawan, T., Santoso, B., & Imaniyati, N. (2022). Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management. *Record and Library Journal*, 8(2). 207-215.  
DOI: 10.20473/rlj.V8-I2.2022.207-215.

Open access under Creative Commons Attribution-Share A like 4.0 International License

3. Schedule Retention Archive (JRA)  
JRA is a list that contains at least the period of storage or retention, types of records, and information containing recommendations regarding the determination of an item. types of archives destroyed, revalued, or permanent which are used as. archive shrinkage and preservation guidelines.
4. System Classification Security and Access Archive (SKKAA)  
System classification security and access archives are rules restriction of access rights to physical archives and their information as a basis to determine openness and archive confidentiality in order to protect the rights and obligation. archive creator and user in service archive.

Archival management principles according to Sedarmayanti in [Priansa & Garnida, \(2013\)](#) consist of:

1. Principle of Centralization  
Controlling the activities of managing letters/archives, both incoming and outgoing mail, is fully charged and accounted for centrally in an organization called the archiving unit.
2. The principle of decentralization  
Control of letter/archive management activities, both incoming and outgoing mail is fully implemented by each work unit within an organization. Each work unit in the organization carries out and is responsible for the management of its letters/archives, from receiving, recording, to sending letters.
3. Combined Principle  
This principle is a combination of a centralized and decentralized system, where each work unit can carry out its own mail management, but the control is carried out centrally.

## Method

The research method uses descriptive qualitative ([Gunawan, 2013](#)). The research concept used by [Sugiyono \(2017\)](#) which consists of the processes of Creation, Use, Maintenance, and Depreciation. Researchers used Non-Probability Sampling as well as Purposive Sampling techniques. The respondents were 120 peoples. The sample in this study uses Snowball Sampling. This technique aims to attract more research participants if the required data is still not sufficient.

Data collection techniques and tools used observation, interviews, and documentation studies. Researchers also use the Miles and Huberman Interactive data analysis technique. The researchers also used the technique of checking the validity of the data with 2 triangulation.

## Result and Discussion

Based on the results of observations, interviews and documentation studies. In the results of field research, it can be seen that the agency uses a centralized system, namely the management of all documents. This Centralized System not only manages documents but also stores documents. Document storage is carried out with a centralized system (centralized). Documents related to general company documents such as incoming letters, outgoing letters, and company legal products.

### 1. Archive Creation

In the concept of analyzing the readiness of the archival instrument model 3 in 1 in the

To cite this document:

Hikmawan, T., Santoso, B., & Imaniyati, N. (2022). Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management. *Record and Library Journal*, 8(2). 207-215. DOI: 10.20473/rlj.V8-I2.2022.207-215.

Open access under Creative Commons Attribution-Share A like 4.0 International License

effectiveness of managing dynamic archives, the first is the creation of archives.

Table 1. *Checklist aspects of Creating Dynamic Archive Management*

Aspects Observed	Researched Things	Check Compatibility	
		YES	NO
<i>Dynamic Archive Creation</i>	Records manager follows archive classification	✓	
	Records manager understands the flow of incoming mail	✓	
	Records manager understands the flow of outgoing mail	✓	
	Records manager understands what types of archives have been created	✓	
	Records manager understands archive management by using the application	✓	

In table 1 above, the creation of dynamic archives carried out at the agency is in accordance with the existing documents in the document data and the checklist of aspects of the creation of dynamic archive management. As has been proven in the results of interviews with the informants above, that in creation there is how to manage incoming and outgoing letters. Also supported by various types of documents created, especially general documents. This can improve archive management so that the creation process can run more effectively.

## 2. *Archive Usage*

In the research concept of the effectiveness of the second dynamic archive management is the use of archives.

Table 2. *Checklist aspects of Using Dynamic Archive Management*

Aspects Observed	Researched Things	Check Compatibility	
		YES	NO
<i>Use of Dynamic Archives</i>	Records manager understands the use of archive classification, archive retention schedules	✓	

To cite this document:

Hikmawan, T., Santoso, B., & Imaniyati, N. (2022). Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management. *Record and Library Journal*, 8(2). 207-215. DOI: 10.20473/rlj.V8-I2.2022.207-215.

Open access under Creative Commons Attribution-Share A like 4.0 International License

The archive manager understands the state of the archives stored		✓
Archive managers understand the flow of filing/storage	✓	
Archive managers understand the system used in archive storage	✓	

### 3. Archive Maintenance

In the research concept of the third dynamic archive management effectiveness is archive maintenance.

Table 3. Checklist aspects of Dynamic Archive Management

Aspects Observed	Researched Things	Check Compatibility	
		YES	NO
<i>Dynamic Archive Maintenance</i>	Records manager understands the use of security classification systems and archive access	✓	
	Archive managers understand the prevention efforts against archive archive damage	✓	
	Archive managers understand the repair / maintenance of damaged archives or deteriorating archive conditions		✓
	Archive managers understand that	✓	

To cite this document:

Hikmawan, T., Santoso, B., & Imaniyati, N. (2022). Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management. *Record and Library Journal*, 8(2). 207-215. DOI: 10.20473/rlj.V8-I2.2022.207-215.

Open access under Creative Commons Attribution-Share A like 4.0 International License

there are special  
maintenance  
procedures

#### 4. Archive Shrink

In the concept of research on the effectiveness of dynamic archive management based on Law no. 43 of 2009 article 40 paragraph 2 in the fourth Suherman (2017) is archive shrinkage.

Table 4. Dynamic Archive Management Shrinkage Checklist

Aspects Observed	Researched Things	Check Compatibility	
		YES	NO
Dynamic Archive Shrink	Archive managers understand the process of moving existing archives	✓	
	The archive manager understands the number of files being moved	✓	
	Archive managers understand the stages of archive destruction	✓	
	Archive managers understand the stages of submitting archives		✓

In the table above, the depreciation of dynamic archives carried out by the agency is in accordance with the existing documents in the document data and the checklist of depreciation aspects of dynamic archive management. As will be proven in several interviews with interviewees, there are methods, processes, or stages of management in terms of transferring archives, destroying and submitting archives so that management can run more effectively.

#### 5. Impact Receiving in Managing Dynamic Archives

In archive management, of course, there will be an impact on the dynamic archive management process. Based on the observations and the results of interviews conducted by researchers, namely:

It can be concluded that there is a positive impact on dynamic archive management, this includes:

##### a. Impact of Creation

With application assistance in archive creation activities carried out by employees, this will facilitate the management that is carried out, positively the work will be faster, more

To cite this document:

Hikmawan, T., Santoso, B., & Imaniyati, N. (2022). Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management. *Record and Library Journal*, 8(2). 207-215. DOI: 10.20473/rlj.V8-I2.2022.207-215.

Open access under Creative Commons Attribution-Share A like 4.0 International License

practical and can save time.

b. Impact of Use

With the use of archives which include storage, filing and re-borrowing, this management can facilitate this use of activities, because all activities have procedures to help expedite the process of use.

c. Impact of Maintenance

With the preservation in archive maintenance activities, the impact on the room being preserved will be maintained and protected from dust and fungus that will damage the condition of the archive. Archives will also be kept clean.

d. The impact of shrinkage.

With this depreciation activity, it will avoid the accumulation of archive files in each unit. To support this process, there is an application to facilitate its activities, whether it will send a letter of application for destruction, for example, employees only need to send a letter via the application so that this will facilitate the course of depreciation activities.

## Conclusion

The availability of three dynamic records management instruments consisting of archive classification, archive retention schedule and security classification system and archive access 3 in 1 model in the effectiveness of dynamic records management is very significant. This can be seen from the following aspects. Aspects The creation of dynamic records management is very effective when viewed from how the management of incoming letters, outgoing letters, and legal products, the management has used computer-based applications making it easier to manage dynamic archives in the agency. Aspects The use of dynamic archive management is very effective when viewed from the process in use. The management already uses a classification system and is in accordance with the procedures issued so as to facilitate the process of managing in the agency.

Aspects of Maintenance of dynamic records management is very effective when viewed from the existing maintenance process. The management has used a classification system and is in accordance with the procedures issued so as to facilitate the process of managing archives at the agency. In the aspect of depreciation, dynamic archive management is very effective when viewed from the activities of transfer, delivery and destruction. Its management is assisted by the Record Center and ANRI (National Archives of the Republic of Indonesia) so as to facilitate the dynamic archive management process in shrinking archives at the agency.

It can be concluded that there is a positive impact on the management of dynamic archives, these include, that is Impact of Creation with the help of applications in archive creation activities carried out by employees, this will facilitate the management that is carried out, positively the work will be faster, more practical and can save time. Then Impact of Use, with the use of archives which include storage, filing and re-borrowing, this management can facilitate this use of activities, because all activities have procedures to help expedite the process of use. Impact of Maintenance, with the preservation in archive maintenance activities, the impact on the room being preserved will be maintained and protected from dust and fungus that will damage the condition of the archive. Archives will also be kept clean. And the impact of shrinkage, with this depreciation activity, it will avoid the accumulation of archive files in each unit. To support this process, there is an application to facilitate its activities, whether it will send a letter of application for destruction, for example, employees only need to send the letter via the application so that this will facilitate the course of depreciation activities.

To cite this document:

Hikmawan, T., Santoso, B., & Imaniyati, N. (2022). Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management. *Record and Library Journal*, 8(2). 207-215. DOI: 10.20473/rlj.V8-I2.2022.207-215.

Open access under Creative Commons Attribution-Share A like 4.0 International License



## Acknowledgment

Thank you to the University Archives, Universitas Pendidikan Indonesia for helping with the research.

## References

- Azmi. (2019). Signifikasi empat instrumen pokok pengelolaan arsip dinamis. *Jurnal Kearsipan Anri*, 15–38. <http://jurnalkearsipan.anri.go.id/index.php/ojs/article/view/69>
- Barthos, B. (2016). *Manajemen kearsipan untuk lembaga negara, swasta dan perguruan tinggi*.
- Borggreen, G., & Gade, R. (2013). *Performing archives/archives of performance* (Vol. 1). Museum Tusulanum Press.
- Chen, F.-M. H. S. U. T.-Y., Lin, C.-T. F. C.-M., & Chiu, C.-M. (2015). *Factors affecting the satisfaction of an online community for archive management in Taiwan*.
- Craven, L. (2016). *What are archives?: cultural and theoretical perspectives: a reader*. Routledge.
- Fajri, H., & Syahyuman, S. (2012). Sistem Pengelolaan Arsip Dinamis Aktif di Kantor Perpustakaan, Arsip, dan Dokumentasi Kabupaten Pesisir Selatan. *Ilmu Informasi Perpustakaan Dan Kearsipan*, 1(1), 409–417.
- Farge, A. (2013). *The allure of the archives*. Yale University Press.
- Gunawan, I. (2013). Metode penelitian kualitatif. *Jakarta: Bumi Aksara*, 143.
- Indonesia. (2009) Undang-undang Nomor 43 Tahun 2009 tentang Kearsipan. <https://www.anri.go.id/#>
- Indonesia. (2012). PERKA ANRI No. 20 Tahun 2012 tentang Pedoman Pengelolaan Unit Kearsipan ada Lembaga Negara. <https://www.anri.go.id/#>
- Iskandar, I. (2018). Reorientasi Sistem Pengelolaan Arsip Dinamis. *JUPI (Jurnal Ilmu Perpustakaan Dan Informasi)*, 3(1), 121–130.
- Laili, M. (2014). Pengelolaan Arsip Dinamis pada Kantor Perpustakaan Umum dan Arsip Daerah Kota Semarang. *Economic Education Analysis Journal*, 3(3).
- Liang-Gie, T. (1994). *Administrasi perkantoran modern*. Yogyakarta: Liberty.
- Millar, L. A. (2017). *Archives: principles and practices*. Facet Publishing.
- Priansa, D. J., & Garnida, A. (2013). *Manajemen Perkantoran*.
- Rosalin, S. (2017). *Manajemen arsip dinamis*. Universitas Brawijaya Press.
- Sugiyono. (2017). *Metode Penelitian Kuantitatif Kualitatif dan R & D*. Bandung: Alfabeta.
- Theimer, K. (2012). Archives in Context and as Context. *Journal of Digital Humanities*, 1(2), 1–2.

To cite this document:

Hikmawan, T., Santoso, B., & Imaniyati, N. (2022). Readiness analysis of archives instruments 3 in 1 model in the effectiveness of dynamic archives management. *Record and Library Journal*, 8(2). 207-215. DOI: 10.20473/rlj.V8-I2.2022.207-215.

Open access under Creative Commons Attribution-Share A like 4.0 International License