

## THE URGENCY OF ARCHIVISTS AS PROFESSIONALS IN AUTOMATION-BASED ARCHIVES MANAGEMENT

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### ABSTRACT

The purpose of this study is to identify and explain the urgency of archivists as professionals who manage archives based on automation. The type of research used is qualitative research which is a literature study using books and other literatures as the main object of this research. In library research, the method used to collect research data is in the form of library data that has been selected, searched, presented and analyzed so that the data presented is in the form of words that are processed to be concise and systematic. The data analysis technique used is a content analysis technique which is a scientific analysis of the essence of a data. The results obtained through this research are that as professional staff, archivists have a very important urgency in automation-based archive management because without competent archivists, automation-based archive management will not be able to run properly. The benefit of carrying out this research is that each agency can further improve the quality of archive management through an automation system with managers who are truly experts in their fields or professional archivists, both archivists who are graduates from universities and archivists who have attended various training/training so that the quality of archive management in These agencies are increasing.

**Keywords:** Archives; Professional; Archive Automation

## 1. INTRODUCTION

In Law no. 43 of 2009 concerning archives states that an archivist is someone who has competence in the field of archives which he obtained through formal education or archival education and training and has the functions, duties and responsibilities of carrying out archival activities. Another opinion has also been expressed by Mulyadi who states that as professionals, archivists are people who have professional skills, behavior and attitudes and have a theoretical background and interest in archives (Mulyadi, 2016: 13).

Archivists here prioritize and are closely related to archives. Based on these explanations, the author can conclude that archivists themselves are professionals who have competencies, skills, behavior and attitudes that reflect a code of ethics and are responsible for carrying out their duties to manage archives.

As we already know, archival science examines recorded information that is stored permanently for several reasons such as historical, administrative, legal or scientific reasons (Basuki, 2019: 1.15). This reason has become a strong reason why archives must be managed and maintained properly by archivists, either manually or on an automated basis, depending on the regulations of each agency. However, nowadays, automation-based archive management has become very critical amidst the progress of the times because the world of archives also needs to develop. If archive management is automation-based, all conveniences can be achieved in terms of cost, energy, place and time.

Amidst the many advantages that can be gained from automation-based archive management, there is something that must be considered, namely the competence of the manager. Considering that there are many agencies whose managers are mostly not archivists who have mastered the field of archives, these managers should continue to take part in training so that their knowledge also develops, especially in terms of automation-based archive management, because according to the author himself, it is not only archive management that must develop, but also the ability Managers must also develop and be able to keep up with the progress of the times.

If an agency provides facilities to support automation-based archive management but the manager does not know anything about its management then it will be useless. For this reason, there needs to be a balance between the competence of archive managers and the development of archive management which is starting to move towards automation. And it would be better if the manager who manages the archives is a professional archivist who certainly understands and is very knowledgeable about automation-based archive management.

From the explanations above, it can be seen that archivists themselves have a very important urgency in managing automation-based archives. For this reason, the author is interested in taking the title about the Urgency of Archivists as Professionals in Automation-Based Archives Management.

## **2. RESEARCH METHOD**

The type of research used is qualitative research in the nature of a library study, namely using books and other literature as the main object of this research. In library research, the method used to collect research data is in the form of library data that has been selected, searched, presented and analyzed so that the data presented is in the form of words that are processed to be concise and systematic.

The data analysis technique used is content analysis technique which is a scientific analysis of the essence of data.

### **3. RESULT AND DISCUSSION**

#### **The Importance of Automation-Based Records Management**

As the name suggests, automation-based archive management is archive processing that uses an automation-based system or can be said to use technological assistance such as computers, supporting automation systems and so on. The aim of this management is none other than to facilitate the archive retrieval process and to be able to preserve the information contained in the archive so that it can be used in the future so that automation-based archive management has an important role in the sustainability of archives in an institution or institution.

In addition, automation-based archive management requires less costs compared to conventional archive management. Then with automation, of course the archivist's time will not be wasted because automation-based archive management can save time and make it more efficient. Automation-based archive management allows information to be arranged according to the needs of potential users and has various formats and various storage media so that users can control every search and retrieval carried out.

Implementation of automation-based archive management such as at BMKA Salman Mosque ITB. Currently, archive management at BMKA Salman Mosque ITB supports the paperless office discourse. In the BMKA structure of the Salman Mosque ITB, there are five sub-sectors with 20 programs under them that have chosen Google Drive as digital archive storage, because it has many advantageous features when compared to other cloud storage (Trihandayani, 2020: 87). During the use of Google Drive as cloud storage, for users, especially program heads and staff, document archiving has not been implemented optimally and consistently. So an archivist program was created. This program has three functions, namely document architecting, indexing, and patrolling. In the document architecting function. With this archivist program, digital archiving of the BMKA Salman Mosque ITB programs can run optimally. Archive data can be accessed easily and every user who logs in can have their authority set.

#### **Urgency of Archivists as Professionals in Automation-Based Records Management**

Archivists act as trained professionals who have undergone initial and continuing education in serving users by supporting the process of creating, selecting, maintaining archives, and making them available for use (Harahap, 2020: 64). The following are some of the problems of the archivist profession in various agencies that are often encountered.

According to Ika and Yanuar, based on research results, the performance assessment of archivists at the Purworejo Regency Pus Service is carried out by the Regional Personnel Agency and the Inspectorate every semester (twice a year), namely January-July and August-December. The obstacle that is still encountered is that the number of archivists in the Purworejo Regency Dinarpus is not yet commensurate with the volume of incoming archives that must be handled (2,000 archives per year) resulting in a very high workload (Maryanasari, 2019: 245). The ideal number of archivists available requires at least 7-10 archivists so that it can be said to be comparable between the workload obtained and the volume of existing archives. The highest workload is felt by archive management personnel, where from archive acquisition activities, archive processing and arrangement, to static archive storage, work responsibilities are assigned to just one archivist.

Then, there are inhibiting and supporting factors for archivists in managing archives at the Banda Aceh city education and culture office. First, the inhibiting factors for archivists are the lack of employee understanding about archives management and the limited infrastructure in the service office. The two supporting factors for archivists are awareness of the importance of archives and the availability of archivist facilities and infrastructure (Rahma, 2021: 93).

Based on the problems above, the author can conclude that the number of archivists in Indonesia is still relatively small and most of them do not really understand archive management. This is because archivists rarely take part in training and there are still very few archivist professions in Indonesia who actually graduate from the archival science department. If automation-based archivist management has a very important urgency for the progress of archival science amidst the rapid development of the times, then as professionals, archivists also have a very important role as archive managers. If the quality of the archivist's professional competence is not good then how can automation-based archive management be able to run properly? For this reason, archivists should take part in various professional development activities and institutions or institutions can also recruit archivists who are truly graduates of formal education in the field of archiving so that at least the archivist already knows the basics of archival science and it is up to him to develop his competence in the world. work through various types of training.

One solution that can be done to overcome the problem of archivists who are less competent is to establish an iSchool. Aida Safitri in her journal proposed the establishment of iSchool as a formal education program at undergraduate and postgraduate levels which is supported by educational institutions such as universities or the Ministry of Education and Culture and/or the Ministry of Research, Technology and Higher Education (Safitri, 2019: 8). The iSchool provides an interdisciplinary and collaborative experience to share with students the ever-expanding field of information. Apart from that, the iSchool can provide insight and connections to the main information industry in all sectors. The

challenges of the industrial revolution 4.0 era will be even greater, especially in the archives sector in Indonesia, where most archivists are not yet equipped with adequate information and communication technology skills. Complete dependence on technology will have a real impact on the archivist profession, namely the erosion of the profession.

#### 4. CONCLUSION

Archivists must be able to manage archives so that the value of the information contained in the archives can be useful for the interests of the younger generation in the future. Archivists must have competence in terms of knowledge, skills and attitudes. Archivists should instill an attitude of professionalism in themselves. Archivists act as trained professionals who have undergone initial and continuing education in serving users by supporting the process of creating, selecting, maintaining archives, and making them available for use.

If automation-based archivist management has a very important urgency for the progress of archival science amidst the rapid development of the times, then as professionals, archivists also have a very important urgency as archive managers. If the quality of the archivist's professional competence is not good then how can automation-based archive management be able to run properly? For this reason, archivists should take part in various professional development activities and institutions or institutions can also recruit archivists who are truly graduates of formal education in the field of archiving so that at least the archivist already knows the basics of archival science and it is up to him to develop his competence in the world. work through various types of training.

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