

Proceeding Paper

Development of the Archive Management System (Leadership Documentation) in the Leadership Communication Materials Section of Lampung Province

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Abstract

This research aims to examine and analyze the development of the Archive Management System (Leadership Documentation) in the Leadership Communication Materials Section of Lampung Province. Additionally, it seeks to identify the obstacles affecting the development of this archive governance system. A qualitative descriptive research methodology is employed to provide a detailed account of the current state of the Archive Management System, utilizing direct interviews and document studies to gather data from field informants.

The findings indicate that while the development of the Archive Management System for Leadership Communication Materials in Lampung Province is generally good, it still requires optimization. Key issues identified include: (a) the need for improvement in both the quality and quantity of archive storage systems, (b) archival facilities that do not meet the required standards for proper document storage, (c) a lack of training among archival staff, and (d) an inadequate archival work environment characterized by cramped and damp conditions. Strategies proposed to address these issues include: (a) enhancing coordination between employees and the Leadership Communication Materials Section to support the Governor's primary duties, (b) digitizing all existing documents, and (c) providing training to human resources on effective filing systems to ensure continuity despite staff changes.

Keywords: Development, System, Governance, Archives.

1. Introduction

Archive management is fundamentally a planning procedure aimed at organizing documents within an organization to support its activities and achieve its objectives (Dzulhijatussarah & Defrizal, 2024; Loesch & Theodori, 2005; Maulani et al., 2021; Zhuang & Ye, 2010). According to Law No. 43 of 2009 on Archives, archives are defined as records of activities or events in various forms and media, in line with the advancements in information and communication technology. Archives are defined as written records, including images or diagrams, that contain information about an object or event. Archive management is crucial for storing documents systematically, ensuring they are easily retrievable even after long periods (Mazikana, 1997; Sutanto & Nuryani, 2020; Zhang et al., 2021). Proper management is essential to prevent issues arising from disorganized archives.

With the advancement of technology, many organizations have shifted from manual to automated archiving systems to avoid problems such as inefficient retrieval and increasing accumulation of documents (Bradshaw et al., 2008; Conway, 1990; Loesch & Theodori, 2005). Effective archive management requires automation, supported by suitable applications, infrastructure, and trained personnel (Bradshaw et al., 2008; Loesch & Theodori, 2005; Prihatiningtyas et al., 2024; Zhang et al., 2021).

In Lampung Province, the Leadership Communication Materials Section is responsible for documenting and archiving leadership activities, particularly those of the Governor. This section also handles data collection, processing, provision, and archiving for planning, formulation, implementation, control, monitoring, evaluation, reporting, and

protocol training. Table 1 presents data on the condition of leadership documents over the past three years:

Table 1. Data on Leadership Document Conditions in Lampung Province Government

No.	Year	Damaged Documents	Missing Documents
1	2019	371	137
2	2020	289	104
3	2021	76	53
Total		736	294

Source: Sub Documentation of Leadership, 2022

The table reveals that despite a decrease in damaged documents over the past three years, there remains a significant issue with document damage and loss that needs serious attention.

2. Research Method

This study employs qualitative descriptive research to describe the development of the Archive Management System in the Leadership Communication Materials Section of Lampung Province. The research involves collecting data directly from informants through interviews and document studies. Qualitative research is used to explore phenomena that cannot be easily quantified, including societal behaviors, historical events, organizational functions, and social movements (Sindua & Kaihatu, 2022; Viray, 2022).

3. Result

The study reveals that the Archive Management System (Leadership Document) in the Lampung Province Leadership Communication Materials Section has several strengths and weaknesses that require attention. The analysis indicates that while the overall development of the archive management system is satisfactory, it necessitates significant optimization to reach its full potential.

One of the key areas identified for improvement is the archive storage system. Although functional, the current system lacks efficiency in both quality and quantity, hindering the effective retrieval and storage of documents. This suggests a pressing need for enhanced organizational methods and improved storage solutions to better support the system's functionality.

The study also highlights deficiencies in the archival facilities, which are inadequate for optimal document preservation. The facilities do not meet the necessary standards, with issues such as poor environmental controls contributing to the subpar condition of the archives. For instance, some storage areas are prone to dampness, posing a risk to the integrity of the documents.

Additionally, the archival officers face challenges due to a lack of formal training in archiving practices. This gap in specialized training impedes their ability to manage archival tasks effectively and hinders the implementation of best practices in document preservation. The work environment for archiving further exacerbates these challenges, with physical conditions such as cramped spaces and inadequate climate control affecting both the preservation and accessibility of archival materials.

Data collected from interviews and document reviews corroborate these findings, underscoring that while progress has been made in certain areas, there are clear opportunities for further improvement. The study emphasizes the need for targeted interventions to enhance the quality of the archive management system, ensuring that it meets the necessary standards for efficient and effective archival practices.

4. Discussion

The findings of this study highlight critical areas in need of improvement within the archive

management system of the Lampung Province Leadership Communication Materials Section. While the current system is functional, it presents significant gaps that hinder the efficiency and effectiveness of archival practices.

Archive Storage System: The study underscores the necessity for a more robust and systematic approach to archive storage, resonating with the principles outlined by Mazikana (1997) and Sutanto & Nuryani (2020), who emphasize the importance of systematic document storage for easy retrieval and long-term preservation. The current storage practices require refinement, particularly in classification and indexing, to align with advanced methodologies as suggested by Loesch & Theodori (2005) and Zhuang & Ye (2010). Adapting to technological advancements is essential for optimizing document accessibility and ensuring their longevity.

Archival Facilities: The inadequacies in the archival facilities are evident, necessitating investments in infrastructure that meet the standards for optimal document preservation. This aligns with the concerns raised by Conway (1990) and Bradshaw et al. (2008) regarding the need for environmental controls to prevent deterioration. Upgrading these facilities to address issues such as dampness and ensuring proper environmental conditions will significantly improve the preservation quality, as indicated by previous studies.

Archival Officers: The study reveals a pressing need for specialized training among archival staff, consistent with the recommendations of Bradshaw et al. (2008) and Zhang et al. (2021). Equipping staff with modern archival techniques and best practices is critical to enhancing the overall efficiency of archive management. Proper training will ensure that personnel are well-versed in the latest technologies and methodologies, thereby improving the effectiveness of archival processes.

Archive Work Environment: The current working conditions are suboptimal, echoing the challenges discussed by Loesch & Theodori (2005) in relation to inadequate archiving environments. To address these challenges, improvements in the physical workspace, including creating a more spacious and climate-controlled environment, are essential. Such enhancements will support better document preservation and streamline archival processes.

In summary, the study emphasizes the need for strategic improvements in the archive management system of the Lampung Province Leadership Communication Materials Section. By addressing the identified issues, the management and preservation of archival documents can be significantly enhanced, leading to more efficient organizational operations. Future efforts should focus on the implementation of these improvements and the continuous monitoring of their impact, ensuring alignment with best practices and technological advancements as highlighted by the literature.

5. Conclusion

Effective archive management is integral to ensuring both organizational efficiency and the preservation of historical documentation. This study identifies key areas for improvement within the Lampung Province Leadership Communication Materials Section's archival system, including deficiencies in the archive storage system, inadequate archival facilities, insufficient training for archival personnel, and suboptimal work environments. To address these challenges, several strategic measures are recommended: enhancing the coordination and organization of the storage system to facilitate better document retrieval and preservation; digitizing archival materials to improve accessibility and safeguard against physical degradation; investing in upgrading archival facilities to meet preservation standards, including better climate control and more suitable storage conditions; and implementing comprehensive training programs to equip archival staff with the necessary skills and knowledge for effective management. By tackling these issues comprehensively, the overall effectiveness of the archival system

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in Lampung Province will be significantly improved, leading to better preservation of valuable documents and increased organizational efficiency.

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