

Building Filing Information System at the Vocational High School in Semarang City

Agung Kuswanto
Universitas Negeri Semarang,
Indonesia
gungbinmadik@students.unnes.ac.id

S. Martono
Universitas Negeri Semarang,
Indonesia
martonowr2@mail.unnes.ac.id

Farid Ahmadi
Universitas Negeri Semarang,
Indonesia
farid@mail.unnes.ac.id

Maman Rachman
Universitas Negeri Semarang,
Indonesia

Sukestiyarno
Universitas Negeri Semarang,
Indonesia
sukestiyarno@mail.unnes.ac.id

Abstract---The objectives of this study is the purpose of this study are (1) to determine the management of archives during this time carried out at the Vocational High School in Semarang. (2) to find out how to properly manage records in the Vocational High School in Semarang. (3) to find out whether or not there is an information system that studies the management of archives in the Vocational School of Semarang City. The research method used is qualitative research. Triangulation of data as validity of the data used includes interviews, documents and methods. The results of his research are (1) archival management during this time which is carried out in Vocational High School individually by the archive manager. Including, in placing the archive also in itself. Then, there is no archiving SOP in Vocational High School. (2) The correct way to manage archives in Vocational High Schools is the need for archiving SOPs, records officers, and archival depots as "tools" in managing school archives (3) there is no information system that studies the management of archives in Vocational High School. If there is any, it is still in the form of folders carried out by the person in charge of each person who handles the archives. Suggestions in this research are (1) SOP is needed in managing archives, so that there are regulations in managing records in schools better; (2) There needs to be special personnel organizing archives in Vocational High School. The staff can come from educational or functional staff, such as archivists.

Keyword: managing school archives

I. PRELIMINARY

The archive is a valid and authentic source of information. Without archives, information will become "pseudo" and unclear. It could be said, that the archive is very reliable data. People will not talk, if the data (read: the archive) is not clear. People will definitely say, based on the data. Likewise, organizations (read: schools) must organize their files. Because, schools are "creators" of an archive. There archive mail correspondence, documents of students, teachers and education staff files, archives of curriculum, financial records, archives relationship with the community, and other archives exist in schools.

In other words, the archives in the school are complex or numerous. So, it needs proper management. Archives are not originally stacked. Based on the observations of researchers, that so far, the archives in the Vocational High School, only stacked. That is, without proper archival management. The result, when the archive is needed, then the length of time, in its search. The archive search must be a maximum of three minutes. So, this search process, is not effective and efficient.



Source: Research Document

Image: School Archives (2020)

At the time of accreditation or internal and external audit of the school, requested by the assessments team about the documents required within the specified standards and a certain time. It takes a quick search to get the data. Getting the data is the same as getting the archive. This means that the archive must be available and well managed so that when needed, there is.

The theory that used by the researchers in this study is the theory of (1) school management; (2) archiving; and (3) information systems. Ratnawati (2006: 60) said that the archive is a collection of scripts which is considered to have certain uses and is stored systematically so that whenever needed it can be searched again easily. Moekijat (2002: 77) also asserts that every file saved has an emphasis on rediscovery rather than on storage. Gie (2000: 117) archive is a collection of scripts which is stored systematically because it have uses so that whenever it is needed it can be quickly recovered. In line with that Wiyasa (2005: 44) also suggested that "the archive is work material in written form that is stored and maintained as well as possible to provide information when needed".

Based on ISO 15489-1 (records management-part 1: general) the archive is defined as information created, received, and stored as evidence and information by an organization or a person, in order to fulfill its legal obligations or in the context of business transactions (information created, received, and maintained as evidence and information by an organization or person, in pursuit of legal obligations or in the transaction of business).

Based on this information, it can be explained that the archives have a variety of features, namely (1) Textual archives, namely archives in the form of letters, texts, papers, reports, and others; (2) Audio-visual files that can be divided into three types, namely audio-visual moving images, video visual files of static images, and cartographic audio-visual files. The audio-visual archive of moving visual images can take the form of slide films, videos, and television. Audio visual video archive of static images in the form of photographs, images, and others. Cartographic audio-visual archives in the form of maps, floor plans, etc. (3) Electronic (computer) files, in the form of hard disks and others.

Budiman (2009: 117) there are 2 ways that can be done in the process of creating archives, namely (1) electronic creation or automation is to create electronic archives using electronic devices, such as digital cameras, voice recorders, video recorders, and in particular computer; (2) the creation of archives by digital transformation is often called the process of digitization, where digitization has a general meaning is the process of creating electronic records from conventional records with the aim of protecting conventional records from physical damage. This creation process requires several stages, each of which will have rules that must be obeyed, to maintain the authenticity of the electronic files produced. In addition to going through several stages, the process of creating electronic records requires reliable equipment and large storage space.

Equality in administration and management is that the two terms in practice are difficult to separate because administration is a concept that determines overall objectives and policies, while management as a sub-concept is tasked with carrying out all activities to achieve the goals and policies that have been determined at the administrative level. The difference between the two is that administration is broader than management because management is one element and is the core of administration, namely as an operational implementer to regulate the actions that must be implemented. In other words, through management the administrative process will run smoothly, but that does not mean management is a factor in the administration.

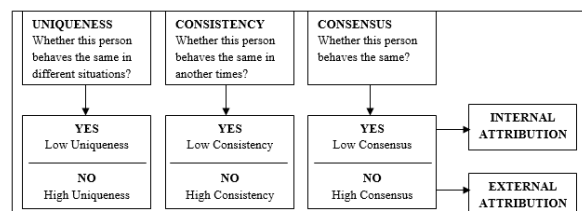
Management functions in schools include (1) planning, (2) implementation, and (3) supervision. Fattah (2009: 50-56), in the planning process there are several models of educational planning, planning methods and types of planning, these three types of

points are explained one by one, namely comprehensive planning models, target setting models, costing models and cost effectiveness, models PPBS, and organizing.

Mulyasa (2002) there are seven school components which are important achievements of school management, including (1) student management, (2) management of teaching and education staff, (3) curriculum management and teaching programs, (4) financial management, (5) management of facilities and infrastructure, (6) public relations management, and (7) management of special services. Based on the two opinions above, the school management work that will be presented in this book includes: (1) student management, (2) management of education and education personnel, (3) curriculum management, (4) management of facilities and infrastructure, (5) financial management / financing, (6) management of madrasah relations with the community, (7) madrasa quality management, (8) school leadership, (9) school policy, (10) school innovation, (11) school supervision, and (12) marketing education services at schools.

Gordon (2000) said: information systems are integrated links between humans and or machines to present the information needed by decision makers. in management encyclopedias expressed: information systems are approaches that have been planned to supply / supply all information that will be used as decision making. "System" means "collection of components that have an element of interrelation between one another".

According to Heider (2010) as the originator of attribution theory, attribution theory is a theory that explains a person's behavior. Attribution theory explains the process of how we determine the causes and motives about a person's behavior. This theory refers to how a person explains the causes of other people's behavior or themselves which will be determined whether from internal factors such as nature, character, attitudes, and others or externally such as the pressure of certain situations or circumstances that will affect the individual behavior (Luthans, 2005). Attribution theory explains the understanding of a person's reaction to events around them, knowing their reasons for the event that was experienced. Attribution theory explained that there are behaviors related to the attitudes and characteristics of individuals, it can be said that just looking at their behavior will be known the attitude or characteristics of the person and can also predict a person's behavior in dealing with certain situations.



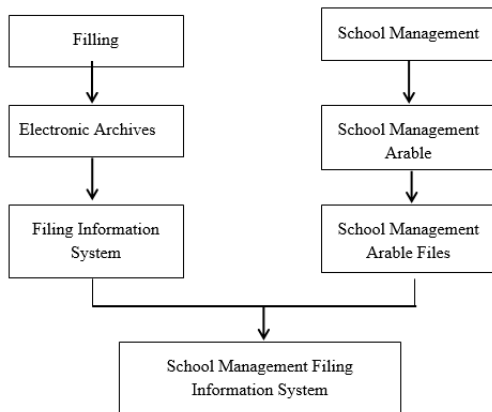
Source: Heider (2010)

Figure Attribution Concept

Previous studies include: Nina (2017) in her study said that the accountability of school academic performance has so far not paid attention to the management of academic documents. The archival-based academic accountability model consists of setting standards, implementing, evaluating; and the academic accountability model based on the t test is feasible.

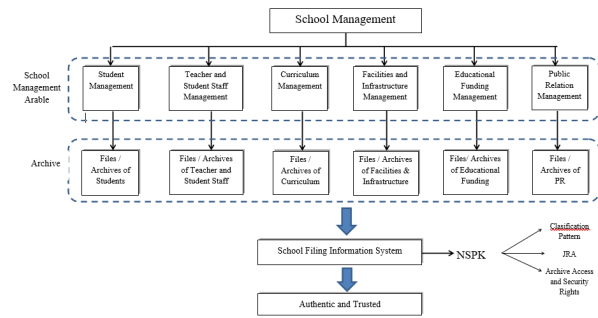
Wijaya et al (2018) said that the form of archives in the form of work letters and other archives, management of incoming and outgoing mail at SMAN 3 Jombang by implementing an agenda book, management or management of records that changes in the arrangement of the archives, receiving archives and read it then record the archive in the agenda book, the archives are stored in a place that is not damp and cleaned, and overcome the destruction or depreciation of the archive at SMAN 3 Jombang, namely by paying attention or observing.

Conceptual Framework Theoretical Model of the theory:



Theoretical Model Conceptual Framework Chart

The work / field of school management includes the management of students, management of teacher and educational staff, curriculum management, management of facilities and infrastructure, management of educational funding, and public relations management. All documents are identified to be made an information system based on electronic filing. For more details, you can see the following chart:



Thinking Framework Model

Based on the explanation above, questions arise (1) How is the management of archives during this time carried out at the Vocational High School in Semarang City? (2) How to manage the right archive at the Vocational High School in Semarang City? (3) Is there or is there not an information system that studies the management of records at the Vocational High School in Semarang City? The purpose of this study is (1) to determine the management of records that have been carried out at the Vocational High School in Semarang City. (2) to find out how to manage records properly at the Vocational High School in Semarang City. (3) to find out whether or not there is an information system that studies the management of archives at the Vocational High School in Semarang City.

II. RESEARCH METHODS

The method used in this research is a case study, according to Creswell (2010) researchers investigate carefully a program, event, activity, process or group of individuals. The informants in this study are those who are responsible for managing archives at the Vocational High School in Semarang City. The selection of informants will make it easier for researchers to examine the object under study and are considered to know the problem under study or people involved in archiving management at school, so information is obtained about the archived information system that will be created.

Data collection procedures in this study, including the method of observation, unstructured interviews and document retrieval. Data validity can be achieved with the right data collection process. In this research the test is carried out with a triangulation process, which is a data validity checking technique that utilizes something else outside of the data for the purposes of checking or as a comparison of that data. The object of research, obviously, is school. In this case of Vocational High School in. Whatever the subject is the principal, vice principal, and administrative staff. Data is taken with structured questions, school observations regarding available archives, and documentation.

III. RESEARCH RESULT

The result is that the management of records has been carried out by each person handling it. For example, people who handle the curriculum, then he will manage the curriculum archive. People who handle student affairs, then he will manage student records. And, people who handle public relations, then he will manage the public relations archive.

Likewise, the Administration will manage records relating to school administration. It could be said, Administration as the "kitchen" of managing school administration. So, each person who manages according to their work. Menu rut some references that researchers understand, it takes a SOP / Standard Operating Procedures to manage an archive. There are a number of SOPs, including active dynamic archive management SOP, dynamic active archive management, and vital dynamic archive management. Then, there is the management of school static records. Thankfully, the school was able to develop a filing system.

From this understanding, then there is one place that will manage its archives. That said, there is an archival depot at school. The archival deposit stores documents / archives as above. In the archival depot, there is a person who specifically handles and manages the archives. So, the person or officer works only in managing archives. It does not manage other school administrations. Focus on archiving only. The official must work in accordance with the SOP in the archives.



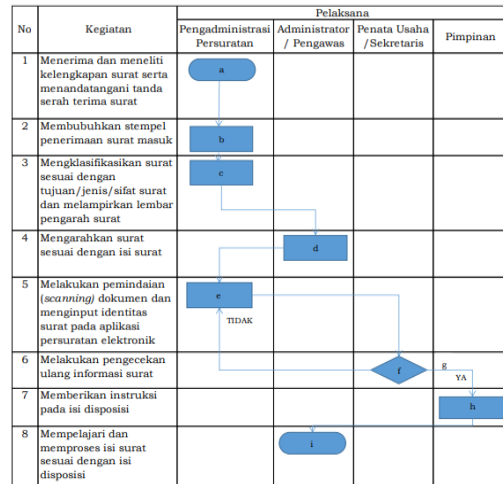
Source: Research Document

Image: Depot Archives in Schools (2020)

The archives at the school will be entered into the archive depot, in accordance with the SOP. What does that mean? The incoming records are in accordance with procedural. So, when someone needs an archive, just look for the officer who works in the archival depot. Then, the people who have the archives from the field they are handling, will submit the records to the officer who works in the archives depot. The process of handover of records from the person who holds the archive, according to their field to the archive officer in the archival depot is carried out in accordance with the applicable SOP. There is a handover of archives that is equipped with minutes signed by each person involved. And, witnessed by two witnesses. After that, the archive officer will receive the archive from the archive manager. Then,

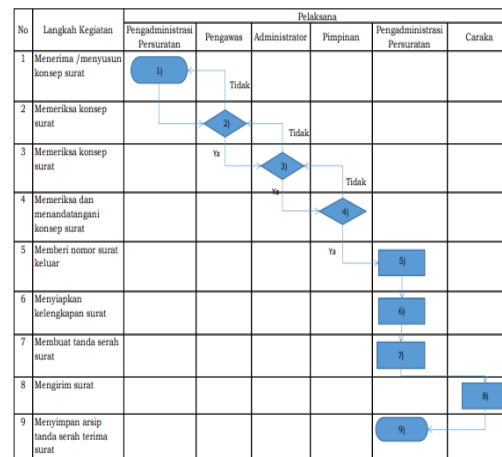
the clerk will process the records ranging from recording, coding, labeling, sequencing, and placement. In that way, the archive will be easily found quickly when needed.

1. Surat Masuk



Gambar 1. Alur Surat Masuk

3. Surat Keluar



Gambar 3. Alur Surat Keluar

Picture of Ministry of Education and Culture's Archives SOP (2019)

Chronology of incoming mails, namely (1) administering correspondence / managing archives in work units that have the task and function of managing administrative matters, namely the Parent Administration receives incoming letters sent by courier / caraka and examines their completeness and signs the handover; (2) the administration of correspondence affixes the receipt for incoming mail on the complete incoming letter; (3) letter administrators classify incoming letters according to the purpose or type or nature of the letter and are given letter-directing sheets; (4) the administrator or supervisor directs the letter in accordance with the contents of the letter; (5) the correspondence administrator enters incoming mail data into the electronic correspondence system and performs a scanning (scanning) so that the electronic copy of the

letter is stored in the database. Document scanning is situational. Document scanning is not carried out if the letter received is already in the form of an electronic copy or is a letter that is confidential or highly confidential. Especially for internal incoming mail, no scanning process is needed; (6) the business administrator or secretary checks again to ensure the accuracy of the letter and attachment data; (7) letter destination officials follow up on incoming letters recorded in the Electronic Service Manuscript System; (8) the official or leader of the purpose of the letter grants Disposition through the system to the Processing Unit; (9) The Processing Unit conducts direct handling as a follow-up to the Disposition by making a reply letter and if necessary, can store the reply letter in the database.

During this time, researchers have not found an archival information system that specifically handles it. If there is any, it is only in the creation of folders that are carried out by the person handling the archive. That is, the folders are separate. Not together in one place.

IV. CLOSING

From the writings above, the conclusions are: (1) archive management has been carried out at school individually by the archive manager. Including, in placing the archive, also individually. Then, there is no archiving SOP at the Vocational High School in Semarang City. (2) How to properly manage archives at the Vocational High School in Semarang City, namely the filing SOP, archives, and archival depots as a "tool" in managing school archives (3) there is no information system that studies the management of archives at the Vocational High School in Semarang City. If there is, it is still in the form of folders carried out by the person in charge of each person who handles the archives. Suggestions in this research are: (1) SOP is needed in managing archives, so that there are regulations in managing records in schools better; (2) There is a need for special personnel to organize archives at the Vocational High School in Semarang City. The staff can come from educational or functional staff, such as archivists.

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