



Implementation of the Filing System at State Elementary School 18 Lawang Kidul

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Abstrak

Adapun tujuan penelitian untuk mengetahui bagaimana pelaksanaan sistem pengarsipan di SDN 18 Lawang Kidul, serta faktor pendukung dan penghambat pelaksanaan. Penelitian ini menggunakan metode deskriptif kualitatif dengan menggunakan informasi kunci, yaitu kepala tata usaha dan informan pendukungnya yaitu kepala sekolah dan guru. Teknik pengumpulan data melalui observasi, wawancara, dan dokumentasi. Teknik analisis data dilakukan dengan reduksi data, penyajian data, verifikasi data dan penarikan kesimpulan. Hasil penelitian ini menunjukkan bahwa pelaksanaan sistem pengarsipan di SDN 18 Lawang Kidul sudah cukup baik dengan melalui beberapa aspek yaitu: 1) Pengarahan, yaitu dilakukan agar dalam pelaksanaan sistem pengarsipan dapat berjalan sesuai prosedur dan peraturan yang berlaku; 2) Pemberian motivasi, yang diberikan oleh kepala sekolah kepada staf tata usaha dan guru untuk mendorong semangat dalam pelaksanaan sistem pengarsipan; 3) Komunikasi, yang terjalin antara kepala sekolah dengan staf tata usaha dan guruperengaruh besar terhadap berlangsungnya pelaksanaan sistem pengarsipan dalam menyampaikan informasi; 4) Koordinasi, yaitu menjamin adanya kerjasama antara kepalasekolah, staf tata usaha, dan guru dalam pelaksanaan sistem pengarsipan. Adapun faktor pendukung pelaksanaan sistem pengarsipan, yaitu: penggunaan sistem penyimpanan arsip yang tepat dan komunikasi yang efektif dalam pengarsipan. Adapun Faktor penghambatnya, yaitu rendahnya kualitas sumber daya manusia dan adanya keterbatasan sarana dan prasarana dalam pengarsipan.

Kata Kunci: *pelaksanaan, sistem pengarsipan*

Abstract

The research objective is to determine how the filing system is implemented at SDN 18 Lawang Kidul and the supporting and inhibiting factors for implementation. This study uses a qualitative descriptive method using critical information, namely the head of administration and supporting informants, namely the principal and teachers—data collection techniques through observation, interviews, and documentation. Data analysis techniques were carried

out through data reduction, data presentation, data verification and conclusion. The results of this study indicate that the implementation of the filing system at SDN 18 Lawang Kidul is quite good through several aspects, namely: 1) Guidance, which is carried out so that the filing system can run according to applicable procedures and regulations; 2) Providing motivation, which is given by the school principal to administrative staff and teachers to encourage enthusiasm in implementing the filing system; 3) Communication, which exists between the school principal and administrative staff and teachers has a significant influence on the ongoing implementation of the filing system in conveying information; 4) Coordination, namely ensuring cooperation between school principals, administrative staff, and teachers in implementing the filing system. The supporting factors for implementing the filing system are the use of an appropriate archive storage system and effective communication in archiving as for the inhibiting factors, namely the low quality of human resources and the limited facilities and infrastructure in archiving.

Keywords: *implementation, filing system*

Introduction

The need for information today is increasingly urgent in line with the current globalization happening in all parts of the world.[1] One significant source of information that can support changing situations and conditions that are developing very quickly at this time is the archive.[2] Libraries can be helpful as a source of information to find out about a problem and as a source of documentation to make informed decisions about an issue that is currently in the face.[3]

Archives must be managed using excellent and correct archiving to be presented quickly and precisely if parties need the library.[4] Many factors influence the archives to have a positive image, including the neatness of storage, educated and skilled officers, ease of storing, reinventing libraries, ensuring archives security, and so on.[5]

Realizing the importance of archives as memory centres and sources of information, the Indonesian government enacted Law of the Republic of Indonesia Number 43 of 2009 concerning Archives, which ensures the safety of materials and National accountability on the planning, implementation, and implementation of national life that must be maintained needs, security, and safety. Related to the

existence of a law, especially regarding the archive, archives in an organization or agency are a specific material of responsibility. This has a use value for the administration in an agency.[6]

Given that this archiving is necessary to maintain the availability of archives, a standard operational standard is needed.[7] This standard of regular operation is a policy used to homogenize and regulate archiving activities and bind anyone who carries out the filing. Both regarding human resources, standardization of facilities and infrastructure, implementation procedures, and the budget needed.[8]

In archival activities, standard operational standards are a guideline used as a reference in managing archives.[7] These guidelines can be understood as instructions for carrying out archiving activities which contain who, what, when, where, and how to archive the archives implemented.[9]

The archival procedure consists of a startup procedure and a retention procedure. [10] The initial course consists of administrative activities of recording, distributing, and processing.[11] For archival methods to run according to archival standards, archive management is required.[12] Therefore, all archives must be readable and can be stored so that they

are easily retrieved from their storage area.[13] Archives are stored in an appropriate environment or space to prevent damage, degradation, and loss.[14] The period of keeping archives must be determined and recorded.

Archives as a track record and a significant source of information for individuals and educational institutions, including schools.[15] It is based on a phenomenon that often occurs in the field that archival management in schools, in general, has not been appropriately implemented, such as archival facilities and infrastructure, which is not good yet, especially the means of archival storage.[16]

In essence, complete archival facilities and standards support archives that run according to procedures.[17] Not to mention the difficulty of quickly and precisely rediscovering archives. The accumulation of archives in any place is triggered due to the high volume of libraries constantly growing continuously without any action of reducing archives and low good archive management accordingly to applicable standards and regulations.[18]

Archives can be created and accepted by an organization along with the activities and dynamics of an organization.[19] Over time and through many activities that have been carried out in an organization, more and more archives have been created.[20] If libraries are left unmanaged, they will take up space, energy, and time, and essential information can be lost.[21]

Lack of archive management can result in difficult archive rediscovery quickly, and increasing archives along with the activities of an institution that is not followed by insufficient systematic storage will result in the accumulation of archives.[21] If archive buildup occurs continuously without proper archiving, it will make the physical state of the library corrupted, making it difficult to recognize.[22]

The continuous increase in archives can also result in insufficient archive storage and can also result in inadequate storage space can occur due to the archive preparation system does not run regularly, the place where the archive is stored being used to store things other than archives, and the archive storage space being too small.[23]

In addition, it can also be caused by lack of financing in the procurement of archive management facilities and lack of competence of archivists about archives also has an impact on archive transfers and lack of The principal's coordination of archiving also had a significant effect on archiving.[24]

The existence of complete facilities and infrastructure in archiving supports filing by procedures and qualifications.[25] Facilities are essential for archive management activities, such as filing cabinets that must be used to store active archives, archive shelves that are used to store inactive archives, and other supporting equipment.[26]

Archiving facilities and infrastructure must also be by established procedures because the quality and quantity support the physical condition of the archive to be better maintained from various factors that destroy the library, such as water, fire, mould, dust, and others.[27] Given the many components of school archive management that are assessed, it is certain that a school must require adequate archive storage.[24]

Based on the results of preliminary observations made by researchers at SDN 18 Lawang Kidul Tanjung Enim about the implementation of the filing system, it was found that there was a lack of facilities and infrastructure that support storage archives, the narrowness of archive storage space, so that archive storage management is not optimal, the lack of archivists, and the lack of knowledge and understanding of archivists in Manage archive storage.

From the background description above, researchers are interested in conducting further research on the filing system titled "Implementation of the Filing System in State Elementary School 18 Lawang Kidul".

Method

The type of research used in this study is qualitative type of research. According to Moleong, qualitative research is more concerned with the process than the results because the relationship of the parts under investigation will be much better if observed in the process.[28] Then according to Bogdan and Taylor, the purpose of qualitative research is to form rational and false understandings of truth and reality.[29]

This research uses qualitative research with a descriptive qualitative approach. A descriptive qualitative policy explains, deciphers, outlines the subject matter discussed, and then draws deductive conclusions. [30] This descriptive research can be one variable and more than one. The study begins with the problem of seeing what information is needed and determining the data collection procedure through interviews, observations, and documentation.[31] In this case, the author uses a qualitative descriptive method, and the researcher wants to know information directly from the field regarding the implementation of the filing system.

A research informant is a person who is believed to have extensive knowledge of the problem under study.[32] The qualitative research process begins by establishing the person who is the key informant and the supporting informant who is the trusted informant.[33] The sources of data in critical *informants* and supporting informants are:

1. Key *informants* are people who understand the problems studied, namely the Head of Administration at SDN 18 Lawang Kidul, Muara Enim Regency.

2. The informants supporting this research are people considered to know the problems studied, namely the principals and Teachers at SDN 18 Lawang Kidul, Muara Enim Regency.

Data collection techniques in this study were carried out in three ways: interviews, observations, and documentation. Data analysis in qualitative research, data obtained from various sources, using multiple data collection techniques (triangulation) and carried out continuously until the data is saturated.[34]

Result and Discussion

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Implementation (*actuating*) is an effort made to make planning a reality according to the objectives[35] through various briefings and motivations, and coordination[36] so that [35] Each employee can carry out their duties or activities optimally by what is their duties and responsibilities.[36]

1. Briefing

According to Siswanto, the briefing is a process of mentoring, giving instructions, and instructions to subordinates so that they work according to a predetermined plan".[37] This means that briefing provides guidance, education, and guidance from the leadership to subordinates to work according to a predetermined schedule to achieve the goals by planning and organizing efforts.[38] In the briefing process, there are ways that a manager usually does a briefing, namely giving motivation and giving orders.

Based on the results of observations, interviews, and documentation, it can be concluded that the purpose of implementing the briefing is so that the planned archiving activities can run well and avoid deviations that can lead to the non-achievement of the objectives of

such activities. Therefore, the principal needs to direct, guide, and guide administrative staff and teachers so that they can carry out tasks by the efforts and methods that have been planned, Namely through briefing, providing instructions or an overview of the activities to be carried out so that stakeholders can contribute to achieving the goals that have been planned.



Figure 1. Briefings

2. Motivational Provision

Motivating the implementation of archiving is an important thing because the motivation given by the leadership can affect the performance of the filing system that the personnel archivists will carry out.[39] In carrying out archiving, the explanation is needed as a form of enthusiasm for archivists to complete archiving tasks at SDN 18 Lawang Kidul, Muara Enim Regency well.

According to Hasibuan, motivation stimulates one's desire and the driving force of a person's will to work because each motive has a specific goal to be achieved".[40] In other words, motivation is a state in a person's person that drives an individual's desire to perform certain activities to achieve a goal. A person will realize a behaviour directed towards achieving the goal of satisfaction.[41]

Based on the observations, documentation, and interviews above, the author can conclude that providing motivation is essential in implementing the filing system. Providing a basis needs to be done so that administrative staff becomes enthusiastic about improving staff performance in implementing filing. The motivation can be in the form of

enthusiasm, exchange of opinions, and discussion in archiving, which is applied through proper archive management so that archive management can be well directed.



Figure 2. Motivational Provision

3. Communication

Communication is a form of interaction between the principal and his subordinates.[42] Communication is one of the critical points in the delivery of messages, both verbal and nonverbal messages.[43]

According to Dede Mulyanto, communication is the art of conveying information, ideas, and views that are important to be shared by others so that the recipient understands, appreciates, and can receive information well.[44]



Figure 3. Communication

Based on the observations, interviews, and documentation above, the author can conclude that the principal's implementation of communication with his subordinates is quite good. Communication is essential because, with the touch of stakeholders in the school, they can interact well and increase staff participation to achieve established archiving execution.

4. Coordination

In archiving activities, collaboration is carried out between the principal, administrative staff, and teachers of SDN

18 Lawang Kidul. Coordination is an activity to direct and coordinate staff so that the implementation of filing can run effectively and efficiently.[45]

According to G.R. Terry, coordination is a cyclonic and orderly effort to provide the right time. It can direct the implementation to produce an action that is right on target that had been planned.[46] Coordination is regulating, integrating, or integrating common interests to achieve common goals efficiently and effectively so that there is no chaos between leaders and members.[47]



Figure 4. Coordination

Based on the observations, interviews, and documentation above, the author can conclude that the coordination in implementing the filing system is quite structured. Coordination is essential to direct the staff to achieve goals that are by what have been planned. The form of coordination that is carried out can be in the form of meeting activities to see and monitor the implementation of the implementation system.

Supporting Factors and Inhibiting Factors

In implementing a program, it will not be separated from factors that can support and hinder the implementation of the program. For the traffic of the archiving system to run smoothly and avoid obstacles that result in the performance of uneven filing, it is necessary to overcome this. Based on the results of interviews conducted by researchers, the supporting factors and obstacles to the implementation

of the filing system can be described as follows:

1. Supporting Factors for the Implementation of the Archiving System

In the implementation of the filing system, several factors can support the performance of the filing system, namely:

a. Proper Use of Storage Systems

Archive storage is a series of archive management to be safe, maintained, and maintained to ensure the rediscovery of archives and their use in the future. A proper archive storage system can help provide appropriate, complete, accurate, relevant, and efficient information or rediscovery of libraries.[48]



Figure 5. Archive Storage Area

Based on the observations, interviews, and documentation above, the author can conclude that storage is good enough even though the room is not spacious. Archival storage is carried out using the subject system. The advantage of the subject system is the realization of time efficiency in service to archive users and rediscovery. This more accessible archive makes it easier to rediscover libraries because they are all sourced to mail archives.

b. Effective communication

Communication is carefully copying ideas from a person into another person's mind to achieve a determined understanding or give rise to the expected actions.[42] Transmission can occur when there is a similarity in the delivery of the message and the person receiving the message, either directly or indirectly. Based on researchers' observations, communication in the delivery of notes

about the filing system has been effective.[49]

Based on the interviews, observations, and documentation results, the author can conclude that the communication effectively implements the filing system. Effective communication is expected to support the implementation of a sound filing system.

2. Factors Inhibiting the Implementation of the Archiving System

a. Limited Facilities and Infrastructure

Facilities and infrastructure are inseparable factors[51] and are vital for employees[52] to complete their duties.[51] The obstacles faced in the implementation of archives are limited facilities and infrastructure.[52] Based on the observations, the existing facilities and infrastructure are inadequate, so archive management is not optimal.

Based on the observations, interviews, and documentation results, the author can conclude that the obstacles faced in implementing the filing system are the lack of adequate facilities and infrastructure and the suboptimal archiving management. Efforts can be carried out by using suggestions and infrastructure to the fullest.

b. Quality of Human Resources

Human resources have a significant role in every organizational activity.[53] Low quality of human resources can cause non-optimal running of action, including in the filing system.[54]

Based on the results of observations, the author's interview can conclude that the low quality of human resources can hinder activities in the implementation of archiving. A lack of human resources and a lack of understanding of the importance of archives can result in the functioning of libraries as centres of organizational memory not being achieved. Eventually, tasks in The archival field are looked down upon. Less capable and less regularly

guided archival employees cannot keep up with developments in the filing.

Conclusion

Based on the research results of researchers using observation methods, interviews, and documentation at SDN 18 Lawang Kidul, Muara Enim regency related to the filing system implementation. The following conclusions can be drawn:

1. Implementation of the Filing System at SDN 18 Lawang Kidul, Muara Enim Regency

Based on the author's research, the filing system's implementation has been done quite well. The performance of the filing system at SDN 18 Lawang Kidul, Muara Enim Regency, has met the implementation indicators, namely providing motivation, guidance, direction, coordination, and communication. This activity is carried out by, among others:

- a. The briefing process in the implementation of the filing system has been running well, carried out by the principal, who gives directions to staff on the assigned tasks. Briefings are provided at every meeting.
- b. The motivation given by the principal to the staff is good, namely by providing encouragement and prioritizing morale so that it can improve performance in implementing the filing system.
- c. Communication between the principal and staff has been quite effective, namely by having discussions and opening up with the team, asking if there are any problems, there are complaints in the filing, and with communication, we will run effectively and avoid a conflict between each other. The primary purpose of communication is to obtain information, convey communication and interact with each other.
- d. Coordination in the implementation of the filing system has been running well, carried out by the principal to the staff. The form of coordination can be in the

form of meeting activities to see and monitor the implementation of the system.

2. Supporting factors are using a proper archive storage system and effective communication in archiving. Meanwhile,

the inhibiting factor in implementing the filing system is the low quality of human resources and the limited facilities and infrastructure in archiving.

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