Article

Revolutionizing Archive Management: Indonesia's SEMAR System Impact

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Abstract: *Effective archive management is essential for organizational efficiency, yet manual systems often lead to errors and inefficiencies. This study investigates the implementation of the SEMAR Archive Management Information System at the Library and Archives Office in Sidoarjo Regency, addressing the gaps in infrastructure, human resources, and technical knowledge. Using descriptive qualitative methods, data were gathered through purposive sampling, interviews, observations, and documentation. Results indicate that while communication within the office is adequate, the effectiveness of SEMAR is hindered by poor internet connectivity, limited IT staff, and insufficient training. The study highlights the necessity for enhanced resources, better training, and comprehensive standard operating procedures to optimize archive management. These findings emphasize the critical role of structured and well-supported archival systems in improving data management efficiency and accuracy.*

1. Introduction

Archives are activities or activities carried out by individuals or organizations that can produce an archive [1]. The development of sophisticated technology has affected all aspects of life, including the implementation of management activities in an institutional organization. Based on Law No. 43 of 2009 concerning Archives which states that "To ensure the availability of authentic and reliable archives, ensure the protection of the interests of the State and the civil rights of the people, and dynamize the archive system, it is necessary to organize archives in accordance with the principles, rules and standards of archiving as required by a reliable national archive organization system" [2]. So the Sidoarjo Regency Library and Archives Office created the latest innovation, SEMAR, to manage archives effectively and efficiently[1].

SEMAR is a system that utilizes computer technology for reporting and monitoring static and dynamic archives. This system is expected to be able to improve the quality of archival management and administrative services to be more effective and efficient [3]. The following is a brief description of SEMAR, namely Web Based (1), The programming language is PHP 5 (2), This system can run on Windows 2000 or later (3), Databased processing using My SQL 5.1 (4), Requires Microsoft Excel supporting applications as a print output (5) [4].

Table 1. Number of Archives in Sidoarjo Regency Library and Archives Office in 2019

Source: Processed by the author, 2022

No.	Archive Origin	Total	Type Archive
1	Assistant Regent	60 Boxes	Textual
2	BKKBN	25 Boxes	Textual
3	KPDE	10 Boxes	Textual
4	Sidoarjo Regional Secretary	50 Boxes	Textual
5	BP-7	73 Box	Textual
6	Cooperative Office	75 Boxes	Textual
7	Agriculture Department	49 Boxes	Textual
8	BKD Sidoarjo	13 Boxes	Textual

Based on table 1.1, it illustrates that the large number of archives in 2019 resulted in limited availability of storage space and the archives will fade their writing if left to accumulate in an open room. Therefore, the Sidoarjo Regency Library and Archives Office is making new innovations to manage these archives so that they are preserved[2].

2. Materials and Methods

To find out and understand more deeply about the implementation of the SEMAR archive management information system, with the main elements that must be found in accordance with the formulation of the problem, objectives and benefits of research, this research uses descriptive qualitative research methods [5]. Descriptive research is a type of research that aims to provide an overview of an actual problem without drawing conclusions. While qualitative research is a research method used to examine natural objects, where the researcher is the key instrument, data collection techniques are usually carried out in triangulation (combined) [6]. Data collection techniques are carried out by exploring data related to the Implementation of the SEMAR Archival Management Information System using a qualitative approach, observation, interviews and documentation [7]. The technique of determining informants using the

sampling technique used by researchers is *purposive sample* [8]. *The* key informant in this research is the Head of Keret Village, Krembung District, because data and information regarding the role of stabilizers in village development can be obtained from the key informant[3]. The data analysis technique uses a model from Miles and Huberman, namely data collection, data reduction, data presentation and conclusion drawing [9].

3. Results and Discussion

Policy implementation is a realization or application of a policy made by the government [10]. Meanwhile, the purpose of implementation is to realize and carry out a policy that has been made to achieve the goals set by the previous policy makers. The implementation process is inseparable from factors that affect the success and failure of a policy implementation. According to Edward III (Widodo; 2017) there are four factors that influence the failure and success of policy implementation as follows[4]:

A. Communication

Communication has several dimensions including transmission, clarity, and consistency. In the implementation of the SEMAR archive management information system, the transmission dimension can be seen from the activities carried out by the Sidoarjo Regency Library and Archives Office in the process of providing training for staff on how to manage good and correct archives. As well as holding special meetings that are held twice a week so that the information conveyed can be communicated thoroughly[5]. Communication by the government is also not only through socialization and job training but also through print media or online-based media. In the implementation of the SEMAR archival management information system, the clarity dimension can be seen from the communication carried out by superiors to subordinates who provide clear information about the implementation of archive management. As well as holding socialization in the form of seminars or workshops to internal and external scopes[6]. So that in archive management there is no misunderstanding or confusing information. In the implementation of the SEMAR archive management information system, the consistency dimension can be seen from the suitability of communication between superiors and subordinates, such as at special

meetings held twice a week and holding seminars or workshops with village heads in Sidoarjo regarding archive management, especially Letter C archives. Good communication must continue to be developed by superiors to their subordinates so that a sense of responsibility for their work arises. If the communication is effective, the archive management can be completed in accordance with the predetermined targets[7].

B. Source:

Resources are one of the crucial factors in influencing the success and failure of a policy implementation [11]. Insufficient and inadequate resources can hinder the process of implementing an existing policy. Resources that affect a policy include human resources, facility resources, and authority resources. Human resources affect the success of the implementation of archive management implementation policies [12]. Implementation really requires the availability of human resources at the Sidoarjo Regency Library and Archives office, that the number of staff or employees is very small, which only amounts to 2 people. While the number of archives managed is very large and not comparable to the staff of only 2 people. As well as the lack of insight into the staff on how to manage archives properly and correctly. Facility resources are the means used to operationalize the implementation of a policy, facilities and infrastructure, all of which will facilitate services for policy implementation at the Sidoarjo Regency Library and Archives Office. The facilities in the office are not fully adequate, such as computers and WIFI networks[8]. Authority resources as the implementation of archive management in terms of authority are not only borne by the government but by the government delegated to the office to regulate the running of the archive management process. In the archive management implementation policy, the granting of authority given by the government to the office has a positive impact on the office itself to be more free in maximizing the resources they have[9].

C. Disposition

A policy will be successfully implemented if the policy actors not only understand and know about what they have to do and also have the ability to carry out the implementation policy, but these policy

implementers must also have the willingness to implement the policy [13]. Implementation of the SEMAR Archival Management Information System in terms of disposition when viewed from the commitment of policy implementers in carrying out ascript management, it is true that the commitment is strong[10]. Disposition according to Edward III 1980 (Widodo; 2017) is the willingness, desire and tendency of policy actors to implement the policy seriously so that what is the policy goal can be realized. It can be understood that this theory, when associated with the phenomena in the field, has been[11].

This is evidenced by the strong commitment of archive management policy implementers in carrying out the archive management process at the Sidoarjo Regency Library and Archives Office, and is also supported by the provision of incentives for employees to be enthusiastic at work[12].

D. Bureaucratic Structure

According to Edward III (Widodo; 2017) bureaucratic structures are aspects that include organizational structure, division of authority, relationships between organizational units within the organization concerned and external organizational relations and so on [14]. The dimensions of the bureaucratic structure include standard operating procedures and fragmentation. Standard operating procedures are procedures for how archive management employees carry out their duties as they should which have been determined by the office [15]. The procedures that must be carried out include, among others, (1) logging into the account and entering the correct password, (2) scanning the letter or document to be transferred, (3) creating folders on the computer as a storage area, (4) creating hyperlinks that connect the archive list with the scanned archive, and (5) completing the media transfer administration[13]. The Sidoarjo Regency Library and Archives Office decentralizes authority related to organizing archive management using the SEMAR electronic application by showing the procedures for the requirements needed to complete the data by the Sidoarjo Regency Library and Archives Office as the coordinator of electronic archive management organizers through the SEMAR Working Group (Pokja)[14]. Based on the results of the author's interviews and observations in the management of electronic records at the Sidoarjo

Regency Library and Archives Office, the SEMAR working group was formed as the coordinator of electronic records management, in this case the Sidoarjo Regency Library and Archives Office showed that as the coordinator of the SEMAR working group, it was formed by itself to facilitate work or service[15].

4. Conclusion

Based on the results of the above research, it can be concluded that the implementation of the SEMAR archive management information system at the Sidoarjo Regency Library and Archives Office, in terms of 1) Communication carried out by the office is quite good where the communication transmission process is carried out by means of special meetings with SEMAR IT staff. 2) Human resources in the implementation of the SEMAR archive management information system at the Sidoarjo Regency Library and Archives Office can be said to be lacking or not maximized. Due to the SEMAR IT staff of only 2 people, and the lack of insight into how to manage archives using the SEMAR application. And also limited facilities to support archive management. 3) From the position, commitment and incentives are also very good to increase the enthusiasm of employees at work. 4) And finally for the bureaucratic structure in the standard operating procedures it is very necessary to do, because if there is no SOP in place then archive management will not run well.

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