

INACTIVE ARCHIVES STORAGE SYSTEM AT RECORD CENTER DEPARTMENT OF ARCHIVES AND LIBRARIES BEKASI DISTRICT

Neneng Fauziah, S.Sos., M.M.¹, Senda Nur Shabrina², Ratna Emaliah, S.Sos., M.Si³.

Fakultas Ilmu Sosial dan Ilmu Politik Universitas Islam 45 Bekasi^{1,2,3}

Author's email: tsalasa.nisa@gmail.com, sendanurshab@gmail.com,
ratna.emaliah@gmail.com

*Corresponding author: tsalasa.nisa@gmail.com

Abstract. *This study aims to determine: Describe how the dynamic inactive archive storage system at the Bekasi District Archives and Record Center Service Center, Describe the obstacles faced in the inactive dynamic archive storage system at the Record Center of the Archives Service and Bekasi District Library*
The research methods I use are: Data collection methods used are interviews, observation, literature study. In this study the authors analyzed the data descriptively, which is describing the object's surroundings in part at a time. Inactive Storage Systems include: Types of Inactive Records, Inactive Records Storage Systems, Inactive Records Storage Procedures, Principles of Storage, Maintenance of Inactive Records. Constraints encountered in the inactive archive storage system include: File is not managed, there is no list of files on the processing unit, inadequate facilities..
Research has concluded that the inactive archive which is on the records center for the archive service and bekasi district library has not been consistent with the general requirements that refer to the preferred standard of procedure Numbers 045/ARPUS-007/R.00/2017 Inactive archive transfer. The inactive archive archive record center and bekasi county library have largely matched the soup (standard operational procedure). A good storage system would facilitate the rediscovery of files on existing office activities. The archive and bekasi county library service have followed current inactive storage procedures. Record the archive service center and the bekasi county library already followed the current inactive storage procedures.
The principle used in the kearns service and bekasi county library is to use the centralized principle, Evidenced by the existence of record room central to the central archive. Archivist service record center and bekasi county library have not yet been fully carried out according to the archivist maintenance schedule.

Keywords: *Inactive, Archive , System*

1. INTRODUCTION

Each organization will not be left out of the archives because archives are the result of the administration of an organization. The larger an organization becomes the more complex the activity is carried out as archives develop increasing volume as well. Archives play an important role in carrying out organizational activities for decision making, as well

as evidence of accountability and as a source of information. For that, the archive needs to be properly managed from the time it was created, used to the extent of its being destroyed.

Archives are a collection of documents that have a price as a continuous value. Considering the archives have sustained value, it is very important to exist for an organization. Archives play an important role in the information presentation process for an organization in the organization's decision-making and formulating policies. Archives play an important role in the information presentation process for an organization in the organization's decision-making and formulating policies. It would be impossible if an organization both an office and an organization could provide good, complete, and accurate data and information to all members of the organization without the application of good systems and procedures. With good operating systems or procedures in the archive, it can provide effective service to all members of the organization.

Archival storage systems are run for all kinds of archives, whether active, inactive, or static. The purpose of the archive storage system is to prevent an archived archive that is scattered everywhere, more organized, and most important is that it will be easier to make a return visit.

The district service archive, and library of Bekasi, which serves the various archivist services of different regional tool organizations, is sure to have many archives. The increasing number of archive management does not escape the role of archive storage systems as the basis for archival management. Whether the service archive and Bekasi district library apply a good storage system to manage the files in the various regional tooling organizations in the Bekasi county government office complex.

Noting the matter, noting an inactive archive storage system on the archive service record and Bekasi county library, and looking for factors that impede the process of inactive dynamic archive storage systems on the archive service record and Bekasi district library.

2. LIBRARY REVIEW

2.1 Archive understanding

Each company must have data and information that is usually stored in a file. The data and information should be kept for a while because it will be processed further (pending files) or files completed on the permanent file) should be kept because it is still needed in the future.

Muhidin and winata (2016:2) point out that archives are part of all the documents that have come in or that have been produced by organizations and collections of documents that information about the actions, decisions, and operations that have occurred within the organization.

Whereas, according to act no.43 years 2009, archives are recordings of activities or events in various forms and media with developments in information technology and communications made and accepted by state agencies, local governments, education institutions, companies, political organizations, public, national, and national.

2.2 The dynamic archive understanding of inactive

According to armida silvia on the kk. (2014:82) the inactive archive is an archive that has degenerated its function value in the day-to-day administration process, and it is found in the organization's archive unit.

According to file no.43 the year 2009 on archival, the dynamic inactive archives are reduced USES, they are no longer constantly used because their stewardship has been completed, based on economic considerations and the efficiency of the inactive dynamic archive are no longer stored and maintained in each work unit.

According to bartos, (2007:40) the inactive archive was one that was neither directly nor continuously needed and used in the day-to-day administration arrangement and administered by the archive center.

According to the file service, ordinance, and library district Bekasi standard procedure number 045/ARPUS-007/R.00/2017 The transfer of the inactive archive, the active archive is said to be inactive when it meets the terms of the transference of the inactive archive as follows:

1. The inactive archive coming from the work units in the archive service ward and the library was transferred regularly to the archive unit for the service archive.
2. The transfer is performed by each unit correlates with the lead archive unit
3. The inactive archive was removed from the ward's work unit in an orderly and orderly fashion.
4. The inactive archive transfer of the work units in the archive service ward and the library to the archive unit must be documented through the creation of a file list and news of inactive archives.

As for the application of the inaction-file transfer procedure as follows:

1. The inactive archive transfer that retention took place in under 10 years
 - a. The inactive archive transfer was made by a processing unit to the records center in the service file unit.
 - b. The retention of archive lists and retention assessments are done by the expert archivist
 - c. The head of the processing unit approved the assessed archive list;
 - d. Made news of the inactive archive transfer.
2. The transfer of the inactive archive that has retention at least 10 years
 - a. The transfer of the inactive archive was made by the archive unit to the regional archive society
 - b. The retention of archive lists and retention assessments are done by the expert archivist
 - c. Lead archive unit approves the assessed archive list
 - d. Made news of the inactive archive transfer.

2.3 Archive types

The archives may vary in form, not just paper and writing sheets, as is often considered by most people, but in most offices, they also have a paper form of letters or documents. Nowadays, archivists are not just data stacked in one place (conventional archive).

According to donni, June, priansa and agus garnida (2013:160) archives have many kinds. Here are presented some types of archives:

1. Based on media
 - a. Paper based archive (*Conventional Archives/Record*)
Is an archive of text or picture or numerical material that appears on paper.
 - b. *Audio-Visual Archives/Record*
Is an archive that can be seen and heard. Examples: videocassettes, movies, VCDS, cassette recording, photos

- c. (*Cartographic and Architectural*)
Is a paper-based archive, the content of which contains graphic, maps, maketh, or other archivist images, and the arena is unique and distinctive and hence distinguished from the generally based paper-based archives.
 - d. Electronic archive
Electronic archives are files generated by information technology, especially computers (*Machine-readable*).
2. Based on function:
- a. Dynamic archives are those that are directly used in the planning, execution, and execution of activities in official circles, which are commonly used directly in office administration. So the dynamic archive is all the files that are still directly referenced in planning, execution, and other administrative activities. The dynamic archive in English is called a record. Dynamic archive, consisting of two kinds:
 - (1) Archive Record
Archies still indirect use of the completion of an activity, so these active files are also paperwork.
 - (2) *Inactive Record*
Archies that were not used directly in the completion of the activity, since the activity was completed but was necessary at any time so that it needed to be stored.
 - b. *Archives*
Archives that are no longer used in activities by their creator, but have the greatest value of shining deserve to be preserved or perpetuated for the common good, history, or as evidence.

2.4 Archive storage system

The storage system is the system used in the document depository to replenish the storage work can be created and the discovery of a document that has been saved can be done quickly where the document is needed at any time.

Agus sugiarto and wahyono's firm (2015:45) storage systems are stored according to capture (caption) of documents stored either in letters or Numbers arranged in a specific order. Generally, a storage system that can be used as a standard storage system is an alphabetic (normal) system, a numeric system, a geographical system, and the subject's cyclim as well as a color system.

2.5 Archive storage principles

A company's archival-processing system may be used as a guide according to the organization's needs, according to donni June pransa (2017:200) in the management book the office secretary of the office is written management of the word storage, the archival-storage principle of which there are three kinds of principles used for the archive storage: centralizing, decentralizing, combined.

2.6 Archive maintenance

The maintenance of these archives was intended to keep them from all destruction and destruction. Destruction and archive damage can cause both internal and external factors. According to basir barthos (2007:58).

3. RESEARCH METHODS/METHODOLOGY

The study is conducted using descriptive qualitative methods. Deskriptif research is a form of research indicated to describe existing phenomena, both natural and man-made phenomena. Researchers are retrieving objects regarding the inactive archive storage system that is applied to the archive service record unit and the Bekasi district library.

1. Data gathering techniques

a. Observation

Researchers were making direct observations at the site of the research. The purpose of this observation was for researchers to see firsthand the internal and external circumstances of the ministry.

b. Literature study

Researchers collect data using books, journals, corporate history, or other documentation available to support writing.

c. Interview

Researchers conducted semi-structured interviews, to get more open and deep ideas. Thus the researcher prepares an interview guide of 15 questions.

2. Types and data sources

The source and type of data are as follows:

a. Primary data

Primary data is obtained directly from observation and interview archives to young experts and guard the record center room. Results obtained from interviews of how the inactive archive storage system is and what obstacles are encountered in the inactive archive storage system on the file service archive record and Bekasi district library

b. Secondary data

This secondary data is obtained not directly from sources or objects that are being done in research. Data obtained from books and the Internet. Like the book agus sugiarto and steadfast wahyono 2015. Modern archive management: from conventional to computer bases.

4. RESULTS AND DISCUSSION

4.1 Inactive archive on the service archive service record and Bekasi district library

In the district, Bekasi county rule number 2 of the inactive archive arrangement is one whose usage frequency has dropped. The archive on the archive service record center and Bekasi county library may be said to be inactive when it meets the general requirements that refer to the standard operating procedure number 045/ARPUS-007/R.00/2017 Of the transfer of the inactive archive as the writer has described in chapter ii.

Based on observations the authors have made directly they still find some that have not met the standard operating conditions of procedure Numbers 045/ARPUS-007/R.00/2017 Regarding the retention of the archives, the following is not yet eligible: the files submitted are not required to include the processing units in moving the archives to allow archivist to check the corresponding archive in the assigned lists and archives and to enable archivist to assess the retention of the archives.

In the case of the file transfer to the inactive archive unit, it did not manage its archive file properly, the archive which was still active in the cabinet unit of processors was not compiled by default on active archive storage procedures, and this led to the transfer of the file officer record center service file and the service library of Bekasi did a precursor work.

4.2 Inactive archive types stored in the archive service archive and Bekasi district library record unit

Inactive archive storage or should be called record center, the building's record center is designed for the storage of various kinds of archives. The archives stored on the archive service record center and the Bekasi county library are the inactive files of the processing units found in the Bekasi service and library district environment, such as archival, library, documentation and information, library development and service secretaries, which consist of the general subsection and staff, the planning section and the finance sub.

A writer's direct observation on the archivist service record and library of the district be culturing more archives for financial and budget matters is compared with inactive archives from other areas.

4.3 The inactive archive storage system on the archive service file and Bekasi district library

The storage system is the system used in the document depository to replenish the storage work, storage can be created and the discovery of documents already stored can be done quickly where such documents are needed at any time. In agus and solid theory above known the 6 basic storage systems, the alphabetical, geographical system, the subject system, the number system, the chronology, and last system of color. The inactive archive system on file service record and Bekasi county library using subject systems, Numbers, and color systems. Here is an explanation of the systems used on file for the service archive and Belov's library:

1. Subject systems

The subject's system of document storage based on the content of the document content is often also referred to as a matter, subject, problem, problem, point of letter, or subject, in other words, is a document storage system based on the content of documents and document interests.

000	Green color	500	orange
100	Brown color	600	Light yellow.
200	Light blue.	700	Red Color
300	Deep blue.	800	Light Brown
400	White color	900	Deep Yellow

Based on observations (observations) the author directly does and interviews the archivist service record officer and Bekasi district library 3 (three) this system is always used in keeping inactive archives or in times of inactive filing on the archive service record and Bekasi district library.

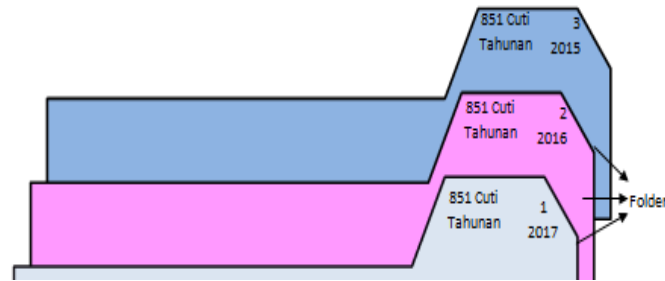


Figure 4.1
Inactive archive storage system sample on folder TAB



Figure 4.2
Sample color-system on the inactive archive

4.4 Inactive archive storage procedure on the service archive service file and Bekasi district library

The archive service file record and Bekasi county library have not had inactive archive storage procedures, but the file file file file and Bekasi county library record use the file release guidelines as follows:

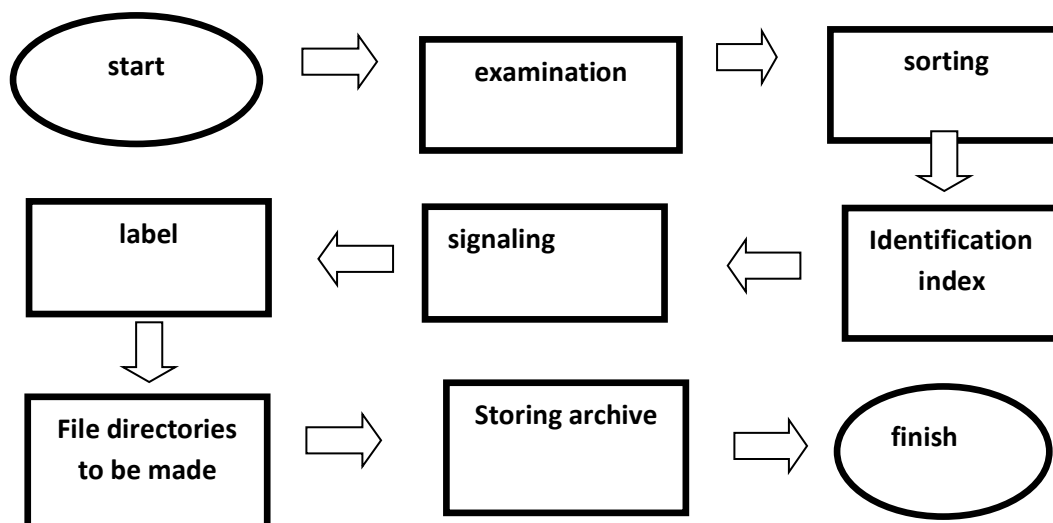


Figure 4.3
Flowchart archive storage procedure

- a. Examination
This step is the preparation of storing by examining each sheet of paper to ensure that the appropriate documents are ready for storage and have already qualified the conditions for transplanting the inactive archive and passing through the procedures of an inactive archive, and this examination is made to identify the completeness of the file, the connection of the other archives. Then sorting. Judging by the existing date and year information, file Numbers, regarding, proper date and stamp marks in the file.
- b. Sorting
Sorting was done in separate archive groups from other archivist groups, based on the year of the archivist, and then afterward sorted by subject or content of the file. This sorting is useful in avoiding duplicating files or archives of no practical value.
- c. Identification index
Indexing is the work of identifying on what name or subject, or what other words catch, the file that will be saved, indexing folders in the record center using the subject system, where the documents will be indexed according to the file's subject matter.
- d. Signaling
Signaling a classification scheme in the Bekasi district's government environment that refers to the rule of Bekasi in the 48 the year 2016, the classification code should match the content of the archive format. Classifying the records center's unit record using a pencil that can be deleted at the edge of the folder TAB, signaling this to make it easier to search archives without having to open one folder at a time and to avoid damaging the other.
- e. Label
Labels are taped outside the archive box. In making a label for the unit record center it still does conventionally or in writing with a black marker to write on the predetermined label of the color and code. Labeling it is to distinguish one box from the other. Thus facilitating the search for the inactive archive box.
- f. Archivist bookmaking
Before the archives are stored in the archive, an archivist must first be prepared. It was meant to make archivist easier to recover his records. Archivist lists in the record center units use computers and Microsoft applications excel. Here's a sample of the table archive:

DAFTAR BERKAS						
NO	NO URUT	KODE KLASIFIKAS	URAIAN BERKAS	KURUN WAKTU	JUMLAH BERKAS	KET.
	178		Arsip Pribadi			
	179		Materi			
	180	050	Rencana Strategis TA 2001	2001		Non Arsip
	181	188	Peraturan Pemerintah Tentang Pedoman Organisasi Perangkat Daerah	2003		
	182	640	Peta/gambar gedung depo arsip			Arsip
	183	045	Bukuekspedisi KPDE dan ARDA			Arsip
	184	700	Hasil pemeriksaan bawasda TA 2004	2004		Arsip
	185	027	Surat Perjanjian Pemborongan TA 2004	2004		Arsip
	186	800	Kepegawaian TA 2005	2005		Arsip
	187	045	Kearsipan TA 2004-2005	2005		Arsip
	188	041	Perpustakaan TA 2005	2005		Arsip
	189	188	Peraturan Menteri KOMINFO tentang Organisasi & Tata Kerja Departemen KOMINFO	2005		Arsip
	190	700	Pengawasan TA 2004-2005	2005		Arsip

Figure 4.4
File list

g. Storing archive

After the archives are completed, they are placed in the archive box and are labeled on the archive box, the recording unit of the center for inactive archive storage using the archive rack. An archive shelf is a vault with no doors of an iron vault, an archived archive of the location clues of the inactive archive as shown by paper or ledges stuck in the middle corner of the rack by year and by subject and number in the archive box. And kept rows aside.

4.5 Inactive archive storage principles on the archive service archive record unit and Bekasi district library

The principle used for archival storage in the archive service and Bekasi district library is centrali4.6zed, in a general way similar to donni June pransa. The centralized principle is the exercise of archival management for all organized organizations in one particular unit, which is the archive storage center. Thus other units failed to carry out archived care and storage. This principle is usually used by a not-so-large organization, and each unit requires little specific or specific information. The centralized benefit of the archive is:

- Space and archive equipment can be saved
- Specialized attention to the work of archival
- The office had only 1 (one) file, while its copy could be destroyed
- A system of storing from various archives could be on a uniform

Based on the observations made by the author on the front line and interview with the selection center's selection principle record officer because the inactive service archive and below's library are stored at 1 (one) a spot on record center.

But the reality of the author's coming to the records of the archivist service center and the library of the district, where the inactive archives were still many photocopied and non-archived copies such as the failed copy, which was not signed. Not immediately returned to the owner of the file or immediately destroyed.

4.6 Inactive archive maintenance on the archive service file and Bekasi district library

Such from all destruction and destruction. Destruction and archive damage can be caused by both internal and external factors. Archivist service records on the file service archives and library of Bekasi, such as space cleaning, shelves and archives, the physical archivist, the temperature and humidity of the home, the camper in the archive box, and the monitoring of room conditions of insects or other items that could influence the file condiments. Here's the file maintenance schedule for the archive service and Bekasi county library:

JADWAL PEMELIHARAAN ARSIP									
NO	KEGIATAN	PELAKSANAAN					MUTU BAKU		
		OBJEK	PELAKSANA	TEMPAT	METODE	FREKUENSI	PERALATAN	WAKTU	OUTPUT
1	Membersihkan rak dan boks arsip	Boks, rak	THL	Depo, Record center	Vacum cleaning	1 x / 2 minggu	vacum cleaner	3 Jam	Rak dan boks arsip bersih
2	Membersihkan lantai	Lantai	THL	Depo, Record center	Moping, vacum cleaning	1 x / 2 minggu	Mop, vacum cleaner	5 jam	Lantai depo dan record center bersih
3	Pemberian kapur anti serangga	Boks arsip	THL	Depo, Record center	Manual	1 x / 4 bulan	Kapur barus	1 jam	Arsip terlindung dari serangga
4	Pemeriksaan suhu dan kelembaban	Ruang penyimpanan	THL	Depo, Record center	Visual	2 x / 1 hari	Thermo-hygrometer, alat tulis	5 menit	Data suhu dan kelembaban ruangan
5	Fumigasi arsip	Arsip	Outsourcing	Depo, Record center	Fumigasi	1 x / 1 tahun	Peralatan dan bahan fumigasi	1 minggu	Suci hama arsip
6	Monitoring fisik arsip	Arsip	Arsiparis Ahli	Depo, Record center	Visual	1 x / 1 minggu	Daftar arsip, Alat tulis	1 jam	Data kondisi fisik arsip secara sampling
7	Monitoring arsip yang dipinjam	Kartu peminjaman arsip, fisik arsip	Arsiparis	Depo, Record center	Visual	1 x / 1 hari	Alat tulis	10 menit	Terkendalinya peminjaman arsip
8	Monitoring pengamanan arsip vital	Roll o pact	Arsiparis	Depo, Record center	Visual	1 x / 1 minggu	Kunci roll o pact	30 menit	Penyimpanan arsip vital aman

Figure 4.5
Archivist maintenance schedule

But in the extent that the writer experiences at the moment of observation (observation) on the records of the archive service and library of the district, the maintenance of the archivist service activities have not yet fully followed, examples such as cleaning shelves and archivist box rarely being done by loose daily labor, the absence of checks and a temperature and humidity record-this was enhanced because by the time the writer observed the thermo-hygrometer device.

4.7 The challenge faced record service archive and Bekasi district library

Based on the above discussion that the implementation of the inactive archive storage system on the archive service record and the Bekasi county library has been done well and by current procedures, but there are still a few obstacles, but there are still a few that are faced that could prevent the creation of a good inactive archive system on the archive service record and Bekasi district library. As for the following obstacles:

1. Held technical guidance
The unmanaged files in the processor units are due to a lack of knowledge in guarding or storing files that are still active in each processing unit, in this effort, the file clerk specializing file and the Bekasi service and library district provides a technical guide on how to maintain and keep files that are still active according to the accepted oop standard.
2. Obliging the processing unit to have a file list
The service archive and library district of Bekasi require each processing unit to have a file list to make it a cabinet re-convene and during the transfer, it makes it easier for archivist to examine and assess the retention of the archives.
3. Increasing human resources
The service archival and Bekasi district library efforts overcome the lack of the record center's officers' track room that provides relief from daily personnel provided with the archive and Bekasi district library to assist in relocation and storage, maintenance of the archives at the record center.
4. Maintaining a record room center
The service archive, and library district Bekasi overcome the archived maintenance barrier, the record center's record officer sets up thermo-hygrometer to bring back running temperature and moisture inspection forms, the useless archives, and unused items are being removed from the record center to prevent the buildup of useless items on the archive shelves.

5. CONCLUSION

The district service archive, and library of Bekasi, which serves the various archivist services of different regional tool organizations, is sure to have many archives. Increasing number of archive management does not escape the role of archive storage systems as the basis for archival management.

Based on the results of the discussion already presented, the inactive archive located at the records center for the archive service and Bekasi district library has not been consistent with the general requirement for the number procedures 045/ARPUS-007/R.00/2017 On the inactive archive transfer, the inactive archive storage system has been running smoothly. Proven by its accepted OSP (the operationalized standard procedure), records the archive service and Bekasi county library have followed a valid inactive storage procedure, the principle used by the archive service and Bekasi county library using the centralization principle, proved by the record center's central archive vault, Archivist service record center and Bekasi county library have not yet been fully carried out according to the archivist maintenance schedule.

REFERENCES

- Armida Silvia Asriel, Armianti dan Leo Frista, Manajemen Kantor, Jakarta : Kencana, 2016.
- Agus Sugiarto, Teguh Wahyono, Manajemen Kearsipan Elektronik Panduan Pengembangan Aplikasi Kearsipan Elektronik, Yogyakarta : Gava Media, Cetakan 1, 2014.
- Agus Sugiarto, Teguh Wahyono, Manajemen Kearsipan modern: Dari Konvensional ke Basis Komputer, Yogyakarta : Gava Media, Edisi Baru 2015.
- Barthos, Basir, Manajemen Kearsipan untuk Lembaga Negara, Swasta, dan Perguruan Tinggi, Jakarta: Bumi Aksara, 2007.
- Donni Juni Priansa dan Agus Garnida, Manajemen Perkantoran Efektif, Efisien dan profesional, Bandung: Alfabeta, 2013.
- Donni Juni Priansa, Manajemen Sekretaris Perkantoran, Cet. 1, Bandung: CV Pustaka Setia, 2017.
- Economic Education Analysis Journal Terakreditasi SINTA 5
<https://journal.unnes.ac.id/sju/index.php/eeaj>
- Jurnal Kesejahteraan Keluarga dan Pendidikan [JKKP] Vol.04 No.02
doi.org/10.21009/JKKP.042.06
- Muhidin, Sambas Ali dan Winata, Hendri. Manajemen Kearsipan. CV Pustaka Setia: Bandung 2016.
- Peraturan Arsip Nasional Republik Indonesia Nomor 9 Tahun 2018 Tentang Pedoman Pemeliharaan Arsip Dinamis.
- Peraturan Daerah Kabupaten Bekasi Nomor 2 Tentang Penyelenggaraan Keasipan.
Undang-Undang No.43 Tahun 2009 tentang Kearsipan.
- Basipda.bekasikab.go.id