

ARCHIVES GOVERNANCE IN SMP NEGERI 6 ONE ROOF DULUPI BOALEMO GORONTALO PROVINCE

Marwan Marhaba^{1*}, Juriko Abdussamad², Fenti Prihatini Tui³

^{1,2,3}Gorontalo State University, Indonesia

¹ marwanmarhaba84@gmail.com, juriko.abdussamad@ung.ac.id, fenti@ung.ac.id

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ABSTRACT

The purpose of the study is to analyze and describe the management of school archives. Research uses a qualitative approach, because the qualitative approach utilizes direct data sources in a natural context (natural setting) to reveal various aspects of observed phenomena. The type of research applied is descriptive research that aims to conduct an in-depth analysis of the situation and conditions of a particular phenomenon. The results showed that archive management at SMP Negeri 6 Satu Atap Dulupi still has many obstacles. From the policy specs, there are still limited human resources specifically in the field of archives, lack of understanding of records management among teachers, and poorly structured organization of archives causing records management to be ineffective. Furthermore, looking at the determinants of records management, the results of the study show that financial management is not optimal, limitations of digital management, limitations of physical storage, and lack of a structured management system. Increased understanding, utilization of technology, the role of stakeholders, more focused supervision, and increased structuring in managing archives are needed to increase their efficiency and effectiveness.

Keywords: Policy, Archive Governance.

INTRODUCTION

An organization, institution, organization, or individual must maintain its records properly. As a source of administrative data, archives are very important. However, archive management is often overlooked and not optimized, which can lead to various problems, such as archive corruption or loss of stored data. The quality of archive maintenance greatly affects how effective the process of searching previously archived archives is. Therefore, in the management of school archives, a transformation is needed in its development and management, . The archive space used for storage can also be used for newly created active archives. Therefore, documents must be stored carefully. Therefore, archives are records or records that record various activities or sources of information carried out by organizations, institutions, organizations, or individuals during various tasks, Archives include all forms of records and writings, both digital and physical, including those stored on computers, (Annajmi et al., 2023) (Handayani, 2020)(Magetsari & Sumharyadi, 2008).(Hau et al., 2020). In Indonesia, the policy on archives is regulated in Law Number 43 of 2009 concerning readiness article 1 paragraph 2 which states that, archives are records of activities or events in various forms and media in accordance with the development of information and communication technology made and accepted by state institutions, local governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of community life, nation and state.

Boalemo Regency policy regarding archives has been regulated in Boalemo Regency Regent Regulation Number 34 of 2018 concerning archive classification guidelines. Furthermore, Boalemo Regent Regulation Number 39 of 2021 concerning the management of

inactive records, article 5 (point 2) states that the maintenance of inactive records is through Structuring, Storage, Archival media experts, and archive protection activities. This policy is a guideline for the Regional Apparatus Organization (OPD) of Boalemo Regency including schools as educational organizations in terms of archive management.

Archives have an important role in the organization. An end-to-end archival system ensures that data can be accessed when needed. Archives serve as a means of communication and information between organizations in various forms. In addition, archives perform three important functions namely as a center of memory, a source of information, and a tool for viewing. All three are essential for various parts of an organization's work, such as planning, development, decision making, policy making, and proper control. The school is one of the formal educational institutions in its activities as the target subject of educational objectives, so the emphasis on educational administration is generally emphasized on activities related to schools such as the learning process, the leadership of the principal, supervision of teachers, and guidance of students and so on. (Rosaliana et al., 2022)(Tahrim et al., 2024)(Tahrim et al., 2024). School Archives are very important because they perpetuate History where School Archives record important events, achievements, and changes in school history. It helps preserve the legacy and allows future generations to understand the origins, developments, and changes taking place in the school.

References and Information where the Archive has information about school policies, academic programs, and extracurricular activities. It helps staff, teachers, students, and parents understand the educational process, school rules, and curriculum changes; Transparency and Accountability also ensures transparency and accountability by keeping all important documents and decisions. If there is a problem or controversy, archival documents can be used as evidence to prove what happened; Resource Management where financial records, asset management, and school budgets are included in the archives, which helps to better plan and manage school resources; Legal Compliance, as we all know that some countries may have laws that require schools to keep and maintain certain records for a certain period of time, (Hiley, 2013)(Purwasto, 2017)(Handayani, 2020). Maintaining records properly helps schools remain compliant with these legal regulations; and Education and Learning is an Archive can be used as an educational resource. Students may be more engaged and proud of their school if informed about its history and journey.

Some previous studies that discuss archives, as well as research conducted by those who raised research on the principles that must be applied when starting or engaging in prospective collaborative research (future-oriented) by using archives as a source of information or research material; as for research that looks at archives in terms of training and archive management education; further research that carried out by and by looking at the Role of Administration in Records Management; Furthermore, research by looking at how to improve archival capabilities through digital-based learning administration management; and research by with the theme of the effectiveness of archival socialization. Based on several previous studies, this research will look at the filing system in terms of local government policies in SMP (Thomson & Berriman, 2023)(Katu, 2022)(Alwina et al., 2023)(Iqbal et al., 2023)(Pradipta et al., 2023)(Rachman et al., 2023)Negeri 6 Satu Atap Dulupi, Boalemo Regency. Why is this very important to do research, because in SMP Negeri 6 Satu Atap Dulupi archiving has not been managed properly based on normative conditions and expectations of everything that happens in the field.

Based on the results of initial observations, archive management in schools has not run optimally. Including SMP Negeri 6 Satu Atap Dulupi which has 13 teachers, 20 students with managed funds sourced from BOS funds amounting to Rp. 29,000,000. This picture shows that school archives are not well organized, such as there are still files scattered in file

cabinets, or placed in archive folders without an organized management system. There are several incoming letters that have been received for more than two months, but have not been recorded in the incoming mail agenda book. The desired archive is difficult to find or even not found at all. This is of course not in line with what is stated in Law No. 4 number 43 of 2009. The purpose of this study is to know and describe the determining factors about Archive Management at SMP Negeri 6 Satu Atap Dulupi, Boalemo Regency.

RESEARCH METHODS

The results of this study identified problems in organizing archives at SMP Negeri 6 under the roof of Dulupi. Research methods with a qualitative approach are mainly used to obtain in-depth and informative data on the issue or problem under investigation. This research method is an in-depth interview, and active observation plays an important role in data collection (Sugiyono, 2017: 40). While the stages in this research include: 1) problem identification; 2) determination of key informants; 3) data collection; 4) data analysis; 5) interpretation of data; 6) drawing conclusions; and 7 recommendations of research results. Data collection techniques use observation, interviews, documentation and triangulation. Data analysis techniques using Miles & Huberman (1984) in, suggest that activities in qualitative data analysis are carried out interactively and take place continuously (Sugiono, 2017) continuously until completion, so that the data is saturated.

RESULTS AND DISCUSSION

Education administration in schools in its implementation still often experiences problems or obstacles that make the administrative process in the school not smooth, due to poor planning so that educational goals have not been achieved optimally. The future of a school is largely determined by the people in a school environment. To achieve a better school future, every school personnel should synergize with each other, cooperate and work together with sincerity to create a better, brighter and more intelligent school future for the nation's life. School archive management in the future should really consider the quality, ability, ability, or expertise that is adequate to carry out the task as well as possible. This discussion can explore more in-depth information about the current condition of archives at SMP Negeri 6 under the roof of Dulupi. This includes assessing the structuring methods being used, the challenges faced, and the actual needs in records management. In this study, we will discuss archive management policies and determinants of records management. School archives policies are important to maintain the regularity and security of vital information for schools, students, teachers, staff, and other relevant parties, . This helps in operational efficiency and ensures the necessary information can be accessed quickly and securely when needed. Some indicators that are the basis for looking at records management policies are the archive arrangement planning system, organizing in the archive arrangement system, direction in archive structuring and supervision of archive arrangement, .(Rosaliana et al., 2022)(Ayurindah &; Ridu, 2022)

The system involves a structured set of steps to ensure that important documents are properly stored, easily accessible, and protected. It is understandable in the opinion of Widjaja (1986), that the factors that mark a good archive include the use of appropriate storage systems, qualified archival facilities, and adequate qualifications of archival officers.(Amshah, 2005)(Nofia et al., 2023)

In SMP Negeri 6 under one roof Dulupi, it shows that the conditions of planning and structuring archives in schools have not met the expected standards. Lack of understanding in records management and limited human resources involved are the main factors that hinder archive management. In addition, there are recommendations to bring in non-teacher

administrative personnel and increase the use of technology to improve these conditions. Archive planning according to Handoko (2003) involves identifying needs, developing policies, and setting goals related to records management. This includes determining the types of documents that should be stored, setting storage standards, and creating strategic plans to manage archives well. These results highlight the importance of comprehensive planning in records management in schools. Better understanding, improvement of human resources, and utilization of technology are needed to improve the efficiency and effectiveness of records management that can provide long-term benefits for the institution.

Organizing includes the creation of a system of classification, indexing, and physical and digital layout of archives, (Nurrohmah, 2021)The results obtained at SMP Negeri 6 Satu Atap show that there is a lack of clear concepts in numbering and filing letters, as well as lack of knowledge from administrative personnel in charge of archives. Records management relies more on direct instruction from the principal, without any structured standard concepts. Limited human resources and lack of guidance lead to a lack of effectiveness in organizing archives. Thus, the organization of archives at SMP Negeri 6 Satu atap Dulupi has not been managed properly, and further attention is needed to improve archive management to be more structured and efficient. (Cahyadi, 2023)

Based on the previous description, effective organization in the archive management system in schools has a crucial role in ensuring access, identification, and management of documents efficiently. This has an impact on the regularity and accessibility of important information for administrative, educational, and decision-making interests in the school environment, . However, the results of research at SMP Negeri 6 Satu Atap Dulupi show a lack of clear concepts in numbering and filing letters, as well as lack of knowledge from administrative personnel in charge of archives. Reliance on direct instruction from principals without a standard, structured concept, along with limited human resources, reduces the effectiveness of organizing archives. Further attention is needed to improve archive management to be more structured and efficient at SMP Negeri 6 Satu Atap Dulupi.(Rosaliana et al., 2022)

Briefing in the organization of archives in schools is important to ensure that the documents are not only well organized, but also easily accessible, secured, and responsive to the needs of interested parties. It is understandable that the opinion regarding the arrangement in the arrangement of archives includes the management of the day-to-day operations of the archives. This also includes monitoring the entry and exit of documents, making copies or reproductions, and handling incoming requests for information from competent authorities, (Handoko T., 2012)(Nurrohmah, 2021).

The results showed a number of understandings and responsibilities related to archive management at SMP Negeri 6 Satu Atap Dulupi. The principal utilizes teachers with additional duties to manage administration and archives. Although it is only one person, this teacher has managed to organize the incoming and outgoing mail well. However, archive management is still conventional and does not yet use applications, showing the potential to be improved through technology. There is an emphasis on the importance of the role of stakeholders, especially in the field of regional administration, in providing technical guidance and supporting the arrangement of archives in schools. However, observations show a lack of attention from stakeholders to the filing system in schools, even though it should be their responsibility. Although not their main task, they carry out the principal's orders due to the absence of special resources responsible for the management of archives. This demonstrates the commitment of teaching staff to maintaining quality documentation to support effective learning.

The researcher's view of direction in the arrangement of archives in schools is the main

key in maintaining the success of archive management. It covers not only the organizational aspects of documents, but also the day-to-day operations of the archive itself,. Supervision of document entry and exit, making copies, and being responsive to requests for information are essential to ensure records are well organized, secure, and accessible to interested parties. The results of research at SMP Negeri 6 Satu Atap Dulupi highlight the diverse understanding and responsibilities related to archive management. Although school principals use teachers with additional duties to manage administration and archives, there is a need for modernization through the use of applications to improve the efficiency of records management. It is also seen the need for the role of stakeholders, especially from the regional field of administration, in providing technical support and more attention to the filing system in schools. In addition, teaching staff are also involved (Firmansyah, 2016)in the management of archives related to their learning activities. Although this is not their main task, they carry out the principal's orders due to the lack of special resources responsible for the management of archives. The commitment of teaching staff to maintaining quality documentation demonstrates the importance of documentation in supporting effective learning processes. At once, there is a clear need for stronger collaboration between stakeholders and records managers in schools to create a more structured, modern, and efficient approach to records management, as well as a better understanding of the importance of technology in structuring archives, .(Sholikhah &; Yogie Hermanto, 2021)(Marbawi &; Salim, 2019)

The final stage in the process of processing records is supervision as mentioned by . It is understood that this involves monitoring the entire records management process to ensure compliance with applicable policies, regulations, and standards. Supervision also includes periodic evaluations to determine whether the records management system is running effectively and efficiently.(Handoko T., 2012)(Nani et al., 2024). Meanwhile, the results showed that supervision of archive management at SMP Negeri 6 Satu Atap Dulupi was still poorly focused and carried out inadequately. Although there is internal supervision of educators related to the learning process, supervision from relevant agencies in the regions on the arrangement of school archives has not been carried out adequately. The statement from the resource person highlighted that the focus of supervision was more on learning, while aspects of records management were ignored. This imbalance of attention indicates that the condition of school archives has not been managed properly due to lack of attention to the archiving aspect. Internal supervision of the school's learning process and finances has been implemented, but supervision of records management by school leaders is minimal. This shows that the oversight of archives is often neglected, while the focus is more on monitoring educational developments.

From these results, it can be seen that there is a need for improvement in the supervision of archives in schools. More focused records management and more thorough supervision from school leaders or relevant agencies can help ensure that school records are well managed and in accordance with expected standards.(Munawaroh, 2017). Key factors required in effective records management include the presence of skilled and knowledgeable employees in the field of archives, adequate financial support, availability of appropriate equipment, implementation of a good storage system with machine support, and selection of a file management system that is suitable for management activities. All these factors are interrelated and essential to ensure organized, accessible records management and support the overall operational and management activities of the school.

The factors that need to be implemented in records management are capable employees /officers in accordance with the field faced. This statement emphasizes the importance of having employees or officers who have the right expertise and knowledge in the field of records management. It refers to the need for individuals who not only have general skills in

administrative work, but also a specific understanding of practices, standards, and policies related to records management. In this context, "proficient in accordance with the field at hand" means that employees or officers responsible for records management must have knowledge that is appropriate to the field of records, such as expertise in document classification, indexing, secure storage, retention, information recovery, and understanding of regulations and policies related to archives.(Junianto, 2016)

They must be able to manage archives in a structured, efficient, and in accordance with applicable standards. A competent records manager will ensure that documents are well organized, accessible, and secure, and meet applicable legal requirements regarding archiving, . So, an important factor emphasized here is the importance of having employees or officers who have specific expertise and knowledge in the field of records management to maintain efficiency and success in managing the records of an organization.(Safa'ah et al., 2016). The results showed that in SMP Negeri 6 Dulupi, the management of school archives faced challenges because it depended on teachers as a shared responsibility. Although they involve teachers in records management tasks as part of a collective effort, a lack of in-depth understanding of records management is a major obstacle. The lack of specialized human resources in the field of archives resulted in teachers having to handle school archives, even though they had more background as teachers. The evaluation stated that this approach has not been optimal due to a lack of in-depth understanding of archival details among those responsible.

Records management, one of which is about supporting finances in records management, highlights the importance of adequate financial resources to ensure the success of an institution's or organization's records management plan. Supportive financial factors in this context include adequate allocation of funds to support various aspects of records management. This includes not only the procurement of equipment such as filing cabinets, records management software, or necessary hardware, but also involves operational costs, staff training, equipment maintenance, and the development of a better records management system. In practice, records management plans require well-planned financial investments. Sufficient funds will ensure that the organization has adequate resources to meet the needs in records management, including to carry out maintenance, development, and continuous improvement of records management systems. The success of an archives management plan will depend heavily on adequate financial support. If there are constraints in budget, this can hinder an organization's ability to meet desired records management standards, such as the use of the latest technology, employee training, or equipment maintenance. Therefore, adequate financial factors are the key to achieving goals and success in effective records management.

The results showed that financial management in the context of records management at SMP Negeri 6 Dulupi was described through statements from several individuals interviewed. Financial management related to records management is considered good enough. He stated that all the necessary needs for records management are always met or provided. It can be elaborated that the differences in views of the two individuals interviewed. All archival needs have been well met. Therefore, an evaluation of the effectiveness of financial allocation for records management in the school may require further review to understand whether the needs of the archives are specifically met in the existing fund allocation process.

Agus Sugiarto and Teguh Wahyono (2005: 16), the factors that need to be implemented in archive management are also related to the availability of equipment. We can understand that the existing statement highlights the importance of the availability of appropriate equipment in records management. The availability of the equipment in question includes

everything necessary to store, manage and secure important documents. These include filing cabinets for physical document storage, records management software for digital archiving, hardware such as scanners to convert physical documents to digital formats, as well as other supporting equipment such as printers to print necessary documents.

This statement underscores that success in records management largely depends on the availability of adequate equipment. Without the appropriate equipment, the process of managing records will be hampered, affecting the organization's ability to organize, store, and access the necessary information effectively. (Ruiba et al., 2024). Therefore, it is important to ensure that an organization has the right and adequate equipment to meet the needs in records management, both in the form of physical documents and in digital format. This will support the efficiency, security, and accessibility of information required in day-to-day operations.

Based on the results of the study, there is information indicating that the school has provided a number of equipment needed for archive management. Statements from interviews with DA and FDH confirmed the availability of filing cabinets, albums for recording outgoing and incoming mail, as well as devices such as laptops and printers used in archiving work. School operational funds have also been allocated to finance these needs, ensuring the availability of equipment needed to store, manage, and maintain school documents and information. However, statements from the interview with RH highlight that despite the desire to carry out digital transformation in records management, this shift has not yet taken place. The obstacle is the difficulty in obtaining individuals who have the expertise or proficiency in managing archives digitally. There is still a dependency on manual processes in structuring archives. Thus, even though physical equipment is available, there are obstacles in implementing digital-based records management due to the lack of special expertise in this regard. This indicates that while physical equipment may already exist, there are challenges in adopting technology for more efficient records management. (June, 2017)

The archive storage system or method is also said by Agus Sugiarto and Teguh Wahyono (2005: 16) as factors that need to be implemented in archive management. A good archive storage system or method involves an organized and structured approach to managing documents. It includes certain rules, procedures, and ways of indexing, archiving, and storing documents or information. For example, grouping documents by specific categories or themes, consistent use of code or tagging, or systematic physical arrangement in file cabinets.

The selection of the right storage system or method is very important in managing records because it will affect the ease of access, security, and speed in finding the information needed. A good method can facilitate the search and recovery of documents more efficiently, as well as ensure that they are well protected and neatly organized. In the modern context, archive storage systems also include the management of digital records, such as the use of electronic archiving software, database management, or cloud storage,. This underscores that archival storage systems or methods apply not only to physical documents, but also to documents in digital form, which is becoming increasingly important in today's technological era. (Safa'ah et al., 2016)

From the results of the study, it can be seen that the system or method of storing archives at SMP Negeri 6 under one roof Dulupi still faces several challenges: 1) The availability of archive storage facilities, such as file cabinets, is very limited. This results in disorderly storage of documents and difficult access to the information needed, (Tohopi & Hulinggi, 2023). Although School Operational Assistance (BOS) funding exists, its priority may be shifted to other needs that are considered more urgent; 2) The archive storage method used today is still manual. All archival documents, both incoming and outgoing mail, are physically stored in a filing cabinet. Although this is a commonly used traditional method, there is an awareness of the need to switch to online records management. 3) Awareness of

the importance of careful preparation and the need for human resources with special skills in managing records digitally is recognized. Before schools can transition to online records management, comprehensive preparation and the presence of individuals who have specialized expertise in digital records management will be essential.

The archive management system as said by Agus Sugiarto and Teguh Wahyono (2005: 16) is one of the determining factors in archive management. A good records management system includes rules, procedures, and standards applied to indexing, storage, and maintenance of documents. It involves creating clear policies or guidelines on how documents should be categorized, structured, indexed, and stored. In addition, the system includes the development of structured workflows for document management, from creation, use, to retention or deletion.

In an archival setting, it is important to have an organized and consistent classification. Good indexing allows documents to be accessed easily and quickly when needed. In addition, a good archive management system also includes planning about document retention, that is, how long the document must be retained before it is deleted or archived. Another important factor in the archive management system is compliance with applicable regulations and policies. This includes understanding and applying to laws and regulations related to the storage and management of documents, especially in terms of privacy, security, and availability of information. With a good records management system, an organization can manage their documents more efficiently, minimize the risk of loss or omission in information, and ensure that they are available when needed and protected in accordance with applicable needs and regulations.

The results showed that physically, the archive management system in schools has not been well structured. Lack of in-depth organization, lack of attention to records management, and difficulty in accessing necessary information are some of the major problems that need to be addressed in improving the effectiveness of records management in schools. Efforts are needed to improve the organizing system, pay more attention to archive management, and improve indexation and storage systems to ensure easier and more efficient access to necessary records.

The theory presented by Agus Sugiarto and Teguh Wahyono highlights the importance of a structured and organized archive management system in document management. They emphasize making clear policies, procedures, and standards, including indexing, storage, and maintenance of documents. The system also covers crucial aspects such as structured workflow development, consistent classification, document retention planning, and regulatory compliance. However, the results of research in schools show irregularities in the archive management system. Problems such as lack of in-depth organization, lack of attention to records management, and difficulty in accessing information are major challenges. This shows the gap between theory and practice. Although the theory mentions the need for a structured system, its implementation in the field has not been optimal. Improvements need to be made by improving the organizing system, paying more attention to records management, and improving indexation and storage systems. These steps are necessary to ensure that documents can be accessed more easily and efficiently, in line with the expectations of the theory which highlights the importance of a good archive management system. Thus, the results show that there is a gap between theories that describe the need for structured systems and actual practice.

CONCLUSION

Based on the description of the results of research and previous discussions regarding archive management at SMP Negeri 6 Satu Atap Dulupi, it can be concluded that archive

management still has many obstacles. From the policy specs, there are still limited human resources specifically in the field of archives, lack of understanding of records management among teachers, and poorly structured organization of archives are some of the main factors that cause records management to be ineffective. Furthermore, looking at the determinants of records management, the results of the study show that financial management is not optimal, limitations of digital management, limitations of physical storage, and lack of a structured management system.

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