Archive structuring strategies to improve work effectiveness at Junior High School NU Al-Itqon Cimerak

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Abstrak

Penataan arsip yang efektif memiliki peran krusial dalam meningkatkan efisiensi dan kinerja kantor. Penelitian ini bertujuan untuk menganalisis strategi penataan arsip guna meningkatkan efektivitas kegiatan kantor di SMP NU Al- Itqon Cimerak. Metode penelitian melibatkan wawancara, observasi, dan analisis dokumen untuk memahami proses penyimpanan dan pengelolaan arsip di SMP NU Al-Itqon Cimerak. Hasil penelitian menunjukkan bahwa SMP NU Al- Itqon Cimerak menghadapi tantangan terkait kurangnya sistematisasi dan pengelolaan arsip yang optimal, menyebabkan kesulitan dalam pencarian dan pemanfaatan informasi yang dibutuhkan dalam kegiatan sehari-hari. Dengan menganalisis strategi penataan ini, diharapkan efektivitas kegiatan kantor dapat meningkat, proses pengambilan keputusan menjadi lebih cepat, dan risiko kehilangan informasi dapat diminimalkan. Temuan penelitian ini dapat memberikan kontribusi positif bagi SMP NU Al-Itqon Cimerak dan institusi sejenis dalam meningkatkan tata kelola arsip.

Kata kunci: efektivitas kantor; manajemen arsip; penataan arsip.

Abstract
Effective archive organization plays a crucial role in improving office efficiency and performance. This study aims to analyze archival arrangement strategies to enhance the effectiveness of office activities at SMP NU Al-Itqon Cimerak. The research methodology employs interviews, observations, and document analysis to understand the processes of storing and managing archives at the school. Results indicate that SMP NU Al-Itqon Cimerak faces challenges related to a lack of systematization and suboptimal archive management, leading to difficulties in searching for and utilizing information needed for daily activities. By analyzing archival structuring strategies, it is expected that the effectiveness of office activities can be increased, decision-making processes accelerated, and the risk of information loss minimized. The findings of this study aim to make a positive contribution to SMP NU Al-Itqon Cimerak and similar institutions in improving their records management practices.

Keywords: office efficiency; archive management; archive organization

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Introduction

Office Management is a branch of management concerned with services in obtaining, recording, and analyzing information, as well as planning and communicating. Through these functions, organizational management maintains its activities, develops its operations, and achieves its goals in the most efficient manner possible.

Archives (records) serve as a crucial source of information supporting office administration activities. Archives function as a memory center for all activities, as it is impractical for individuals to recall all important documents and complex records (Diani & Suwanto, 2018). This aligns with The Liang Gie's statement, "People Forget, Records Remember," emphasizing the enduring nature of archival information (Gie, 2002).

In the current rapidly evolving digital information age, office and archival management have become integral to an organization's operational continuity. Records management, a critical aspect of this field, plays a central role in ensuring the accessibility, security, and integrity of an organization's information. Despite technological advancements reshaping office management, many organizations still face challenges in implementing effective records management systems.

Efficient archive organization is paramount in office activities. When archives are effectively organized, office operations can proceed smoothly and efficiently. However, numerous offices encounter difficulties in structuring archives, such as disorganized storage, complications in retrieving records, and a lack of understanding regarding the importance of proper archive arrangement. Consequently, there is a need for strategies to enhance the effectiveness of archive organization and, by extension, improve overall office efficiency.

Several studies have demonstrated that a well-implemented records management system can enhance employee work effectiveness and the quality of records management across various institutions. Therefore, further research into effective archive arrangement strategies could significantly contribute to improving office activity efficiency. The Liang Gie asserts that archival experts generally agree that an optimal retrieval time for archives should not exceed one minute, which is achievable with an appropriate storage system (Gie, 2002).

Research Method

This study employed a qualitative approach, integrating observation, interview, and literature review methods to gain an in-depth understanding of the phenomenon under investigation (Waruwu, 2023). This methodological approach was selected for its capacity to elicit diverse perspectives and gather comprehensive information necessary to address the research questions.

Direct observations were conducted at relevant locations, allowing the researcher to witness behaviors and situations firsthand, thereby collecting accurate and detailed data. This method facilitated the capture of nuanced interactions and contextual factors that might otherwise be overlooked.

Interviews were carried out with respondents chosen based on predetermined criteria. This approach provided an opportunity to gain profound insights from individuals directly involved in or affected by the phenomenon under study. The semi-structured nature of the interviews allowed for flexibility in exploring emerging themes while maintaining focus on the research objectives.

A comprehensive literature review was undertaken to gather information from theoretical sources and related research relevant to the study's topic. This method aided in establishing a robust theoretical foundation and facilitated the comparison of previous research findings with the current study's results. The literature review also helped in identifying gaps in existing knowledge and positioning the current research within the broader academic discourse.

The integration of these three methods—observation, interviews, and literature review—was designed to provide a holistic understanding of the phenomenon under study. This triangulation approach not only enhances the validity of the findings but also supports a more nuanced analysis and interpretation of the collected data. By combining direct empirical observations with personal narratives and theoretical frameworks, the research aimed to produce a rich, contextualized understanding of the subject matter, contributing to both theoretical knowledge and practical applications in the field.

Results and Discussion
Results

Archive arrangement strategy at NU Al-Itqon Cimerak Junior High School

The archive arrangement strategy applied by NU Al-Itqon Cimerak Junior High School adheres to fundamental administrative and archival principles common to other institutions, with some adaptations to align with the pesantren context. For instance, the basic data collection of students requires synchronization between two management systems to avoid conflicting information between the school and the pesantren. Only structured basic data from both the school and pesantren are maintained, though they remain categorized according to their specific needs. This approach is particularly relevant for managing pesantren programs that oversee school activities or for general matters such as holiday schedules. The organization of archives at Al-Itqon School follows basic administrative and archival principles, with necessary adjustments to accommodate its relationship with the pesantren.

Steps to maintain the security of archival documents to prevent loss or unauthorized access at NU Al-Itqon Junior High School in Cimerak

According to an interview with the principal, the school is transitioning towards online archiving or OneDrive usage to maintain document security and prevent loss or unauthorized access. While there are numerous third-party providers offering unlimited services, the school is cautious due to past incidents where school archives stored on third-party drives were lost. Consequently, the school has adopted a hybrid approach, maintaining both physical and virtual archives with a focus on online improvements. The primary concern is ensuring data backup in case of physical loss. However, NU Al-Itqon Junior High School has not yet implemented electronic signatures for all archives to enhance data security at a national level.

Challenges or obstacles in managing records at school and efforts to overcome them

The principal of NU Al-Itqon Cimerak Junior High School identified several challenges in managing school archives. A common issue is the discrepancy between virtual and physical existence of documents, which is addressed by creating impromptu virtual data when necessary. The most significant obstacle, however, is the lack of literacy in understanding archival data. This is attributed to the absence of specialized government training focusing specifically on archives management.

Evaluation of the effectiveness of archives organization strategy at NU Al-Itqon Junior High School in Cimerak

The evaluation of the archive organization strategy at NU Al-Itqon Cimerak Junior High School employed survey and interview methods to collect data. Surveys were conducted among teachers and administrative staff, complemented by interviews with individuals directly involved in the archive arrangement process. The results revealed several benefits of the implemented strategy. Firstly, document accessibility has significantly improved, with teachers and administrative staff now able to easily locate and access needed documents. Secondly, the strategy has enhanced process efficiency, allowing for quicker and more effective document retrieval and utilization. Lastly, document security has been bolstered, with archived documents now better protected against damage or loss. These improvements collectively contribute to a more effective and efficient document management system at NU Al-Itqon Cimerak Junior High School.

Discussion

Archive organization strategies to improve office activity effectiveness

According to Gie (2009), several archive organization strategies can be applied to increase the effectiveness of office activities. These include using an efficient archive storage system, such as numerical or chronological filing (Wirawanty, 2018). Records should be systematically organized based on similarity of issues (dosir), subject matter (rubric), or type (Khasanah, 2018). Utilizing technology in organizing archives can facilitate retrieval and ensure safety and accessibility (Pratiwi, 2017). Archival socialization plays a crucial role in educating stakeholders on proper archive management (Rachman et al., 2023). Additionally, organizing archives based on the principle of subject similarity using classification patterns can be effective (Kharisma, 2012).

For schools with pesantren affiliations, Yanti (2020) suggests additional strategies. Data synchronization between school and pesantren is crucial to avoid duplication and ensure up-to-date information. Structured data collection involves grouping data based on the needs of both institutions while maintaining accessibility. Data segregation and grouping separate general data from institution-specific data, documenting them appropriately. Coordinating program publications ensures consistency in information disseminated to students and parents. Collaborative archive management involves forming joint teams or committees to manage archives, holding regular meetings to discuss needs. Lastly, utilizing information technology, such as integrated database systems, can facilitate records and data management (Jati et al., 2021).

Steps to Maintain Archival Document Security

The shift towards online archiving necessitates special attention to document security. Tantowi & Wijayanti (2023) emphasize the importance of using secure platforms. Access authorization involves establishing appropriate access levels for users based on their roles and responsibilities. Data encryption, both for stored and in-transit data, protects against unauthorized access (Natsir, 2017). Regular back-ups ensure data recovery in case of system failures or cyber attacks. Activity monitoring helps detect potential security threats or unauthorized access. Comprehensive security training for staff on best practices in online archiving and data protection is crucial (Maryani et al., 2024).

Constraints and Solutions in Archive Organization

Despite its importance, archival management often receives insufficient attention in organizations. Mawarni and Prasetyawan (2018) notes that while not overly complex, proper archive management requires dedicated effort. Common challenges include increasing archive volumes, lack of specialized human resources, insufficient archivist skills among staff, inadequate planning for archive volume growth, and limited awareness of the importance of effective archive management.

Proposed solutions include implementing electronic document management systems (EDMS), providing training and skill development for archive management staff, establishing effective records classification systems, maintaining clean and secure archive storage environments, and implementing policies for the disposal of obsolete archives.

In the school context, Bramantya (2020) identifies additional challenges such as discrepancies between physical and virtual availability of documents, lack of archival literacy among staff, insufficient government guidelines on archiving practices, mismatches between virtual platforms and educational sector needs, the need for continuous updates in digital literacy, and difficulties in integrating document management systems.

To address these challenges, schools should focus on selecting appropriate and secure virtual platforms, providing specialized training to improve archival literacy, advocating for clear government guidelines, ensuring platform compatibility with educational needs, maintaining ongoing digital literacy programs, and implementing integrated document management systems. By addressing these challenges

and implementing effective strategies, schools can significantly improve their archive management, enhancing overall operational efficiency and effectiveness.

Conclusions

The analysis of archive structuring strategies at NU Al-Itqon Cimerak Junior High School reveals that effective archive organization significantly impacts the efficiency of office activities. The study highlights the importance of systematic approaches to archive management in educational institutions, particularly those with unique organizational structures like schools affiliated with pesantren. The implementation of strategies such as data synchronization, structured data collection, and collaborative archive management between school and pesantren components has shown promising results in improving overall administrative efficiency. Key challenges identified include the lack of systematization in archive management, insufficient specialized human resources, and the need for better integration of physical and virtual archiving systems. These obstacles underscore the necessity for a more comprehensive approach to archive management that encompasses both traditional and digital methods. The transition to online archiving, while offering improved accessibility and efficiency, also introduces new security concerns that require careful consideration and management. The research emphasizes the critical role of technology in modern archive management. The adoption of integrated database systems and electronic document management systems (EDMS) has proven beneficial in enhancing the accessibility, security, and integrity of information. However, the study also highlights the importance of human factors in effective archive management, including the need for ongoing training and development of archival literacy among staff. Furthermore, the findings suggest that successful archive management in educational institutions requires a holistic approach that considers the unique needs of both the school and its affiliated pesantren. This includes coordinated program publications, joint archive management teams, and tailored data segregation and grouping strategies. Such an approach ensures that archive management aligns with the broader organizational goals and supports the efficient functioning of both educational components. In conclusion, while challenges persist, the implementation of appropriate archive structuring strategies has the potential to significantly enhance the effectiveness of office activities at NU Al-Itqon Cimerak Junior High School. The findings of this study provide valuable insights for similar institutions seeking to improve their archive management practices. Moving forward, continued focus on developing comprehensive, technology-integrated, and security-conscious archive management systems, coupled with ongoing staff training and clear organizational policies, will be crucial in maximizing the benefits of effective archive structuring in educational institutions.

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