

# Analysis of Archival Management in Improving the Quality of Dynamic Archive Management at the Supreme Audit Agency of the Republic of Indonesia (BPK RI) Representative of Bali Province

Risa Amalia<sup>1</sup>, I Putu Dharmanu Yudharta<sup>2</sup>

<sup>1,2</sup>Public Administration Study Program, Udayana University

## Article Info

### Article history:

Received December, 2024

Revised December, 2024

Accepted December, 2024

### Keywords:

BPK RI Representative of Bali Province

Archives Management

Dynamic Archives

## ABSTRACT

Every government and private organization is always related to administrative activities that produce important documents which, these documents will become archives and must be managed with good archival management. This study aims to determine how the implementation of archival management can improve the quality of dynamic archive management at the BPK RI Office of Bali Province Representative. Listing, control, distribution, storage, surveillance, maintenance, transfer/depreciation, and destruction are all part of archival management. In this study, a descriptive approach was used to conduct qualitative research. According to the research, archival management at the BPK RI Representative Office of Bali Province is well done. All indicators of archival management at BPK RI Representative of Bali Province are well implemented and qualified, although there are still some shortcomings that can be corrected and improved. Recommendations for archival management at BPK RI Representative of Bali Province are optimizing the use of technology, expanding the archive room, and adding Human Resources (HR) in the field of archives. The update in this study compared to previous studies lies in the research location and the object of research which focuses on dynamic archives.

*This is an open access article under the [CC BY-SA](#) license.*



## Corresponding Author:

Name: Risa Amalia

Institution: Udayana University

e-mail: [risaamalia41@gmail.com](mailto:risaamalia41@gmail.com)

## 1. INTRODUCTION

The implementation of organizational activities, both in the government and private spheres, is always related to administrative activities [1]. In its implementation, every organization needs a work unit or subsection in managing something related to administrative activities. These administrative activities will produce products or results. According to [2], the products or results produced from

administrative activities, namely in the form of correspondence documents, financial reports, and forms. The management of correspondence documents, financial reports, and forms will later be related to archival activities.

Quoting from the administrative dictionary, archiving is a type of administrative work where documents are organized in a structured manner so that they can be found quickly if needed again

[3]Archives is a method for processing archival arrangements, which includes the process of making, receiving, recording, and archiving. The filing method uses a certain system to organize and maintain archives so that they are easy to obtain quickly and precisely, and are useful in destroying archives based on predetermined categories [4]. Meanwhile, according to the opinion [5], every business organization, government agency, and private business organization does office or administrative work called archives.

Archival management is one of the main aspects in implementing administrative and management governance in every organization that functions as a source of information, as stated in the Law of the Republic of Indonesia Number 43 of 2009 concerning Archives which states that to ensure reliable archive management and the use of archives in accordance with statutory provisions is one of the objectives of organizing archives [6]This law also emphasizes how important it is for every organization to keep records of archival documents safely and easily accessible when needed. Given that the existence of archives has a crucial role in an organization, of course its management must be carried out properly. This archive management activity is called archive management [7].

Archival management is a series of activities or processes in managing all elements used or involved in the archive management process. Archival management is implemented by referring to the functions in management, including: 1. Archival planning, 2. Organization of the archival field 3. Formation of archival staff 4. Supervision and guidance of archival staff on the main (operational) archival activities [8].

The Supreme Audit Agency of the Republic of Indonesia (BPK RI) Representative of Bali Province is one of the government agencies responsible for financial audits in all regencies and cities in Bali Province. To ensure that data is valid and accurate, good archival management is required. This will support and support the implementation of the duties and

responsibilities of BPK RI Representative of Bali Province. This is very crucial to implement because archives play a vital role as a source of information and authentic historical evidence, as a support for decision making, and as a tool for administrative and legal accountability [9]. Therefore, effective and efficient archive management is needed to maintain the accountability and transparency of the BPK RI Representative of Bali Province, especially in dynamic archive management.

In the context of BPK RI Representative of Bali Province, archives that are stored for a certain period of time and are directly used in the operational activities of the archive creator and become an integral part of a very crucial work process are referred to as dynamic archives. As an institution responsible for examining the management and responsibility of state finances, BPK RI requires efficient archive management to ensure the accuracy and precision of data used in auditing, examining, and reporting on regional and state finances.

Dynamic archives of BPK RI Representative of Bali Province include various important documents related to financial audits, Audit Reports (LHP), official correspondence, Audit Findings (TP), Management Letters, Monitoring Reports, Audit Working Papers (KKP), and other documents. The effectiveness of dynamic archive management plays a direct role in the smooth running of BPK RI Representative of Bali Province in carrying out its function to ensure that regional financial management is carried out accountably and transparently. Poor quality archive management can potentially hinder access to important documents, slow down the inspection process, and even pose a risk of losing data that is crucial for upholding public accountability [10].

In the management of archives at BPK RI Representative of Bali Province itself, it is not without problems. Problems that arise in the management of archives at BPK RI Representative of Bali Province, namely, the lack of Human Resources (HR) in managing archives, not optimal use of technology such

as the availability of applications that can facilitate the process of searching, organizing, and storing documents, considering the volume of archive data owned by BPK RI Representative of Bali Province is very large and diverse. In addition, the lack of awareness and understanding of the importance of archive management is also a factor that affects the quality of dynamic archive management.

Based on the background exposure above, the problem formulation that can be taken is: "How can Archives Management contribute to improving the quality of dynamic archive management at the Supreme Audit Agency (BPK RI) Representative of Bali Province?". This study aims to find out how archival management can improve the quality of dynamic archive management at the Bali Province Representative of the Supreme Audit Agency (BPK RI).

The benefits of this research include academic benefits and practical benefits. The expected benefits of this research are as follows:

- 1) The academic benefits of this research are expected to help answer the problems in the research, namely to understand how the implementation of archival management in improving the quality of dynamic archive management at the Supreme Audit Agency of the Republic of Indonesia (BPK RI) Representative of Bali Province.
- 2) This research is expected to help improve the quality of dynamic archive management at the Supreme Audit Agency of the Republic of Indonesia (BPK RI) Representative of Bali Province and other government institutions related to archive management.

This research is a research in the form of development from previous research, especially in terms of research objects and archival management. The discussion in this study uses the Archives Management Theory according [7]. , which consists of eight (8) indicators related to archival management. These indicators include listing, control,

distribution, storage, surveillance, maintenance, transfer/depreciation, and destruction. These eight (8) indicators are used to determine and explore archival management in the management of dynamic archives at BPK RI Representative of Bali Province.

To support the discussion in this study, researchers utilized several sources of literature and research that are still relevant to the object of this research. Although it has a related discussion, this research still has differences in the discourse and object of the research location. Previous research used as literature in this study, entitled "Analysis of Archives Management in an Effort to Improve Administration", published in 2024, written by Wulan Arini Waruwu, Mendrofa, Eliyunus Wauwu, and Jaya Gea, by choosing a research location at the Housing and Settlement Area Office of Gunungsitoli City. The results showed that of the eight indicators used in the assessment, the correspondence between the indicators and the actual conditions in the field was quite satisfactory. Five indicators have been well implemented, while two indicators are still not well implemented [8].

## 2. LITERATURE REVIEW

In terms of literature review in this research, it includes:

### 2.1 First Literature

Research conducted by Febri Adi Saputra entitled "Analysis of Archival Management at CV Cakra Aura Media Pedurungan Tengah Semarang City" in 2021. Based on the results of the study, it was found that archive management at CV Cakra Aura was not yet effective, because of the five (5) stages of archive management, all of these stages still had crucial problems that had not been resolved [11].

### 2.2 Second Literature

Research conducted by Wulan Arini Waruwu, Mendrofa, Eliyunus Wauwu, and Jaya Gea entitled "Analysis of Archives Management in an Effort to Improve Administrative Management at the Housing and Settlement Area Office of Gunungsitoli City" in 2024. Based on the results of the

study, it was found that of the seven indicators used in the assessment, the correspondence between the indicators and the actual conditions in the field was quite satisfactory. Five indicators have been well implemented, while two indicators are still not well implemented. [8].

### 2.3 Third Literature

Research conducted by Ade Rizka Yulizar entitled, "Implementation of Archival Management in Administration at the Aceh Culture and Tourism Office" in 2023. Based on the results of the study, it can be found that the Aceh Culture and Tourism Office has implemented archive management in accordance with Government Regulation of the Republic of Indonesia Number 78 of 2012 concerning Archival Management within the Ministry of Home Affairs and Local Government. This regulation includes four evaluated indicators: a. Receipt of incoming mail; b. Management of outgoing mail; c. Archive storage; and d. Archive retrieval. Archive retrieval [12].

## 3. METHODS

This research is categorized as qualitative research using a descriptive approach. The subjects of this research are Young Archivists at BPK RI Representative of Bali Province, the first Expert Archivist of BPK RI Representative of Bali Province, and Data and Information Processors from the Finance Subdivision. While the object of this research is Archival Management in Dynamic Archive Management. This research was conducted from early November to the end of November 2024 at the BPK RI Representative Office of Bali Province. Research instruments include researchers, interview guidelines, stationery, recording devices, and documentation.

The sample collection method used in this study used purposive sampling. Data was collected through interviews with the archive manager of BPK RI Representative of Bali Province, which became the primary data source. All data obtained will be analyzed thoroughly and comprehensively. In addition to primary data sources, this research also uses previous studies and relevant literature

as secondary data sources. The data analysis technique used in this research is descriptive analysis, where the data obtained from previous research conducted at the BPK RI Office of Bali Province Representative.

## 4. RESULTS AND DISCUSSION

Records management carried out at BPK RI Representative of Bali Province, such as receiving and generating archives, is carried out by seven (7) Subdivisions in BPK RI Representative of Bali Province, namely Legal Subdivision, General & IT Subdivision, Public Relations & TU Subdivision, Representative Secretariat Subdivision, Finance Subdivision, HR Subdivision, Bali I Subauditory, and Bali II Subauditory. The archives produced by all sub-sections are then collected centrally in the General & IT sub-section by the archive manager (archivist) who has full control over archive management.

The implementation of archival management related to the process or activities carried out according to [7], includes recording, controlling, distributing, storing, supervising, maintaining, moving / shrinking, and destroying. The results of this research are as follows:

### 1) Listing

Archive recording is carried out with the aim of documenting, communicating, and facilitating archive searches when needed [7]. The recording of active dynamic archives carried out at the BPK RI Representative Office of Bali Province is the responsibility of the Processing Unit as the creator of the archives in each Subdivision of BPK RI Representative of Bali Province. The archives created are still made conventionally, namely printed and signed directly by the Head of the Subdivision. Recording of active archives is done using Microsoft Word and Microsoft Excel files, according to the type of letter created. The list of active archives must be submitted from the Processing Unit to the Archives Unit no later than six months after the activity was carried out.

The recording of active archives is carried out by the archive management officer

and the head of the Processing Unit. As for recording inactive dynamic archives, it is managed directly by the Archives Unit in the General & IT Subdivision. Recording inactive archives also includes giving classification codes such as "F" for Facilitative inactive archives, and "S" for Substantive inactive archives. The use of archive classification will ensure that correspondence, archiving, and organizing inactive archives becomes simpler [13]. Therefore, grouping based on the type of letter and giving codes is done so that it is easy to search. The parties involved in recording inactive archives are archivists in the Archives Unit and the head of the Archives Unit, in this case the Head of the General & IT Subdivision.

In addition to recording active and inactive archives, vital archives are also included in the type of dynamic archives. The procedure for recording vital archives at BPK RI Representative of Bali Province, namely:

- a. Data collection: is a method used to collect information about important documents after organizational analysis.
- b. The information collected aims to determine the right type of important archives in possible work units.
- c. The form used for data collection includes information about the work unit and organization of the creator, type of archive, storage place, means of retrieval, number or amount, period, retention, level of authenticity, nature of confidentiality, storage location, storage facilities, archive condition, title, and time of data collection.

Especially for vital archives managed by the Archives Unit at the General and IT Subdivision in the form of Audit Reports (LHP), data collection is currently being carried out in accordance with recommendations from the National Archives of the Republic of Indonesia (ANRI), that the Audit Report is a BPK product that is a vital archive. The Examination Report is included in the Examination Working Paper (KKP) Index C, so that to identify it, sorting is currently being carried out in boxes of

Examination Working Paper on substantive inactive archives stored in the Record Center.

## 2) Control

An essential component of archival administration is records control, which includes organizing, planning, leading, and overseeing all record-related operations. This control's primary goal is to preserve the integrity and security of documents while ensuring that they may be accessed promptly and appropriately when needed [14].

The archive control system at BPK RI Representative of Bali Province runs systematically and structured, with the following procedures:

- a. To ensure that only authorized people can use the archive, give each user a unique ID card.
- b. Perform detailed and detailed management of archiving access and complete room security by installing surveillance cameras such as CCTV at several points.
- c. Assigning a secret code to the archive and identifying the individuals who can access it.
- d. Ensure that only authorized persons can access records and that those rights are used responsibly.

Physical archives are secured through safes and roll o pack cabinets. Archive duplication is done through scanning and photocopying. The parties involved in controlling dynamic archives are the Processing Unit and the Archives Unit.

## 3) Distribution

The activity of distributing archives is the process of managing archives in overseeing the traffic of incoming and outgoing mail archives [15]. In the process of distributing dynamic archives, BPK RI Representative of Bali Province has an applicable procedure. Incoming letters that have been received will be dispositioned using the JASMIN Application to be followed up. As for outgoing letters, the Subdivision that wants to make a letter must draft a Service Note and request a Service Note number to the admin of the JASMIN application. Then the staff asks the Head of Sub-Division for a signature and then scans

the file. The scan results are given to the JASMIN admin, and the hardfile is given to the intended party of the outgoing letter.

Active archives are kept in the Processing Unit of each Subdivision until their active retention expires, then the inactive archives are transferred to the Archives Unit. While inactive archives are stored in the Record Center until their inactive retention expires, then a proposal for destruction is submitted according to the Archive Retention Schedule (JRA) for those whose final status is destroyed. For active and inactive archives, if someone is going to borrow, then directly contact the archive manager in the Processing Unit or in the Archives Unit and fill out an archive loan form as a requirement and completeness of the procedure. As for vital archives, no distribution is carried out and will continue to be stored as long as the BPK RI Representative Office of Bali Province is still standing or controlled.

During the implementation of archive distribution, the manager has never experienced obstacles or difficulties because the archive distribution process is carried out by following predetermined procedures, so it is clear and structured.

#### 4) Storage

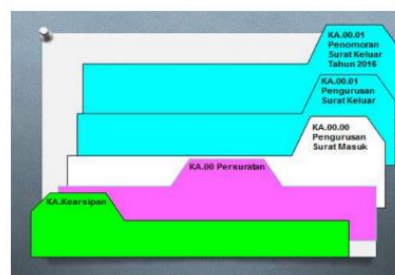
Storage is an important thing to do to support and manage administrative tasks easily and can predict loss or damage. In this regard, [16] states that effective and efficient use and retrieval of archives can be ensured by proper archive storage.

Based on the National Archives of the Republic of Indonesia (ANRI) Regulation Number 9 of 2018, the BPK RI Representative Office of Bali Province maintains archives. In active dynamic archive documents, storage is done in two ways, namely by storing the softfile of the document, and the hardcopy of the document is stored in an ordner or archive box. The procedure for filing and storing active archives is carried out as follows: 1) Checking, 2) Determine Index, 3) Determine Code, 4) Cross-reference (if any), and 5) Label the Archives

Figure 1. Archive Labelling

Responsibility for the storage of active dynamic archives is assigned to the

Kodenya :  
Primer : KA. Kearsipan  
Sekunder : KA.00 Persuratan  
Tersier : KA.00.00 Pengurusan Surat Masuk  
Indeksnya : KA.00.01 Pengurusan Surat Keluar  
: Penomoran Surat Keluar Tahun 2016



Processing Unit. Active archives can only be stored if data has been entered in the list of active archives consisting of the File List and File Contents List. For inactive dynamic archive documents, namely incoming letters and outgoing letters that have been grouped but not reused, the procedure will be put into a box and then labeled and stored in a roll o pack cabinet in the Record Center of the BPK RI Archive Building Representative of Bali Province on the 2nd and 3rd floors. As for the storage of vital dynamic archives, they are stored in safe deposit boxes and roll o pack cabinets that are safe, and away from disturbances that could potentially cause damage or loss to documents.

The overall condition of dynamic archive storage at BPK RI Representative of Bali Province is still feasible. This is because it always uses a dehumidifier, which functions as a water vapor absorber from the air, temperature, and humidity are controlled to a maximum of 27°C and 60%. A thermo hygrometer, which combines a room thermometer and hygrometer to measure room temperature and humidity, is also used to control temperature and humidity.

#### 5) Surveillance

The process of keeping an eye on and managing records at every stage of their existence is known as records oversight. This oversight's primary goal is to guarantee that documents are properly maintained, structured, safe, and readily available when needed [17].

Supervision of dynamic and active archives is carried out by archive management staff. This was done because an archival supervisory team had not yet been

established at the Bali Provincial Representative of BPK RI. Meanwhile, the Archives Unit I of BPK RI in Jakarta directly supervises inactive dynamic archives. Every year, archives are checked for inclusion in the Bureaucratic Reform parameters. In addition, the Head of the General & IT Subdivision, who acts as the archive leader, conducts regular archive supervision. Unit. As well as 24-hour monitoring through surveillance cameras or CCTV installed in the archive room.

#### **6) Maintenance**

In essence, archive maintenance is important with the aim that the archive remains durable, preserved, and maintained so that the information needed in it can be easily obtained [18] Dynamic archive maintenance at BPK RI Representative of Bali Province is carried out by cleaning regularly and continuously. Cleaning is carried out by a cleaning service specifically assigned to clean the archive room at BPK RI Representative of Bali Province. Cleaning in the archive room is carried out regularly in a year. Cleaning includes cleaning dirt and dust using a duster and rag, as well as giving termite repellent.

For active dynamic archives, maintenance is carried out by storing archives in clear folders, ordners, and buffets then putting them in archive boxes and placing them in an active archive room separate from the workspace and the door can be locked. So that there is no access for those who are not interested and avoid leftover food / drinks because there are no employees doing activities in the active archive room.

As for inactive and vital dynamic archives, maintenance is carried out by fumigation every year. Fumigation is the process of controlling pests or insects by using chemical gases or vapors. Fumigation is done by filling an area with gaseous pesticides or fumigants to kill or control unwanted organisms. It is usually carried out by a partner for a period of once a year.

The trick is to make the room airtight, make a boundary line in the area of the archive building that is being fumigated, close all air access both vents and between doors / windows then put the fumigant at several

points according to the calculation of the ideal concentration with the existing area, then closed from the outside and let the drug work until some optimal time in accordance with applicable regulations and then open the doors and ventilation holes as well as doors and windows so that the fumigant residue can come out and air circulation becomes clean.

#### **7) Transfer/depreciation**

The transfer of inactive archives from Processing Units in all Subsections to the Archives Unit is known as archive shrinkage [19]. Inactive archives that have expired their inactive retention period and have no use value are destroyed. Static archives are also transferred from the Archives Unit to the Archives Institute at ANRI.

The transfer of inactive archives is carried out in accordance with the Archive Retention Schedule (JRA). The procedure for moving active archives from the Processing Unit to the Archives Unit is as follows:

- a. Arrange archives using archive boxes;
- b. Group archives based on their type;
- c. Make a report for the archive transfer application office that lists all the archives that will be moved;
- d. Reviewed by the Archives Unit;
- e. Sample check by the Archives Unit;
- f. If it is safe, it can be moved directly to the Record Center of BPK RI archives Representative of Bali Province.

The guideline used by the Archives Unit of BPK RI Representative of Bali Province in this case is the Decree of the Secretary General of BPK RI Number 449/K/X-XIII.2/11/2015 concerning Standard Operating Procedures for Moving, Storing, and Borrowing Examination Working Paper Archives to the Archives Management Unit at the Supreme Audit Agency.

#### **8) Destruction**

During the destruction stage, archives that are useless to the agency or organization are destroyed [20]. The destruction of archives has been carried out

by BPK RI Representative of Bali Province several times. However, each subsection at BPK RI Representative of Bali Province has never done it independently. Instead, the entire destruction process is handed over to the Archives Unit. Decree of the Secretary General of BPK RI Number 78/K/X-XIII.2/3/2017 concerning Standard Operating Procedures for the Destruction of Inactive Archives at the General Bureau regulates archive destruction procedures.

The obstacles faced by the Archives Unit in this destruction activity are that in Bali there are no paper mills that can melt archives into pulp so that destruction is carried out by the shredding method, making the archives into small parts so that they cannot be read again. The solution that BPK RI Representative of Bali Province did to overcome this was to cooperate with one of the used paper collectors who had a paper shredder every time they destroyed the archives.

After submitting a request for inactive archive destruction to the Archives Unit (UK) II within the State Financial Audit Education and Training Agency (Badiklat PKN) and the Office of the Supreme Audit Agency (BPK) RI Representative of Bali Province in 2024, BPK RI Representative of Bali Province will conduct facilitative and substantive destruction. In addition, it has received approval from the National Archives of the Republic of Indonesia (ANRI) for the Approval Letter for the Destruction of Substantive and Facilitative Inactive Records of BPK FY 2024 submitted by the Head of the General and IT Subdivision. To start the archive destruction, BPK RI Representative of Bali Province will sign a Cooperation Agreement Letter for Archive Destruction with a 3rd party, a used paper collector, who has a paper shredder on Jalan Pendidikan, South Denpasar, Denpasar City, Bali.

## 5. CONCLUSIONS

The results showed that archival management at BPK RI Representative of Bali Province has been done well, as shown by all indicators. However, there are still some

shortcomings that can be improved and refined over time. BPK RI Representative of Bali Province has utilized technology well for **the first aspect**, namely archive recording. This can be seen from the use of Microsoft Word and Microsoft Excel, both for active archives and important archives managed by the Processing Unit and Archives Unit. In the **second aspect**, namely the control aspect, it is carried out very strictly and safely, it can be seen from the provision of individual identification cards, secret codes, and so on with the aim of maintaining the confidentiality of dynamic archives at BPK RI Representative of Bali Province. **The third aspect**, distribution, shows various processes, especially for active dynamic archives managed by Processing Units, such as the JASMIN application. The fourth aspect, storage, shows that BPK RI Representative of Bali Province has made sufficient efforts to store dynamic archives. The condition of the shelves, cabinets, and boxes as well as the temperature settings that can ensure that the archives are maintained are all good. The fifth aspect is supervision, which is documented at BPK RI Representative of Bali Province are carried out directly by the Archives Unit I BPK RI in Jakarta. As for active archives that have not been submitted to the Archives Unit, they are supervised by the Processing Unit which doubles as an archive supervisor due to limited Human Resources (HR). **The sixth aspect**, namely the maintenance aspect, in this aspect shows that existing dynamic archives are maintained and cared for so that the information contained in them is not lost or damaged, namely by routine cleaning and fumigation. **The seventh aspect**, namely the transfer / shrinkage aspect, shows a systematic procedure that applies to all Subdivisions that want to move active archives to the Archives Unit. Then in **the last aspect**, namely the aspect of destruction, BPK RI Representative of Bali Province found obstacles related to the lack of a paper shredder factory that can melt paper into small pulp. But it is still attempted to be destroyed by working with used paper collectors who have shredders capable of destroying paper according to the required



criteria. The conclusion is that the implementation of archival management at the BPK RI Office of the Bali Province Representative has gone well with the implementation of all indicators in archival management.

The suggestions or recommendations that can be given by researchers for archival management at BPK RI Representative of Bali Province so that its implementation can be realized more effectively and efficiently, namely increasing the number of Human Resources (HR) who have competence and expertise in the field of archives (archivists), and can be placed in each Subdivision, conducting educational activities or routine briefings to all employees regarding the importance of good and correct archive management, Additional space is needed to

store archives, especially in Bali II Subauditorate in storing active archives, so that they are not integrated with the workspace, and optimizing the use of technology, such as the creation of a website or archiving application that is equipped with various features needed in archiving to make it easier and can shorten time.

#### ACKNOWLEDGMENTS






The researcher would like to thank the BPK RI Office of Bali Province Representative for providing opportunities and permits to researchers and providing assistance in conducting this research. The researcher would also like to thank the academic supervisors of the Udayana University Public Administration Study Program who have assisted in the research process.

#### REFERENCES

- [1] A. Jamilah and T. Pahlevi, "Dynamic Archive Management in Supporting Employee Work Efficiency at the Sumenep Regency Library and Archives Office. In *Journal of Office Administration: Education and Practice*," *Journal of Office Administration: Education and Practice*, vol. 1, no. 2, pp. 235–248, 2021.
- [2] W. Liana, "Efforts to Improve the Effectiveness of the Archive System in Searching Active Archives at PT Hanuraba Sawit Kencana Banyuasin. In *Journal of Chemical Information and Modeling*," *Journal of Chemical Information and Modeling*, vol. 53, no. 9, p. 102, 2019.
- [3] F. Ariani and C. Kusuma, "Archival Management," *J Manage*, vol. 1, no. 1, 2022.
- [4] M. R. T. Purnama, M. R. Gaffar, T. D. Pramono, and Y. Firmansyah, "Making Electronic Filing Application Based on Macro VBA Excel at Bank Woori Saudara Diponegoro Branch Office," *Applied Business and Administration Journal*, vol. 1, no. 3, 2022.
- [5] J. Pramono, "Archives of SMK/MAK Class X. Office Management Expertise Program", *Office Automation and Governance Expertise Competency* (revised edition). Andi Publisher, 2021
- [6] N. Nurmin, I. Igrisa, and R. Tohopi, "Management of Dynamic Archives in the Office of Camat Bulawa, Bone Bolango District," *Kybernology Journal of Government Science and Public Administration*, vol. 2, no. 2, pp. 256–273, 2024.
- [7] A. A. Musaddad, M. Niswah, K. Prasetyo, and S. Hardjati, "Implementation of Archives Management in the Public Sector", *Journal of Governance*, vol. 6, no. 2, pp. 133–143, 2020.
- [8] W. A. Waruwu, M. S. D. Mendrofa, E. Waruwu, and J. B. I. J. Gea, "Analysis of Archival Management in an Effort to Improve Administrative Management at the Housing and Settlement Area Office of Gunungsitoli City. In *Journal of Business Economics, Management and Accounting (JEBMA)*, vol. 4, no. 2, pp. 702–715, 2024.
- [9] N. A. Rosya, "Management of Inactive Archives at the State Financial Audit Education And Training Agency of the Financial Audit Agency of the Republic of Indonesia," *Universitas Negeri Jakarta, Jakarta*, 2024.
- [10] P. Faradilla and K. Kamilah, "The Importance of Organizing Archives in Supporting Employee Work Activities at the Accounting Services Office of PT Eriadi Fatkhur Rokhman Medan," *Tambusai Education Journal*, vol. 5, no. 3, pp. 8300–8303, 2021.
- [11] F. A. Saputra, "Analysis of Archives Management at CV Cakra Aura Media Pedurungan Tengah Semarang City," in *Seminar Nasional Keindonesiaan (FPIPSKR)*, 2021.
- [12] A. R. Yulizar, "Implementation of Archives Management in Administration at the Aceh Culture and Tourism Office," *Universitas Islam Negeri Ar-Raniry, Banda Aceh*, 2023.
- [13] A. Azmi, "Significance of Four Key Instruments of Dynamic Archive Management," *Journal of Archives*, vol. 11, no. 1, pp. 22–45, 2016.
- [14] N. H. Sudarsono, "Records Storage Management in Improving the Quality of Public Services in Gayungan Sub-district, Surabaya City," *Publika*, vol. 1, no. 3, 2013.
- [15] N. R. Yunda, S. Sukaesih, and N. Prahmatmaja, "Dynamic archive management in supporting orderly administration at the Bandung City Library and Archives Office," *Nautical: Indonesian Multidisciplinary Scientific Journal*, vol. 1, no. 9, pp. 638–648, 2022.
- [16] L. Nurtanzila and A. Nurpita, "The Use of Archives for Administrative Activities: A Review in Yogyakarta City," *Journal of Archives*, vol. 13, no. 2, pp. 107–119, 2018.

- [17] D. Safitri, "Overview of Regency Ideal Archive Management through Archival Supervision in Dairi Regency, North Sumatra," *Al Maktabah*, vol. 20, no. 1, 2021.
- [18] R.A Rodia Fitri Indriani, "Maintenance of Archives in the Administrative Services Section at the office of Bank Indonesia Wild Way South Sumatera in Palembang," *Journal of Management and Business Economics Research.*, vol. 1, no. 4, pp. 01–14, Oct. 2022, doi: 10.55606/jekombis.v1i4.493.
- [19] N. Hidayati, "Archives Management as a Support for Orderly Administration at SMK Al-Huda Kota Kediri," Institut Agama Islam Negeri Kediri, Kediri, 2021.
- [20] F. Meilani, "Management of Inactive Dynamic Archives Case Study of the Big Center for Drugs And Food (BBPOM) Bandar Lampung," Universitas Islam Negeri (UIN) Raden Intan Lampung, Lampung, 2023.

## BIOGRAPHIES OF AUTHORS

	<p><b>Risa Amalia</b></p> <p>Since 2022, the individual has been studying as a college student in Public Administration Studying program at Udayana University. Can add email: <a href="mailto:risaamalia41@gmail.com">risaamalia41@gmail.com</a>.</p>
	<p><b>I Putu Dharmanu Yudharta</b>   </p> <p>Since 2014, the individual has been working as a lecturer in the Public Administration Study program at Udayana University, which is part of the Faculty of Social and Political Sciences. The individual completed their undergraduate education in public administration at the University of Jember and obtained a master's degree in public administration from Gadjah Mada University. Can add email <a href="mailto:p_dharmanu@unud.ac.id">p_dharmanu@unud.ac.id</a></p>