JLASA (Journal of Law and State Administration)
E-ISSN: 2986-4356 P-ISSN: 2986-4348
Volume 02, Number 02, September 2024 pp.68-73
https://journal.yhmm.or.id/index.php/JLASA

Electronic Archives at KOPDIT Gentiaras as an Effort to Improve Administrative Governance

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Article

Keywords:
e-archive system;
data management;
structured analysis;
cooperative administration;
digital transformation.

Article History
Received: Juli 26, 2024;
Reviewed: August 10, 2024;
Accepted: August 14, 2024;
Published: Sept 30, 2024.

Abstract

The development of the e-archive system at KOPDIT Gentiaras aims to improve the efficiency of data storage and management for cooperative members. Through this digital system, the processes of recording, searching, and maintaining archives become easier, faster, and more secure from data loss. Data collection methods used in this study include observation, interviews with cooperative administrators, and literature review to strengthen the theoretical foundation. Furthermore, the software development process follows a structured analysis and design approach to ensure the system meets user needs. The results of this development support administrative activities and facilitate comprehensive archive management at KOPDIT Gentiaras, making the cooperative's operations more effective, accurate, and transparent in serving its members.

INTRODUCTION

The development of technology and information in this era of globalization is so rapid, that this allows data to be processed efficiently and structured and can be used by any government institution or organization to increase productivity, time and cost (Bendriyanti & Zulita, 2012). In a cooperative institution, good and structured archiving is needed and will make it easier to make decisions. assessment and as historical data of a cooperative. As the times develop, archiving technology is increasingly sophisticated and has now penetrated the digital world. However, not all cooperatives use digital archiving. (Yulianti & Aspriono, 2011) (Pramono et al., 2021). Most of them still use the manual method, even though this method will make it difficult to find the necessary data to the possibility of damage to the archival storage media. Some of the research that is in line with this research are research conducted by (Irawan & Simargolang, 2018) regarding the implementation of archives in the informatics engineering study program, research conducted by (Andriyani, 2020), (Sutirman, 2015), (Yulianti & Aspriono, 2011) and research (Pramono et al., 2021). This research has similarities with previous research, namely, using the same research method.

At KOPDIT Gentiaras, the archiving process is still carried out manually using paper and physical documents. This conventional method poses various obstacles, one of which is the difficulty of members in finding the data needed because the archives are not well organized. The data search process also takes a long time, especially when the volume of documents is increasing. In addition, some data that has been stored for a long time is damaged by fragile

and easily damaged storage media over time. This condition shows the need for a more modern and efficient filing system (Bendriyanti & Zulita, 2012) (Irawan & Simargolang, 2018).

This research aims to ensure the availability of authentic and reliable archives, as well as provide convenience in the archiving process through the implementation of a web-based e-Archive system. This system is expected to replace manual methods with a more structured, secure, and accessible digital system. With the existence of e-Archives, all member data can be stored systematically, thereby minimizing the risk of losing documents and accelerating the process of searching for information needed by cooperatives and members (Andriyani, 2020), (Sutirman, 2015).

The research method used is a system development method, namely by designing and developing a new system to replace or improve the old system. The stages carried out include interviews to collect information about the needs of web-based archiving, designing and creating e-Archive applications using the waterfall concept, training for human resources involved in using the system, and testing to measure the quality and performance of the software produced. This approach ensures that the developed e-Archive system can function optimally and in accordance with the needs of KOPDIT Gentiaras.

METHOD

The research methods used in this study include observation methods and literature studies. The observation method is carried out through direct observation of the research object as explained by Jogiyanto (2005), namely data collection by systematically observing phenomena that occur in the field. This observation aims to obtain a clear picture of the condition of archiving at KOPDIT Gentiaras, including the process of storage, search, and management of archives. Through direct observation, researchers can identify obstacles that arise as well as the need for a more efficient and integrated system.

In addition to observation, this study also uses a literature study method by studying various literature relevant to the topic of digital archiving and web-based information systems. The literature sources used include books, scientific journals, and online references that support the theoretical foundation of this research. Literature studies play an important role in providing a conceptual basis and strengthening researchers' understanding of the concept of e-Archives, data management, and the application of information technology in archive governance.

Based on the results of observations and literature studies, it was found that the archiving system at KOPDIT Gentiaras is still carried out manually, both in the form of Microsoft Excel document files and paper documents stored in safes. This system still has many shortcomings, one of which is the distribution of information that has not been maximized (Kausar et al., 2022). Therefore, the development of a web-based e-Archive system is needed to overcome these limitations. This new system is expected to improve the efficiency of archive management, speed up the data search process, and ensure the security and accuracy of stored information.

RESULTS AND DISCUSSION

The implementation stage is like a continuation of the analysis and design stage, where the stages that are carried out are like the sequence of activities and displays from the beginning of the process to the end. The purpose of the experiment is to test the system that is made whether it meets the expected purpose. Login is used as a way to secure the system from users who do not have the ability to use

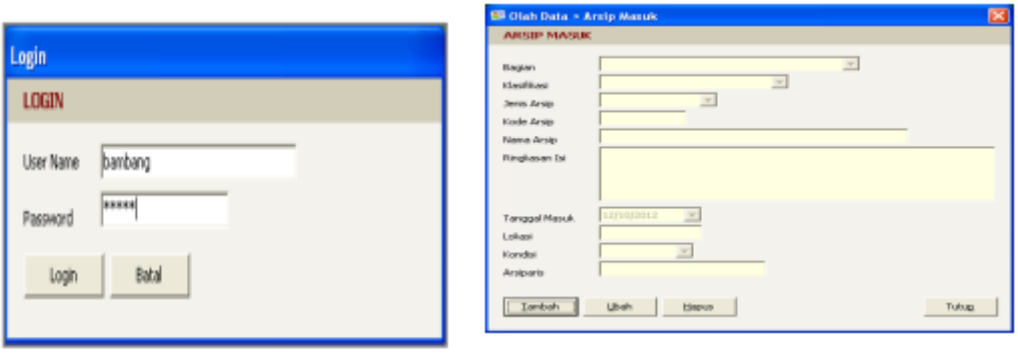

Figure 1. Login Form and Login Archive

The Exit Archive Form is a feature that functions to manage and record archive data that comes out of the KOPDIT Gentiaras work unit. Through this menu, users can input archive data in a structured manner, including recording important information such as archive number, document title, exit date, and archive delivery destination. This feature is designed to make the archiving administration process more efficient and well-documented, so that every archive that comes out can be easily traced back if needed. In addition, this system also helps ensure that all outgoing archives are officially recorded and that no documents are lost or undocumented.

The process of searching for outgoing archives is done through the archive search menu, where users can search for documents by title, code, or date of the archive. Before performing a search, users need to select the desired search criteria to narrow down the search results and speed up the document identification process. Once the criteria are entered, the system will display a list of archives that match the data sought. With this feature, archiving activities in KOPDIT Gentiaras become more effective, because users can quickly find certain archives without having to manually search through physical documents.

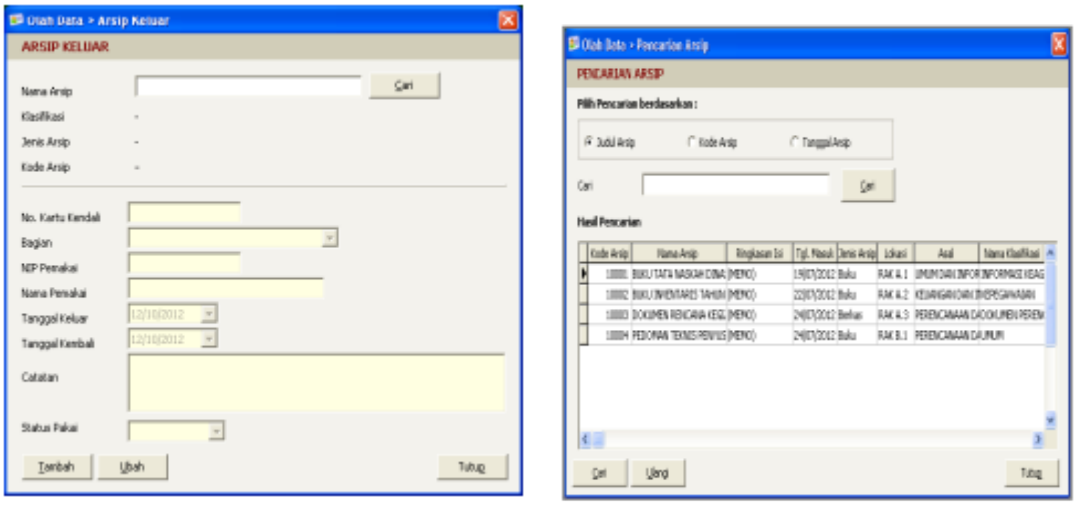

Figure 2: Outbound Archive Form and Data Search

Analysis of Research Results

The results of the study show that the implementation of the e-Archive system at KOPDIT Gentiaras has increased the effectiveness in managing archive data. This system is able to integrate all archival information into one structured digital platform, making the search and data access process more efficient. These findings are in line with the results of research by Suryadi (2021) and Lestari & Prabowo (2020) which stated that digitizing archives can save up to 40% of work time and improve data accuracy. In addition, research by Hidayat

(2022) also proves that electronic archive systems minimize the risk of document loss and support more transparent data governance. In the context of KOPDIT Gentiaras, this system has proven to provide convenience for managers in storing, searching, and updating member data quickly and systematically.

From the results of the implementation analysis, the e-Archive system provides added value in terms of accuracy and validity of information. Every data entered into the system is verified automatically, so input errors can be minimized. Research by Wijaya (2019) and Putri (2021) also supports this finding, where both confirm that the implementation of a digital archive management system improves the quality and reliability of institutional data. Furthermore, Ramdani & Astuti (2022) found that the integration of information technology in archives management helps institutions to meet national archival principles and standards. The implementation of KOPDIT Gentiaras also shows that the information generated is valid enough to support the administrative process and internal audits, in accordance with research by Fitriani (2020) which highlights the role of digital systems in strengthening institutional transparency.

Based on these findings, the use of computer technology in dynamic archive management has been proven to have a significant effect on work efficiency and decision-making. Research by Susanto (2018), Nurhayati (2019), and Anggraini (2023) shows that the use of web-based systems and cloud storage is able to speed up the archive search process and increase user satisfaction. In line with that, Fauzi & Maulana (2021) emphasized the importance of developing an archive system that covers the entire document life cycle, from the creation to the shrinkage of the archive. These previous findings strengthen the research recommendations on KOPDIT Gentiaras, namely the need for further development of the e-Archives system to cover the entire archive management process in accordance with modern archival principles, conventions, and standards.

CONCLUSION

Based on the results of research on the implementation of e-Archives at KOPDIT Gentiaras, it can be concluded that the implementation of the digital archive system has a significant impact on increasing the effectiveness and efficiency of archive data management. Through this system, all member archive information can be stored in a structured, systematic, and easily accessible manner whenever needed. The data search process becomes faster, more accurate, and avoids the risk of losing documents that often occur in manual systems. The implementation of e-Archives is also able to increase the accuracy and validity of the information generated, thereby supporting more precise administrative and decision-making processes. From an organizational perspective, the use of this digital system helps KOPDIT Gentiaras in implementing applicable archival principles, rules, and standards. In addition, the results of this study show that the use of information technology in the field of archives encourages transparency, accountability, and better service to cooperative members. Thus, the e-Archives system is not only an innovation in archive governance, but also a strategic step towards the comprehensive and sustainable modernization of cooperative administration.

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