DYNAMIC RECORDS MANAGEMENT SECRETARIAT SECTION IN BALI PROVINCE TOURISM OFFICE

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ABSTRACT

This research aims to determine archive management at the Bali Provincial Tourism Service which includes the creation of archives, use of archives, maintenance and care of archives, and depreciation and destruction of archives. This research is descriptive research with a qualitative approach. There were 10 research informants, namely in the secretariat section for the archive depot. The data collection techniques used were observation, interviews and documentation. Data analysis uses data collection techniques, data reduction, data presentation and drawing conclusions. Data validity analysis techniques use source triangulation and method triangulation techniques. The results of the research show that the creation of archives in the form of recording incoming and outgoing letters has gone well, but sending outgoing letters cannot be done in one door, borrowing archives has not used special lending procedures, rediscovering archives still takes around 3-5 minutes, care and maintenance of archives is carried out by cleaning the archives from dust with a feather duster and applying camphor to the gaps in the archives and depreciation and destruction the archives has not been in accordance with the archive retention schedule.

KEYWORDS: Records Management, Archives, Dynamic

INTRODUCTION

Information is written or unwritten messages, used as a reference for planning goals, material for consideration of policies and decision making and as support for administrative work processes. Every organization, both government and private, is required to be able to provide information quickly, precisely and accurately. One source of accurate information is documents or documents called archives.

Arsip as a source of information can be divided into two types, namely dynamic archives and static archives. Nuraida (2014, p. 105) explains "dynamic archives are archives that are still frequently used directly, while static archives are archives that are rarely or not used directly." In its management,

both dynamic archives and static archives require good and clear handling in accordance with existing standards.

Ali Muhidin and Winata (2010, p.19) explain that the archive life cycle consists of 5 phases, namely "creation, distribution, use, maintenance and final distribution". In general, each archive will go through the stages as mentioned, if any stage is missed it will affect the next stage or one of the stages which will result in the archive system being less effective. Records management often ends with shrinking or destroying records.

Facilities or means and infrastructure are also very much needed in archival management both in terms of quantity and quality. Adequate facilities can make it easier for employees to maintain records. Apart from that, adequate facilities will better ensure the integrity of archives and archive security. On the other hand, minimal facilities can hinder employee performance in maintaining and maintaining the security of archives. In general, the equipment used in archive management is folders or folders, guides, filing cabinets, filing cabinets, archive boxes, agenda books, control cards, disposition sheets and archive shelves.

Archives management requires human resources who understand archives and the rules for managing archives. Human resources or employees who handle archives greatly influence archive management. Mardiana (2004, p.17) explains the requirements that must be possessed to become an archives officer, namely "thorough, intelligent, skilled and neat". Employees who have knowledge about archives and archiving will make it easier to achieve the goals of archive management.

Archives that have been saved are sometimes still needed again and borrowed by employees or certain parties. As an important source of information, borrowing archives must be accompanied by clear procedures to avoid loss of archives and misuse of organizational or office information by irresponsible parties. Stored archives require care and maintenance to maintain the archive's original form from damage. Sugiarto and Wahyono (2014, p. 77) explain "archive maintenance is ensuring that archive objects that have experienced damage do not get worse and archive damage can be caused by 2 factors, namely intrinsic factors and extrinsic factors". Archive maintenance and care needs to be carried out to maintain the value and form of the archive.

In the Bali Province Tourism Office is one of the government institutions in Bali Province which has the task of carrying out tourism affairs, deconcentration authority and assistance tasks given by the government. As a government agency, the Bali Provincial Tourism Office also implements an archive management system. Archive management at the Bali Provincial Tourism Office is managed by the General Sub-Division.

Based on the results of observations carried out there are problems in archival management at the Bali Provincial Tourism Office. Existing problems include a large number of archives piling up in

the workspace, it is not easy to find the necessary archives again and it takes quite a long time, archive maintenance has not been carried out regularly and archive depreciation has not been in accordance with the existing archive retention schedule.

Archives management at the Bali Provincial Tourism Office takes the form of recording incoming and outgoing mail, recorded using incoming and outgoing mail control cards. Each incoming letter will be distributed according to the leadership's disposition. Each letter will be archived by the Processing Unit concerned with the letter. Many letters or documents have not been archived, so many letters or documents pile up and fill the workspace. Documents that are not archived make it difficult to find letters again when needed. Letters or documents that fill the workspace are also since the submission of archives to the archive storage room or archive depot has not been carried out regularly.

Archive storage at the Bali Provincial Tourism Office uses filing cabinets for active dynamic archives and archive boxes for inactive dynamic archives. Each work area has at least one filing cabinet, but because many archives are not handed over to the archive depot, quite a few archives are stored under the work desk, on the work desk and in the hallway of the work room because the filing cabinet is no longer able to accommodate the existing archives. The archive depot of the Bali Provincial Tourism Office is currently undergoing renovation, the existing archives have been moved to a temporary depot which ensures greater security of the archives. During the archive transfer period, there were several archives from the Bali Provincial Tourism Office that were wet damaged and were archives whose value had not been identified.

Archive maintenance at the Bali Provincial Tourism Office only consists of cleaning the archives from dust using a feather duster. To prevent mold and pests that can damage archives, the Bali Provincial Tourism Office only uses camphor. Cleaning archives that would ideally use a vacuum cleaner cannot be implemented because there is no vacuum cleaner machine. Fumigation to prevent mold, which should be carried out at least once a year, has not yet been implemented at the Bali Provincial Tourism Office because there is no budget yet.

The rediscovery of archives at the Bali Provincial Tourism Office has problems with active dynamic archives, especially archives in every field of work at the Bali Provincial Tourism Office. The archives in each work area are not well organized, piled up on tables and in the work space, so they often have difficulty finding the archives they are looking for. Rediscovering inactive archives in the archive depot takes approximately 3-5 minutes.

METHODS

This research is descriptive research with a qualitative approach. This research was carried out at the Bali Provincial Tourism Office. The research informants as sources of information in this research were 10 people. The informants for this research consisted of the secretariat for the archive depot.

The data collection techniques used were observation, interviews and documentation. The data analysis techniques in this research are data collection techniques, data reduction, data presentation and conclusion drawing. The data validity techniques used in this research are source triangulation and method triangulation techniques.

RESEARCH AND DISCUSSION
Record Management at the Tourism Office Bali province
Archive creation

Based on the results of observations, the creation of archives at the Bali Provincial Tourism Office, namely the management of incoming and outgoing letters. Every incoming letter will be received by the Archives Unit in the General Subdivision, then the letters will be checked and sorted. After the letters have been processed, the letters are documented by each sector before being submitted to the archive depot, however, according to the results of interviews with Mrs. Niken and Mrs. Widuri, incoming and outgoing letters often cannot be archived properly. This is because completed disposition letters are rarely given to incoming and outgoing letter processors in each sector.

The process of managing incoming letters at the Bali Provincial Tourism Office is running well, recording each incoming letter is carried out on the same day the letter is received. After being recorded in the system and the incoming mail control card, the letter will be processed by giving a disposition sheet to the head of service containing a follow-up letter to be completed. It's just that recording letters using the system is sometimes hampered if the internet network is disconnected, because the correspondence system is online.

Mail system instead of an agenda book, it has the same function as an agenda book. The format is in mail system almost the same as the format of agenda books in general. According to Sugiarto and Wahyono (2014, p. 49), agenda books contain at least brief information about the letter, namely agenda number, date recorded, document number and date, from incoming letters to outgoing letters, subject and information. The format contained in the correspondence system is in accordance with what was stated by Sugiarto and Wahyono (2014, p. 49), namely that the agenda book contains at least information about the letters being handled. The formats in the correspondence system are index column, from column for incoming letters and to for outgoing letters, letter date, letter number, attachments, notes, processing unit, brief content, and the date the letter was forwarded.

Handling of outgoing letters at the Bali Provincial Tourism Office is carried out by each sector that has created a letter concept. After the draft letter is completed, each work area asks for the letter number from the General Subdivision, namely the Archives Unit. Every outgoing letter is entered into the correspondence system and recorded manually with an outgoing mail control card. The recording and storage of control cards is carried out by the Archives Unit. The process of distributing outgoing letters is carried out by each work sector concerned.

The handling of incoming and outgoing letters at the Bali Provincial Tourism Office has been going well, the handling of incoming letters is in accordance with the theory written by Nuraida (2014, p. 88) that the procedure for incoming letters starts from processing letters in the Archives Unit, directing and assessing letters, recording letters and storing letters in the Archives Unit and distributing letters to be completed and then archived. Handling outgoing letters at the Bali Provincial Tourism Office is almost like the theory written by Nuraida (2014, p. 88) but there are stages that are not carried out by the Bali Provincial Tourism Office, namely sending /distribution of letters has not gone through 1 door, namely the Archives Unit. Grouping of letters, grouping out at the Bali Provincial Tourism Office based on fields related to letters.

Archive use

Based on the results of interviews conducted, the use of archives at the Department The Bali Province Tourism that is most often searched for is archives regarding SPJ (letters of responsibility) and letters that are lost when the disposition has not been completed. Borrowing archives from the Bali Provincial Tourism Office, if the archive is an active archive, can be searched in each work area and inactive archives can be searched at the archive depot. The Bali Provincial Tourism Office, in controlling the borrowing of letters or archives, already has archive borrowing books and cross-show cards. The format used in the archival lending book and cross-show cards at the Bali Provincial Tourism Office represents the archival borrowing book format written by Sugiarto and Wahyono (2015, p.80). However, archive borrowing books and cross-show cards have not been used properly for archival borrowing at the Bali Provincial Tourism Office.

Based on observations, rediscovering archives at the Bali Provincial Tourism Office, both active and inactive archives, takes approximately 3-5 minutes. Meanwhile, according to The Liang Gie (2000, p.126), the ideal time needed to find an archive is 1 minute. Therefore, the time needed to recover the archives at the Bali Provincial Tourism Office is not ideal as agreed by experts.

The procedure for rediscovering archives at the Bali Provincial Tourism Office, as written by Anggrawati (2004, p.23), is by using a control card or agenda book. The Bali Provincial Tourism Office, in rediscovering archives that are searched for active records, uses control cards for incoming or outgoing mail because the Bali Provincial Tourism Office no longer uses agenda books. Rediscovering archives, especially in the form of letters, can also be searched online through the correspondence system. Meanwhile, for inactive archives, the Bali Provincial Tourism Service uses the found system in mc.excel because inactive archives in the archive depot are recorded using mc.excel on the computer.

The rediscovery of archives at the Bali Provincial Tourism Office, both active and inactive archives, is in accordance with existing theory. However, the time required to find the required archives is still quite long. The time required is not ideal as agreed by experts.

Maintenance of archives

According to the results of the interview, care and maintenance of archives at the Bali Provincial Tourism Office is by placing camphor in the archive box and cleaning the archives from dust with a feather duster. Archives that are found to be damaged, if they are still possible to be stored, will continue to be stored according to the condition of the archive. Cleaning archives from dust and applying mothballs to gaps in archive boxes does not have a regular schedule. Existing archives still receive little attention in their care and maintenance.

Based on the results of observations, the archive storage place, especially the archive depot, is far from the reach of water and office activities. Damaged archives are caused by factors from the archive itself and the environment around the archive. Factors related to the archive itself, such as during re-data collection of inactive archives, were many archives that experienced corrosion and the writing on the paper faded. Environmental factors that are often encountered are damaged archives due to wetness due to leaking roofs, paper being eaten by termites and some damaged archives being unreadable because they are dirty. Archive damage caused by intrinsic and extrinsic factors was written about by Sugiarto and Wahyono (2015, p.71).

Care and maintenance such as fumigation, spraying poison for insects, restoration and cleaning of archives using a vacuum cleaner cannot yet be carried out at the Bali Provincial Tourism Office. Fire detection equipment and fire extinguishers are also not yet available, air temperature control equipment or AC is already owned by the Bali Provincial Tourism Office, but its use is not yet optimal, because the AC cannot be turned on for 24 hours. The use of vacuum cleaners, fumigation, fire detectors, fire extinguishers and 24-hour use of air conditioning are theories written by Sugiarto and Wahyono (2015, p.71) regarding efforts that can be made in the care and maintenance of archives to prevent damage.

on archive. The care and maintenance of archives is not yet optimal because the facilities available are still limited and human resources are lacking. The Bali Provincial Tourism Office does not yet have adequate archivists and archive depots.

Depreciation and Destruction of Archives

In the Bali Province Tourism Office already has an archive retention schedule in accordance with existing regulations, namely 5 years for ordinary archives and 10 years for archives relating to state finances. The reduction of archives at the Bali Provincial Tourism Office has not been carried out properly, the archives in each sector have not received attention in their management. Archives that should have experienced a decline in value are handed over to the archives depot to be data and reorganized. However, in reality, many inactive archives in each field have piled up and filled the work space. Many employees think that if the archives remain in the work area, it will make the process of searching for archives easier if needed at any time without having to go to the archive depot. However, in reality archives are disorganized and disorganized, resulting in many archives not being easily found when needed because there are no definite records of their whereabouts.

Archive depreciation at the Bali Provincial Tourism Office begins with the transfer of inactive archives from the Processing Unit to the Archives Unit. Archives in the processing unit should have a list of archives, be neatly arranged and have minutes of transfer of archives from the Processing Unit to the Archives Unit. However, according to the results of observations and interviews conducted, the archives received at the archive depot were mostly irregular archives from all areas of work in the Bali Provincial Tourism Office. Only a few field archives have a list of archives and have minutes of transfer of archives from the many archives received by the archive depot.

CONCLUSION

The creation of archives for recording incoming and outgoing letters has been going well, the Bali Province Tourism Office has used an online-based system, however, problems are faced if the computer is disconnected from the internet connection, recording incoming and outgoing letters will be delayed. Use of archives includes rediscovery and borrowing of archives.

Rediscovering active archives takes 3-5 minutes, especially for archives in the work sector, and even archives in the form of letters often cannot be recovered, while the benchmark time agreed upon by experts is 1 minute. Borrowing archives at the Bali Provincial Tourism Office has not used special borrowing procedures, the existing borrowing books and cross-show cards have not been used optimally.

Care and maintenance of archives is carried out by cleaning the archives from dust with a feather duster and placing camphor in between the archives. Save damaged archives in their original form. There is no schedule for regularly cleaning the archives, there is no restoration, fumigation and there are no fire detection equipment or fire extinguishers, and the use of air conditioning in the archive depot is still not available 24 hours a day. The reduction and destruction of new archives was carried out this year after the last one carried out in 2000 and a series of archive shrinking and destruction processes are underway.

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