

Implementation of Archives Digitalization through Belajar.id Account in Improving Data Organization

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Abstract: The purpose writing this article is to understand the process of structuring digitized data at SDN 8 Rambang, due to archive services conventional which is ineffective and we are trying to change to a digital archive service. Due to the preservation of archives in the current era of Society 5.0 leads to how the public can access archival information that is capable of implementing technology in it. Archive arrangement includes several types of archives including textual, audio and audio-visual archives. The process of moving current archive contents saving it in different media, takes place continuously from old media to new media. Both documents and archives that are in digital format or still analog. Document digitization/archives are a process of change from conventional ones in various styles and forms to electronic archives.

Keywords: Archives, Conventional, Digitization, Documents

A. Introduction

The definition of archives in Article 1 number 2 of Law Number 43 of 2009 Regarding Archives, it is stated that archives are records of political activities or events, social organizations and individuals in the implementation of social, national and state life. According to Azmi (2014) looking at the definition of archives in the law, there are 2 (two) types of archive creators, namely institutional archive creators and individual archive creators. Archives Creator of institutional type archives (formal institutions) represented by state institutions, regional governments, educational institutions and others. Meanwhile, for creators of personal archives, they are represented by individuals or individuals, for example recordings of personal activities or the results of social interactions with other parties. The definition of electronic archives according to Jay & Schauder (1998) is that electronic archives are recorded in digital form stored in computer media, both magnetic and optical. Meanwhile, according to Indonesian Archival Terminology, electronic archives are archives that contain recorded information from an activity that was created by using a computer as a tool (Anri, 2002).

At the beginning of the Reformation, the government recognized the transfer of archival media activities, which was stated in Government Regulation Number 88 of 1999 concerning Procedures for Transferring Company Documents to Microfilm or other Media and Legalization. Through this regulation, there has been a transfer of archival media from paper to microfilm and other media such as compact disks. This provision is strengthened by Government Regulation Number 28 of 2012 concerning the Implementation of Law Number 43 of 2009 concerning Archives, which provides legality for media transfer activities, especially dynamic archives.

Along with development, the idea of electronic archives emerged where archival activities were transferred to electronic media. Apart from making it easier to manage, file, store and disburse archives, it is also intended that archive activities are carried out automatically. Furthermore, even archival activities have shifted to digital archives. This is done through the process of digitizing conventional archives into digital media, with the main aim of protecting archives from physical damage.

According to Nasrullah (1997) archives in cyberspace are not only seen as official documents that are stored. Archives on the internet are stored on a network, distributed as information and become the center of mediation between humans and machines and vice versa. Therefore, the internet can be used as a digital library medium on cellphones, computers, laptops, iPhones or other devices, which becomes a portal for accessing archives stored on various other electronic devices. Starting from a circular letter from Personnel and Human Resources Development Agency Muara Enim Regency, dated 26 August 2022 regarding requests for data for all employees in the Muara Enim Regency area online and within a day. This inspired the author to save data online or digitize it via Google Drive on the Belajar.id account.

Seeing that digital archives are more efficient and effective, little by little SDN 8 Rambang is trying to organize data into Google Drive in the form of school data, teacher data, student data which are neatly arranged in folders in SDN 8 Rambang Data. However, conventional archives cannot be left alone, because all reports collected are in hardcopy, even though softcopies have been collected. The problems that arise from the above situation are: 1) Are digital archives guaranteed to be secure? 2. What are the advantages and disadvantages of digital archives? Based on the questions above, the purpose of this writing is to find out to what extent archive digitization can be used as an alternative for electronic data storage at SDN 8 Rambang, with all its advantages and disadvantages. The hypothesis of this writing is that digitalization can be an alternative to archival storage.

B. Methods

This article focuses on Google Drive using the Belajar.id account from Kemendikbudristek is an alternative for storing certain personal or small group

archives (a work unit) in electronic form and is the result of analysis of the thinking framework from various literature which has been successfully summarized in one unified thought coupled with the author's analysis of social media as an alternative storage personal or group archives in electronic form. This of course must be strengthened with appropriate research methods, including the library method with a descriptive analysis approach to obtain primary and secondary data so as to clarify the writing. Online electronic archive storage are examples of local computer hard disks , server computer hard disks and network hard disks. A network hard disk is an external storage device that is equipped with a network connection and is always connected to the network. Digitizing archives can now be done via Google Drive, One Drive, and other data storage applications.

The method used in this research is Literature Review. Literary research or literature review is research that examines knowledge, ideas or findings and then theoretically compares the data obtained as a result of certain research. The analysis of this research is descriptive, the data that has been collected is summarized and explained again in the form of a description that is easy for the reader to understand. As an illustration of the implementation of archive digitization, the following are the minimum steps that must be taken to transfer archive media from paper media to electronic media, which is the first step before entering online archive digitization at SDN 8 Rambang.

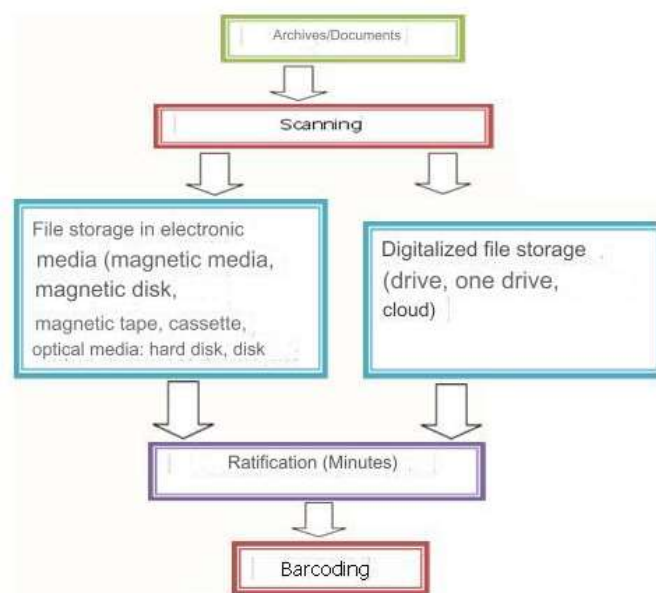


Figure 1. Illustration of the Implementation of Archive Digitization

Based on in this case, the author views that digitalization of archives is a necessity to keep up with technological developments, and must be immediately implemented in offices, for example in schools, in sub-district offices, at the education and culture office, etc.

C. Results and Discussion

1. Process of Digitizing Static Archives in Higher Education

Logical and scientific findings What the author got from this research is that archives in the form of paper, static images, moving images, and sound can be transferred to digital. Archives in Greek is “archive comes from the word archhe” then changed to archea, changed back to archeon. Archea means documents or notes regarding problems (Sugiarto & Wahyono, 2015). In line with Muhidin & Winata (2016) who also said that “archives in Dutch are known as archief, in English they are known as archives and in America they are known as records and archives”. These terms have the meaning of written records that are kept. A similar thing was also stated by Barthos (2016) who defined arisp in Indonesian as “warkat” which basically has the meaning that “every written note, either in the form of a picture or a chart, contains information about a subject (main issue) or events created by people to help person's memory as well”.

Digital archiving appears more effective and efficient than conventional archiving. The author created a shared drive called SDN 8 Rambang, which contained teacher archive folders as well as school files and data. The aim of having digital archives is to reduce the costs of creating archives, and increase ease of access to archives (Bussel et al., 2015). Having digital archives will increase access to archives because many users can use archives at the same time, and it will be easier to find archives. sought (Kriesberg, 2017) . According to the Big Indonesian Dictionary, digitalization is the process of using or using a digital system. Archives in the form of paper, static images, moving images and sound can be transferred from conventional to digital. According to (Atmoko, 2015) The development of photocopying and photo reproduction is an activity that produces similar library materials, from a storage perspective it requires more space. Digitalization is a process of transferring analog information media to digital media. The motivation for transferring digital media is as follows:

- a. Makes it easier to find information
Digital information is not bound by time and space so it can be accessed anywhere and anytime with the help of the internet.
- b. Makes it easy to search
Digital information will be easier to search by just logging in and entering password. Apart from that, digital information can be accessed and used by many people simultaneously.
- c. Access speed
Digital information will be faster in terms of publishing, thereby saving time in sending files and faster.

d. Improved access

There are no boundaries of space and time so digital information can be accessed easily quickly over geographically distributed resources to yield greater use.

e. More efficient display

Digital information can be displayed in the form of graphics and multimedia and more efficient and interesting. So, this information can be changed in any suitable form user desires.

f. Fast in copying and copying

Digital information can be copied and duplicated in a short time and quickly with various resolutions. This will reduce the physical touch that will occur causes of archive damage if done continuously.

g. Save space

Printed information will require quite a lot of storage space and big. This is different from digital information which only requires space. Even if the storage is small, it can be upgraded to be bigger by adding more memory, and sharing of digital information can be easily shared with others needed to save time and make access easier.

The digitization carried out by the SDN 8 Rambang includes only existing archives, including:

a. Textual Archives and Digitization

The meaning of the word textual is the meaning as a result of the realization of lexicogrammatical elements which become the medium for the realization of a text, written or spoken, which is coherent and appropriate to a particular situation when the language is used with a periodic structure (Handoko, 1992) long-standing archives/already fragile are prioritized first in the digitization process. Because these fragile archives are generally old files, they become very valuable and authentic archives for the school in the future. Digitization of textual archives is usually scanned first, then saved in PDF form to Google Drive using the Belajar.id account.

b. Static image archive and digitization

According to Hadiwardoyo (2002) defines that static archives are archives that are assessed based on applicable technical and legal provisions and must be stored and managed by archival institutions because they have value for national accountability. According to Asriel (2019) An archive is a collection of documents that are stored systematically because they are useful so that whenever they are needed they can be quickly found again. Static image archives can include photos of learning activities, program-related activities and events at school. These photos were initially stored in a photo album so that one day they would be damaged if stored for a long time. Therefore, digitizing archived photos of activities can be done by scanning, scanning and converting them into PNG, JPEG, PDF then saving them in Google Drive.

c. Moving image archives and digitization

According to Muhidin & Winata (2016) Archives are an important part of all organizational activities. Moving image archives are in the form of videos. Videos can be archived in Google Drive by converting ordinary video recordings into videos in the form of encoded digital data. Digital video is an electronic representation of moving visual images into digital video.

d. Archive of sound recordings and Digitization

Sound recording archives are archives whose information is recorded in sound signals using a certain recording system. This sound recording has been around since 1887 and was created by Thomas Alfa Edison as the Phonograph. Archives of sound recordings at the SDN 8 Rambang are stored on CD cassettes and cellphone media players. However, these CD cassettes will easily become damaged if stored for a long time. So, the voice recording archive was transferred to digital form on Google Drive.

e. Cartographic Archives and Digitization

Cartographic archives according to Law Number 43 of 2009 concerning archives are archives whose information is depicted in graphic or photogrammetric form or map systems or legends that describe a certain area which includes cartographic elements, namely scales, legends, astronomical lines and others. Cartographic archives are generally large. This archive can include pictures of buildings and school plans. However, many schools have not digitized cartographic archives because their archival human resources are lacking.

2. Digital Archive Services at schools

In order to preserve authentic archives and provide better access to archives than the original archive type or material, archive digitization has become a popular concept (Balogun, 2019) . The Open Archival Information System (OAIS) program is a program for preserving digital archives that makes it easy to digitize archives. The use of the OAIS program determines several responsibilities, one of which is archive access requirements which focus on technology rather than traditional archive storage (Boucom, 2020) . The target of OAIS is to accommodate users so they can search, determine, control and access data stored in OAIS so that users can request and receive information (Deng et al, 2019) . The digital archive service at SDN 8 Rambang is specifically for internal educators and educational staff only.

3. Advantages and Disadvantages of Archive Digitization

The advantages of digitizing archives in schools are:

a. Effective and efficient

There is a reduction or limitation of physical contact between users, so that digital archive services make it easier for users to search for archives without having to touch each other or communicate directly with archivists.

b. Makes it easy to create reports.

The implementation of digital archive services makes work procedures easier and shorter to make them faster, more effective and efficient, because they do not require physical forms, but through digitization. so that monthly reports and teacher data related to archive services can be created and arranged properly. Disadvantages of archive digitization services in schools include:

- 1) Archive digitization is very easy to misuse (unsafe). Some archives at school can be misused for personal or personal interests of groups or other parties interested in interests commercial. For example, photo archives as interesting material are printed inside several media so that they can be easily used for various purposes. Civil servant teacher decision letter files that can be mortgaged to the bank by other parties.
- 2) There are no provisions for the safe protection of archival digitization services specifically, systematically and in accordance with archival law or regulations.

D. Conclusion

Digitization of archives at SDN 8 Rambang includes textual archives, sound recordings, cartography, static, and moving images. Digitization is carried out by converting analog archives into digital archives. Digital archive access services are used especially when there is a sudden collection of archives that requires a short and fast time. So, the author has the initiative to digitize archives. Conditions where the distance to school is very far and the road is muddy and cannot be traveled in a short time, this is an efficient and effective way to overcome the difficulties of collecting data/documents.

Digital archive services are that they are easy to find, economical costs, space and time, and make it easier to duplicate to create reports. Meanwhile, the disadvantage of digital archives is that there is the potential for digital archives to be used for other purposes and security is less guaranteed.

E. Acknowledgment

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“Implementation of Archive Digitization via the Belajar.id Account in Improving Data Management at SDN 8 Rambang”

With the completion of this research, I look like the beginning of a new chapter to start learning to implement archive digitization in a sustainable manner. In this research, the author received support and assistance from various parties until this writing was completed. For this reason, the author would like to express his gratitude to all parties, especially the teachers at SDN 8 Rambang who have helped and supported the author in completing this research.

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Finally, the author hopes this research is the knowledge that will be a blessing for the hereafter, and can be useful for all parties and hopefully the good deeds that have been given will be rewarded by Allah Subhanahu Wata'ala, Aamiin.

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