Management of Dynamic Archives for Education Personnel in State Madrasah Aliyah

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ABSTRACT

This research aimed at knowing 1) creating dynamic archives in the administrative section, and 2) storing dynamic archives in the administrative section at State Islamic Senior High School 3 Pekanbaru. It was a qualitative research with a descriptive method. The subjects of this research were the head of administration, administrative staff as key informants, and the vice of student affairs and teachers as additional informants. The object of this research was the management of archives in the administration section at State Islamic Senior High School 3 Pekanbaru. Interview, observation, and documentation techniques were used for collecting the data. The data were analyzed by using reduction, presentation, and conclusion. The results of this research show that: 1) The creation of dynamic archives in the administration section of MAN 3 Pekanbaru was carried out well, including the process of incoming and outgoing letters. 2) The storage of dynamic archives in the administration section of MAN 3 Pekanbaru was carried out well, however, there were a few obstacles in the archive retrieval process, namely archives or letters that have been disposed of and are located outside the administration room, such as the principal's room, the deputy principal's room for student affairs and curriculum, forgetting to take them back, so there are archives that are not stored in the filing cabinet.

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1. **INTRODUCTION**

Archives management is the work of managing archives which includes recording, controlling and distributing, storing, maintaining, supervising, transferring, and destroying. So, this work covers the "life" cycle of documents from birth to death (Amsyah, 2003). Archive management functions to facilitate data retrieval, anticipate a loss of documents/files, support organizational success and, if necessary, old data can be searched for or reused (Arum & Irhandayaningsih, 2020; Fu'adah, Sholihah, & Masthuroh, 2022).

Archives have an important role in the smooth running of a school, namely as a memory center and source of information for each school in order to carry out all activities, both in state, private, and university institutional offices (Evers, 2000). This information source will one day be needed to support various school activities such as planning, supervision, communication, and school reputation (Kowalski, 1995). Types of archives are differentiated according to their function, namely, dynamic archives which are divided into active dynamic archives inactive dynamic archives, and static archives. Each of these types of archives has a different function in managing archives (Rosalin, 2017).

Dynamic archives are very necessary to provide background information for future planning while also utilizing past experience (Dearstyne & Barlow, 1999). Therefore, dynamic archives are an important resource for an organization as well as an asset for an organization. As a resource, a dynamic archive provides information while as an asset it provides documentation (Sari, 2019; Suprapto & Prehanto, 2020). Each work unit creates dynamic archives and also manages everything related to administrative activities. Administrative activities in an office basically also have results like other units (Muspawi & Robi'ah, 2020). Administration is part of the work unit that creates dynamic archives such as incoming and outgoing letters.

The aim of this research is to determine the archive management process at MAN 3 Pekanbaru which focuses on the process of creating and storing archives and also to see whether the theory contained in this research is in accordance with the findings in the field. In archives administration, human resources are one of the main elements in improving reliable and quality archives administration. Limited human resources require special training, considering that there are still many agencies that do not pay attention to the quality of human resources for madrasah administration staff, especially in the field of archives (B, Kardini, Elshifa, Adiawaty, & Wijayanti, 2023; Sutrisno, Hayati, Saputra, Arifin, & Kartiko, 2023).

The existence of human resources for madrasah administration staff in carrying out a management process needs to be given priority in developing archives in an organization. Without professional human resources in the field of archives, no matter how good the archive system implemented by an organization will not be implemented effectively and efficiently. And from the background stated above, the researcher formulated the problem as follows: "Creation of Dynamic Archives in the administration section of MAN 3 Pekanbaru", and Storage of Dynamic Archives in the administration section of MAN 3 Pekanbaru. The general aim of the research is to determine the creation of archives and archive storage at MAN 3 Pekanbaru.

2. **RESEARCH METHODS**

This type of research is descriptive qualitative research, namely an approach in the form of collecting data, processing data analyzing data, and interpreting it qualitatively. The type of research is descriptive, namely a research method carried out to describe conditions, phenomena, and facts related to dynamic archive management in the administration section of MAN 3 Pekanbaru, then described based on questions in field interviews, observations, and documentation. After the data is collected, it is then presented in the form of words or sentences that match the existing reality. The data collection method in this research uses three techniques, namely interviews, observation, and documentation, but what is preferred is the in-depth

interview technique to dig in depth to find out what the informants think based on their perspective on a problem. In this way, it is hoped that researchers can obtain accurate information about the phenomena that occur. Meanwhile, to complete the research data, data analysis techniques were carried out through data reduction, data presentation, and drawing conclusions.

3. RESULT AND DISCUSSION

Archives as documents owned by every organization or office need to be stored regularly in a place that can guarantee the security and existence of the archives, so that whenever necessary they can be found again easily, quickly and precisely (Mardiyanti & Setyaningsih, 2020). Archive storage activities are carried out because archives have certain useful value. Archives management is really needed in a government or private institution so that the archives they own can be managed properly and correctly, therefore dynamic archives managers need to know the archives management process (Ma, Dai, & Ding, 2022). Dynamic archive management is an activity that efficiently and systematically includes creation and receipt, storage, maintenance, depreciation and destruction.

Creation: In managing dynamic archives, the creation of dynamic archives carried out by an institution or organization is the initial stage carried out so that archives can be managed properly and correctly. By creating and receiving dynamic archives carried out by institutions and organizations, the information contained in them will be useful for daily activities and also as a guide for leaders to determine policies. Creating archives includes the activity of managing incoming and outgoing mail, which is an activity that always exists in an organization or office. Archive creation can be defined as the activity of making records of activities or events in any form and media in accordance with developments in information and communication technology (Rusdiana & Irfan, 2014; Sirojuddin, Amirullah, Rofiq, & Kartiko, 2022). The creation of archives begins with procedures for managing incoming and outgoing letters. Every day the office always receives incoming and outgoing letters because letters are a means of written communication that contain messages or information.

Storage: There is an archive storage place known as the records center or dynamic archive center. A dynamic archive center is a safe physical storage place to protect dynamic archives. There are five systems for archiving letters, namely the alphabetical system, which is a system for arranging archives in order A to Z. To be able to arrange them, they are divided into 4 groups, namely according to individual names, company names, names of government agencies, and names of other social organizations. Then there is the subject system, which is a classification where documents are arranged according to subject, according to company names, correspondents and so on (Hermanto, 2017). Next is the geographic system, which is the arrangement of archives where letters or archives are divided according to regional location. Then the number system is an indirect archiving system because before determining the required numbers, the archivist first makes lists of groups of problems as in the subject system, then gives the numbers after them. Then finally the chronological system, which is a system that organizes archives or letters according to the date the letters arrived. Letters that come later are placed at the front, regardless of the problem or subject of the letter.

Managing archives requires archival facilities as support. Archival facilities are a requirement needed to complete work in archival work. The facilities consist of equipment used for handling and storing archives (Davis, Meloncelli, Hannigan, & Ward, 2022). There are several things that need to be considered when determining archival equipment, including: 1) Archives must be able to be easily retrieved and found back at their location. 2) The equipment used must also pay attention to the nature of the archives being stored so that the security of the information is guaranteed, such as for storing archives of high use value, confidential archives, top secret, and the like. 3) The equipment used must also pay attention to the growth or accumulation created, such as accountability letters and so on.

After knowing the criteria for selecting equipment, the next step is to determine what equipment is needed. According to Sedarmayanti, arranging archives requires several pieces of equipment, including the following: folders, guides, tabs, filing cabinets, hang maps, scanner folders, ticker files, odners, letter trays, safe keeping documents, bookshelves, filing cabinets, visible record cabinets , compact rolling shelving, rotary filing system, vertical plan filing system, dataplan tray filing system, Retrix, memory writer, microfilm, and computer.

Based on the research results, the author will try to describe the data obtained from the results of field research as well as answer the problems that have been formulated previously. The data in question is data related to the creation and storage of archives at Madrasah Aliyah Negeri 3. Knowing this, the researcher used Data collection techniques including observation, interviews and documentation to support the answering of research problems. The author can explain the results of research activities in the description of the results below:

Creation of dynamic archives in the administration section of MAN 3 Pekanbaru

When managing archives in an archival unit, whether in the government or private sector, of course it refers to a guideline that has been established by the institution it oversees. Likewise, the Administrative Section of MAN 3 Pekanbaru, which also acts as an archives unit, refers to the Decree of the Minister of Religion of the Republic of Indonesia Number 44 of 2010 concerning Guidelines for Arranging Archives within the Ministry of Religion:

This statement is in accordance with an interview with the Head of Administration at MAN 3 Pekanbaru, namely: "Here we refer to the guidelines provided by the Ministry of Religion, namely the Decree of the Minister of Religion of the Republic of Indonesia Number 44 of 2010 concerning Guidelines for Arranging Archives that we use at MAN 3 Pekanbaru in terms of management dynamic archive. This is also in accordance with the Administrative Staff's statement regarding guidelines for archive management, that: "*That's right, here we are referring to the Ministry of Religion*, namely: "*Decree of the Minister of Religion of the Republic of Indonesia Number 9 of 2016 concerning Guidelines for the Administration of Official Documents*."

Based on the interview information above, it can be concluded that the management of dynamic archives at MAN 3 Pekanbaru is guided by the Ministry of Religion, namely: Decree of the Minister of Religion of the Republic of Indonesia Number 44 of 2010 concerning Guidelines for Arranging Archives within the Ministry of Religion. These guidelines are implemented by the Administration Section of MAN 3 Pekanbaru in managing owned dynamic archives.

Furthermore, in the Administration section of MAN 3 Pekanbaru there are various and types of sweet archives that are managed. This is in accordance with the explanation from the Head of Administration of MAN 3 Pekanbaru regarding the various dynamic archives managed by the Administration section of MAN 3 Pekanbaru, namely

"*The dynamic archives created here are quite diverse, namely general incoming letters, outgoing letters, incoming letters from the Ministry of Religion, Ministry of Religion of the city or from KANWIL then financial letters, letters from universities, invitation letters, recommendation letters and so on*"

Based on the interview answers above, the dynamic archive that has been created by the Administration Section of MAN 3 Pekanbaru includes: letters (general incoming letters, outgoing letters, incoming letters from the Ministry of Religion, city Ministry of Religion or from KANWIL, financial letters, letters from universities, invitation letter, recommendation letter, etc.). This is also in line with the statement from the administration staff that:

"There are many archives managed at MAN 3 Pekanbaru including decision letters, travel letters, *invitation* letters, notification letters, accreditation letters, employee absences, letters from the Ministry of Religion, KANWIL, central government, teacher data and then student data archived in administration."

Management of Madrasah incoming letters

Incoming letters to an organization are important because they contain information. Incoming letters are letters received from individuals or agencies that contain information that is useful for an organization. This information can be important, confidential, immediate or general, depending on the type of incoming letter received (Nuraida, 1991). Managing office letters is the most important activity in the office. This is because the letter contains important information for an agency. Each organization has its own policy in determining the management of correspondence at an agency:

In the management of incoming mail carried out internally by MAN 3 Pekanbaru, there are procedures as per the results of an interview with the Head of Administration at MAN 3 Pekanbaru that:

"People come to Mansion 3 through the gate, report to the security guard, then the security guard directs them to administrative administration, then after arriving at administration, they will enter the letter in the mail reception section, after arriving at the administration section which handles incoming and outgoing mail after It is recorded on the agenda of incoming letters, recorded, after being recorded it is attached with a disposition sheet, this disposition sheet is used to direct the letter, where the contents of the letter are, whether to the head of administration, or to the head of the curriculum or student affairs section. Based on the contents of the letter, a code will be given on the disposition sheet for the direction according to the purpose, after that the letter will be put into the room of the head of administration to select according to the purpose of the letter, that is where the role of the head of administration, after the code has been given by the head of administration, then the staff will direct it again. head of the madrasah, so the head of the madrasah will then instruct or dispose according to the contents of the letter, whether the letter is followed up or the letter will be directed to the head of student affairs or curriculum, then the letter will be distributed in accordance with the direction of the head of the madrasah, after it is addressed, the person concerned will follow up in accordance with head instructions and letter instructions"

Based on the results of the interview, the management of incoming letters at the Administration Section of MAN 3 Pekanbaru before the letters are archived is as follows: 1) First, the incoming letter is received by the administrative staff. 2) The letters are then sorted or classified into official letters, official letters, etc. The only letters that can be opened are official letters/intended for school. 3) The letter is recorded in the incoming letter agenda book. 4) The letter is given a disposition sheet. 5) The letter along with the disposition sheet which has been previously filled in by the officer, is then handed over to the head of the madrasah to request disposition. 6) The letter is sent according to the disposition of the madrasa head for follow-up and then the incoming letter is returned to TU to be archived.

In managing incoming mail, existing incoming mail is recorded in an incoming mail agenda. The following is a statement from the Head of Administration who said that: "*Incoming letters that come in here are recorded on the incoming letters agenda which is here, which contains the sender's address, then the letter number, and also the subject, so the purpose of the agenda is to make clear the identity of the the incoming letter itself*" This is also in accordance with what was expressed by the Administrative Staff who said that: "*Later we record the incoming letter in the incoming letter agenda, so here we have a notebook in the form of an agenda for the incoming letter so that it is clear where the letter came from and regarding the letter.*"

The statement above is in accordance with what Yatimah expressed, who stated that the stages of managing incoming mail include receiving, sorting, recording, directing, storing. So it can be concluded that the process of handling incoming mail starts from receipt and ends with storage or archiving. Based on observations and analysis in the field, researchers saw that

it was true that there was an agenda for the incoming letter. Incoming letters are recorded on an agenda which aims to ensure that incoming letters have a clear identity.

Management of Madrasah outgoing letters

Outgoing mail management is a track record of the organization or related agency, both in establishing communication, cooperation and other important matters. Outgoing letters can be said to be letters sent to individuals or agencies, institutions or other organizations. The letter management process includes drafting the letter to be sent first, then consulting with the interested party/leader who sent the letter, then printing the letter that has been drafted and consulted, then the letter that has been printed, then the signature of the Principal of MAN 3 Pekanbaru is requested, After receiving the Principal's signature, the letter is recorded in the outgoing letter agenda book by entering the letter code, agenda number, item, letter destination address, and letter manager, then the completed letter is recorded in the outgoing letter agenda book, ready to be sent and distributed according to address:

This is as stated by Sedianingsih et al. that the stages of managing outgoing letters are drafting the letter, recording it in the agenda book, typing the letter, signing the leader, checking the letter, and distributing the letter. In managing outgoing letters, which is carried out internally by MAN 3 Pekanbaru, there is a procedure as per the results of an interview with MAN 3 Pekanbaru Administrative Staff that: "*First, a concept is made, then the drafted letter is printed, then the head of the madrasah is asked for a signature, then it is recorded first. in the agenda book, then note down the number, date, then where the destination is*."

This is in line with the statement from the Head of Administration who said that. "*Similar to incoming letters, there is a procedure for outgoing letters, the first thing is to record the purpose in the agenda book, then note down the number, date and also the purpose*"

Based on the results of the interview, the management of outgoing mail at MAN 3 Pekanbaru is as follows: 1) The letter to be sent is drafted first, then the interested parties/leaders who send the letter are consulted. 2) Print the letter that has been drafted and consulted. 3) The printed letter is then requested for the signature of the Principal of SMP Negeri 1 Jenawi, Karanganyar Regency. 4) After receiving the Principal's signature, the letter is recorded in the outgoing letter agenda book by entering the letter code, agenda number, item, address of the letter destination, and letter manager. 5) Completed letters are recorded in the outgoing mail agenda book, ready to be sent and distributed according to the address. 6) In managing outgoing mail, the outgoing mail is recorded on an outgoing mail agenda.

The following is a statement from the Head of Administration who said that. "*Just like incoming letters, outgoing letters also have an agenda, so the outgoing letters will be recorded in an agenda containing the sender's address, file number and also the subject,*" the Head of Administration's statement is in line with the statement from the Administrative Staff which revealed that. "*Outgoing letters also have an agenda, just like incoming letters. It contains the file number, then the sender's address and also what the letter is about. So it will be clear where the outgoing letter goes.*"

The statement above is in accordance with what Sedianingsih et al stated that the stages of managing outgoing letters are drafting letters, recording them in agenda books, typing letters, signatures from leaders, checking letters, and distributing letters. Based on observations and analysis in the field, researchers saw that it was true that there was an agenda for the outgoing letter. Existing outgoing letters are recorded on an agenda which aims to ensure that outgoing letters have a clear identity and purpose.

In carrying out the management of incoming and outgoing mail in the Administration Section of MAN 3 Pekanbaru, several tools are used, such as: 1) Agenda book for incoming and outgoing letters. An agenda book is a book used to record the identity of incoming and outgoing letters, including the date the letter was received/the date the letter was sent, the letter

number, subject, etc. Disposition sheet: A disposition sheet is a sheet of paper that is used as a means of determining steps or follow-up to incoming letters received. 3) Expedition book. An expedition book is a book used when sending outgoing letters to other agencies or offices as proof that the letter has arrived at the destination address.

Dynamic archive storage in the administration section of MAN 3 Pekanbaru

Storage is one of the activities of organizing and compiling records systematically so that they are easy, fast and accurate when needed. An archive storage system is a series of orderly procedures according to certain guidelines for compiling or storing documents so that they can be found easily if necessary (Muntama & Faruq, 2020). The speed of rediscovery of an archive depends on whether the archive storage system implemented by the organization or office in question is appropriate or not (Susilowati, Budiman, & Umami, 2022). These various systems are known as the 5 basic storage systems, namely alphabetical storage, subject storage, number storage, regional/geographical storage, and chronological storage.

Of the five storage systems, no storage system is the best. This happens because whether a storage system is good or not depends on whether or not the system is implemented appropriately in an office or agency. So each storage system has certain characteristics that can be applied optimally for a particular office or agency.

In dynamic archive storage, it has a storage system as per the results of an interview with the Head of Administration at MAN 3 Pekanbaru.

"After the letters have been followed up in accordance with the direction of the head of the madrasah, the administrative staff collects the letters that have been followed up and then puts them into predetermined files, that is, we divide the files into around 30 files, including general incoming letters, incoming letters from the Ministry of Religion, City Ministry of Religion or from the Regional Office then a financial letter, then a letter from the university. So, according to the contents of the letter, it is entered into a predetermined file, such as the one from UIN, it can be entered into the research section according to the example in our archives, so the letter is saved, at some point if it is needed, just take it to the archives section, so storing it is simple. "The archives are stored in folders which are then placed in a glass cupboard."

The same thing was also expressed by the Administrative Section Staff who manages the archives at MAN 3 Pekanbaru, namely: "*According to the classification, for example, we archive the incoming letter from the Ministry of Religion in a bundle that says MAN 3 Pekanbaru incoming letter, based on who the incoming letter is from*" From the statement informants can be seen, the dynamic archive storage system used by the Man Pekanbaru Administration Section is a storage system based on subject, with archive classification based on subject making it easier to search for archives when needed. The statement above is in accordance with what Basir Barthos stated that there are 5 archival storage systems, namely alphabetical, subject, geographical, number and chronological systems. MAN 3 Pekanbaru uses one of these storage methods.

Based on observations and analysis in the field, researchers saw that the archive storage at MAN 3 Pekanbaru uses a subject system. Classifying archives based on subject matter can make it easier to search for archives when needed. In carrying out archive management, archive facilities have a huge influence in determining the success of archive management in an agency or organization. In carrying out archival activities, it is very necessary to have adequate facilities. With adequate facilities, archive management activities will run smoothly so that maximum results can be achieved (Kango, Kartiko, & Zamawi, 2021). On the other hand, if the facilities are inadequate, archive management activities will be disrupted, and archive retrieval cannot be done quickly and precisely.

The archival facilities available in the Administration Section of MAN 3 Pekanbaru are quite good and adequate even though there is no program to add facilities periodically. This is

demonstrated by the balance between the number of facilities available and the number of records stored in the Administration Section of MAN 3 Pekanbaru, such as incoming and outgoing mail records, financial records, personnel records, and student records. In other words, the archive facilities currently available can accommodate or store all archives in the Administration Section of MAN 3 Pekanbaru.

4. CONCLUSION

The dynamic archive management carried out by MAN 3 Pekanbaru Administration Section officers has problems in terms of archive retrieval so that when the letter is sought or needed it is not found in the archive cupboard, this is most likely to happen if the letter takes a long time to process. But this rarely happens. And with the findings of these obstacles by researchers, it is good that they can be used as improvements for schools in the future, namely by creating a separate archive room so that archives can be organized and reduce the risk of losing archives. In conducting this research, researchers found that the archive management processes which include the creation of archives, namely managing incoming and outgoing letters, then storing archives and also archive facilities, are in accordance with expert theories. Due to the limitations of researchers in terms of funds, time and location, it would be best if this research could be continued so that it can be further researched into various problems and also be more in-depth and comprehensive so that in the future it can produce better research than what the researchers found at this time.

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