Higher Education Dynamic Archives Management
(A Case Study of Universitas PGRI Palembang)

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Abstract: This study aims to find out how the management of dynamic archives in universities has been run by the Universitas PGRI Palembang in order to realize a cyber university as well as the challenges and obstacles experienced in the management of dynamic archives. This research is a type of qualitative descriptive research and uses the analysis of the CIPP evaluation model. Informants in this study came from five archive managers. Data collection techniques used in-depth interviews, observation, and relevant literature studies. The data analysis technique includes four components, namely data collection, data condensation, data display and conclusion. The results of the study indicate that in archive management, PGRI University of Palembang has established an Archives Subdivision which is managed by the Library Unit. This has not been able to fulfill the archive management in each faculty. So that there are several challenges that must be carried out in archive management at Universitas PGRI Palembang, including designing an archive system with an archive retention schedule, shrinking archives, and maintaining archives. This study shows an overview of how archive management has never been studied before and can be used as a reference for other universities in South Sumatra that evaluating dynamic records management in each institution is important to do as early as possible.

1. Introduction

Archiving is carried out by almost every agency, including university. In line with Law Number 43 of 2009 article 16 that archival institutions are the National Archives of the Republic of Indonesia (ANRI), Regional and Provincial Archives, Regency/City Regional Archives and Universities. In this regard, Universities have an obligation to carry out archive management in their respective institutions. Records management in universities has been regulated in Law Number 43 of 2009 articles 27, 28, and 29.

Article 27 explains that universities are required to establish archive management in accordance with the provisions of the law. Then article 28 explains that universities are in charge of managing inactive archives with a retention of at least ten years from work units and the academic community as well as carrying out archiving development within the university environment. Furthermore, Article 29 explains that the archival unit must be led by professional human resources who have competence in formal education and/or archival training education.

Archives are divided into dynamic archives and static archives. This division is based on the frequency of use. Dynamic archives are archives that are stored for a certain period of time obtained from an activity within an institution that has a fairly high frequency of use. While static archives are archives stored in archival units that have a low frequency of use (Mulyono, 2012, p. 7).

According to Law Number 43 of 2009, dynamic archives are archives that are used directly in archive creation activities and are stored for a certain period of time. Dynamic archives are divided into three, namely active archives, inactive archives, and vital archives. Active archives are archives that are often used in administrative processes that have a high frequency of use and are still used continuously. Inactive archives are archives that are rarely used in administrative activities and the frequency of their use has decreased. While vital archives are archives whose existence is a basic requirement for the operational continuity of archive creators, if damaged, the archive cannot be renewed and if lost, the archive cannot be replaced. Static archives are archives produced by archive creators because they have historical value, have expired, and have permanent information that have been verified either directly or indirectly by the National Archives of the Republic of Indonesia (ANRI) or other archival institutions (Ismiyati & Jumino, 2016, pp. 271-280).

According to Law no. Number 43 of 2009 explains that one of the archival functions that must be carried out is socialization. The socialization of archives must be carried out in stages and continuously by the archival institution in stages from the center to the regions 1) archival institutions promote archival socialization in realizing archive-aware society; 2) dissemination of archives is carried out through education, training, guidance, and counseling as well as through the use of various means of communication and information media; 3) archive socialization is aimed at state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals; and 4) archives provide archive information services, consultation, and guidance for the management of public records.

The archives contained in universities mostly contain information on policies, ownership, human resources, and infrastructure. This type of archive is documentation of a university which is important to organize so that it can be easily accessed if at any time the information is needed (Handayani, 2012, pp. 38-62).

College readiness management has a function to carry out archives in the university environment. The archiving process at universities involves various parties ranging from the academic community, archiving units in each work unit, to being acquired by the university archive management (Setiawan & Hakim, 2004). Universities, both public and private, need to start socializing and understanding the elements of educators and education staff about the need and importance of archive management and human resources in the field of archiving (archivists) in higher education (Mutmainnah, Siregar, Sitanggang, & Tanjung, 2020).

The definition of an archivist according to Law Number 43 of 2009 is someone who has competence in the field of archives obtained through formal education and/or archival education and training and has the functions, duties and responsibilities of carrying out archival activities. Not all agencies in managing archives are managed by an archivist but can also be managed by an administrative employee who has archival expertise because of a coaching.

Dynamic archives obtained from every activity or activity in universities need to be managed properly (Wardah, 2017, pp. 51-68). Universitas PGRI Palembang as one of the universities in South Sumatra Province is obliged to

manage these archives properly because archives can be used as authentic evidence that has responsibilities in proving all activities, one example is that archives can improve the quality of education. This refers to the archive function, namely as evidence of improving the quality of various activities that have been carried out in universities.

Universitas PGRI Palembang in improving the quality of education, requires a quality standard. One of the quality standards applied in the world of education is the International Standard of Organization on quality management systems. The main indicator of quality management is the commitment of Universitas PGRI Palembang in its education, especially in its efforts to become an international standard university.

ANRI as a national archival institution is obliged to foster higher education archival institutions. One aspect of archiving development in universities by ANRI is the aspect of human resources, which is directed at meeting the needs of archivists in quantity and quality in processing units, archiving units I and archiving units II as well as higher education archival institutions. Equitable distribution and empowerment of archivists, and structural officials who carry out archiving functions and duties in processing units, archiving units I and archiving units II and higher education archival institutions (ANRI., 2011, p. 11).

Based on the phenomenon that occurs in the lack of archive management both dynamic (active, inactive) or static in universities, the authors are interested in researching further and in depth about this that has been carried out in private universities, namely Universitas PGRI Palembang in order to realize cyber university, which will be used in the form of research with the title management of dynamic archive management in universities (case study at Universitas PGRI Palembang).

2. Methods

Based on the type of data and analysis, this research is descriptive qualitative, which aims to describe and analyze the Management of Dynamic Records Management in Higher Education (Case Study of the University of PGRI Palembang) (Creswell, 2015). (Moleong, 2014, p. 6) describes qualitative research as research that aims to understand phenomena about what is experienced by research subjects such as perceptions, motivations, actions, behaviors and so on holistically by describing in the form of words and language in context. natural and utilize various natural methods.

According to McCusker, K., & Gunaydin, S. (2015), the selection of the use of qualitative methods in terms of the research objective is to understand how a community or individuals accept certain issues. In this case, it is very important for researchers who use qualitative methods to ensure the quality of the research process, because these researchers will interpret the data that they have collected (Ardianto, 2019).

Qualitative methods help provide rich descriptions of phenomena. Qualitative encourages understanding of the substance of an event. Thus, qualitative research is not only to fulfill the researcher's desire to get an overview/explanation, but also help to get a deeper explanation (Sofaer, 1999). Thus, in qualitative research, researchers need to equip themselves with adequate knowledge regarding the problems to be studied (Ardianto, 2019).

Qualitative research begins with an idea expressed by research questions. The research questions will determine the method of data collection and how to analyze it. Qualitative methods are dynamic, meaning they are always open to changes, additions, and replacements during the analysis process (Srivastava, A. & Thomson, S.B., 2009; Ardianto, 2019).

In terms of data collection, Gill et. al. (2008) suggested that there are several types of data collection methods in qualitative research, namely observation, visual analysis, literature study, and interviews (individual or group). However, the most popular methods are using interviews and focus group discussions (FGD). Furthermore, the data that has been collected, analyzed to be able to understand and get conclusions in the study (Ardianto, 2019).

Qualitative methods are methods that focus on in-depth observations. Therefore, the use of qualitative methods in research can result in a more comprehensive study of a phenomenon. Qualitative research that pays attention to humanism or the human individual and human behavior is the answer to the awareness that all consequences of human actions are affected by internal aspects of the individual. The internal aspects such as beliefs, political views, and social background of the individual concerned (Ardianto, 2019).

The focus of this research is the Management of Dynamic Records Management of Higher Education (Case Study at Universitas PGRI Palembang) Indonesia with the CIPP Evaluation Model Analysis which includes: Context Evaluation, Input Evaluation, Process Evaluation, Product Evaluation Informants in this study are determined based on the of the parties. The parties understand correctly about the problems raised in this research. The informants who will be

used as informants in this research include: Rector of Universitas PGRI Palembang, Head of Library of Universitas PGRI Palembang, Head of Subdivision for Archives at Universitas PGRI Palembang, Educators (Lecturers) at Universitas PGRI Palembang, and Educational Staff (Administrative Staff) at Universitas PGRI Palembang.

Data were collected using in-depth interviews, observation, documentation and relevant literature studies. Interviews were not conducted with a strict structure, but with questions that were increasingly focused on the problem so that the information collected was quite in-depth. The questions asked in the interview, among others, related to the Management of Higher Education Dynamic Archives (Case Study of the University of PGRI Palembang).

The data analysis technique used is an interactive model which includes four analysis components, namely data collection, data condensation, data display and conclusions (Miles, Huberman, & Saldana, 2014).
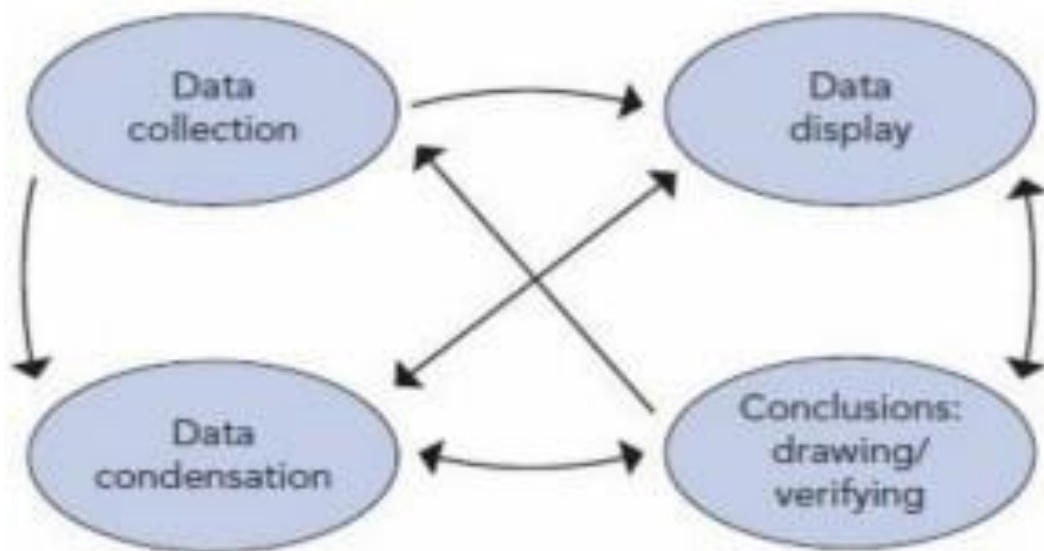

Figure 1. Data Analysis Components: Interactive Model

Checking the validity of the data has been carried out since data collection in the field to report generation. To determine the validity (trustworthiness) of the data, an examination technique is needed. In this case (Moleong, 2014, p. 324) describes the four examination criteria used, including Credibility, Transferability, Dependability, Confirmability.

3. Results and Discussion

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 life. society, nation, and state (Law No. 43, 2009). The distribution of archives can be seen in the following image.
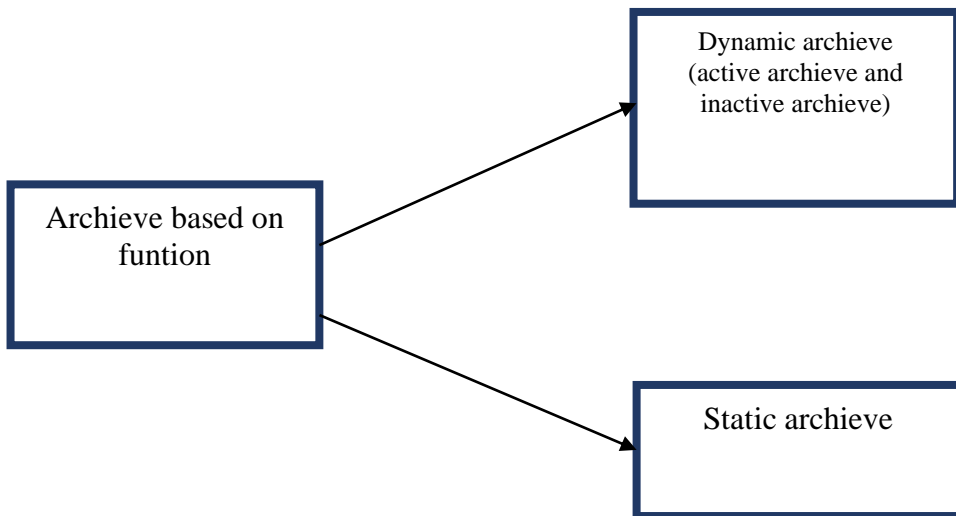
Figure 2 : Archieve sharing

Archival Conditions at Universitas PGRI Palembang

Based on the results of interviews with the Chancellor of Universitas PGRI Palembang as a key informant, he stated that the formation of the Archive Sub-section has become a way of organizing archives at the University under the control of the library Universitas PGRI Palembang. Interviews which were also conducted with the head of the library in several faculties also did not show that the archive arrangement was going well, even though the work process and the faculty archive arrangement were under the control of the library.

On the other hand, from the results of interviews with educators (lecturers) at the Faculty of Teacher Training and Education (FKIP) and the Faculty of Economics, it is stated that there are often obstacles in carrying out administrative management related to archives and teaching documents stored either in the study program or in the are within the scope of employment. In addition, the results of interviews with education staff also provide a statement that the change of officials and officers in each study program is also an obstacle that the previous poor archive arrangement continues in the next archive arrangement and there has been no provision of socialization related to archives. From the results of the interview, it was obtained that there was no good archive arrangement and it was necessary to conduct archive management training for educators who were given additional tasksand education staff at the University and each Faculty.

In archiving activities, there are at least several components or elements that are very dominant, namely systems, archival HR (Human Resources), institutions and infrastructure. From these several components, it seems that the influence of archival human resources in archival activities as a whole is very important, because what is the meaning of a system, institution or facilities and infrastructure. If it is not supported by capable and reliable human resources. Archival HR itself is principally grouped into decision makers, in this case the leaders, archiving supervisors, archivist functional position appraisal team and archivists. The role of the leadership as a decision maker in the field of archives cannot be ignored, there are many cases where the agency that carries out archival activities starts from the leadership difficulties when looking for the archives or documents needed and cannot be found. Starting from these difficulties, the agency has programmed archiving activities more intensively.

The implementation of the main mission carried out by the Higher Education Archives as stated by Maher above is based on the existence of work guidelines. However, not all archival activity programs have made guidelines,

including at Universitas PGRI Palembang, because there is still a lack of knowledge of archiving personnel and archival human resources.

Steps to organize archives at Universitas PGRI Palembang through the following strategic steps: 1) designing an archives system by creating an Archives Retention Schedule (JRA), which is a list containing at least: storage or retention period, types of records and information containing recommendations regarding the determination of an archive to be destroyed, reassessed, or permanently used as a guideline for depreciation and rescue files; 2) perform archive shrinkage (assessment, selection, transfer and destruction); and 3) perform archive maintenance (files, maintenance and security).
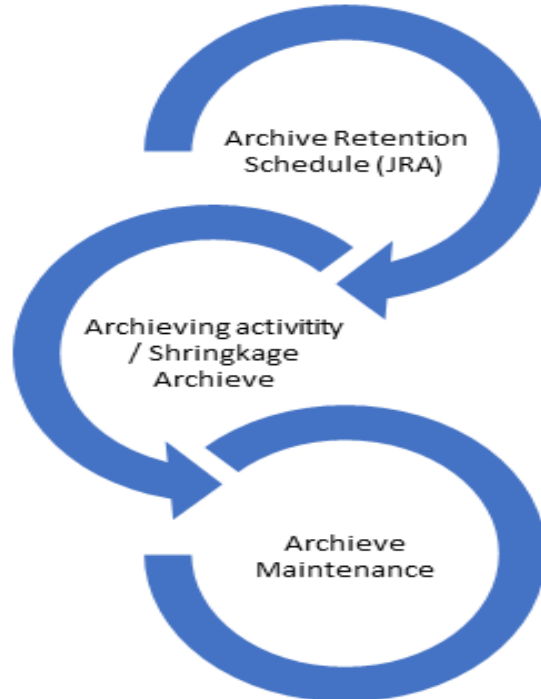

Figure 3. Strategic Steps for Archives Management at Universitas PGRI Palembang

Challenges and obstacles in archive management at Universitas PGRI Palembang

1) Often says 'no time'. Some people always say that there is no time in compiling and managing archives, even though when activities or data/archives are needed, it will increase time because they are prone to forgetting to save where they are even lost; 2) The volume of documents is always increasing. Documents that are archived every day, every hour will experience growth and increase in number because archives are generated every day; 3) Worries of wasting important paper. Good records arrangement and management, of course, will be able to eliminate these concerns; 4) No power. There needs to be intervention from the leadership related to the implementation of archive management itself; and 5) Not sure how to start. By coordinating and conducting training first in organizing archives, then making a standard and written rule regarding the management ofthese archives (foundation or rectorate regulations).

Several reasons need to organize archives at the Universitas PGRI Palembang organization in order to welcome cyber university 1) control the creation & growth of archives. It will be easier to organize and cycle archives from creation to use archives; 2) reducing operational costs, a well-organized archive will be able to reduce operational costs for university institutions; 3) increasing efficiency & productivity, efficiency and work productivity will increase along with the use and proper arrangement of archives; 4) support decision making, assisting good leadership from the middle level (Dean) to the top leadership (Rector) in determining decisions; 4) maintain institutional memory, help maintain the institutional history of university institutions as well as data related to the history of the formation of the Universitas PGRI Palembang from STKIP to become a university.

4. Conclusion

In the management of dynamic archives, Universitas PGRI Palembang has established an Archives Subdivision which is managed by the Library Unit. Based on the results of observations and in-depth interviews, archive management has been maximized by involving several parties in the university environment. However, these results do not meet the archive management in each faculty. So that there are several challenges that must be done in archive management at

Universitas PGRI Palembang, including designing an archive system with an archive retention schedule, shrinking archives, and maintaining archives from the smallest unit to university archive management.

5. Acknowledgement

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