

**MANAGEMENT OF ACCREDITATION ARCHIVE
GOVERNANCE IN FACULTY OF ECONOMICS AND
BUSINESS AT JENDERAL SOEDIRMAN UNIVERSITY
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ABSTRACT

This research was aimed to analyze the management of accreditation archive governance in Faculty of Economics and Business at Jenderal Soedirman University. The scope of the research was to analyze the need for accreditation archive and their management. The purpose of this research was to create detailed data of documents used in the accreditation process and create the representation of the management of accreditation archive during-and-post accreditation process. These findings would become the foundation to reform the management of accreditation archive governance so that if accreditation is going to be held, then the document could be provided easily and accreditation archive that is still usable could be found effectively. This research used a qualitative approach with descriptive method. Subjects in this research were the administrator, superintendent, and lecturer from each study program and department in Faculty of Economics and Business at Jenderal Soedirman University. Objects of this research were study programs and department in Faculty of Economics and Business at Jenderal Soedirman University. Result shows the details of the documents used in the accreditation process, amongst them are documents that support every standard (explained in detail in the contents of this article). There has not been any governance management applied specifically to manage documents that will be used in the accreditation process nor post accreditation archives in every study program and department in Faculty of Economics and Business at Jenderal Soedirman University.

Keywords: Accreditation archive; Archive Governance; Management

1. Introduction

According to Barthos (2009) archive is an act of recording, saving, and preserving documents that is done by the government or an organization. Archive consist of documents in a great amount, so its management is performed by an archive system. The existence of an optimal archive system will make the organization's events, actions and aims to be achieved smoothly.

An organization should have a good archive system. Archive system is a very important thing because it may provide and help storing the data or documents with low risk of lost and ease to find a document needed. Optimal archive management help the leader to make a sound decision.

Besides, a good and orderly archive storage may also support the administrative events and give a more accurate and swift information.

The main purpose of archive management is to recover a document accurately and swiftly. In line with the statement of Widjaja (1993) that said that archive have the purpose to collect various materials or documents related to a problem that is used as complement, so that the documents or materials is available whenever it is needed.

Economics and Business Faculty have some problems regarding archive storage. For examples that the accreditation archive is not managed well. This is because every study program and majors in Economy and Business Faculty of UNSOED still performed the archive management manually or conventionally.

Conventional archive management causes many documents lost or hard to find. So that in the time of need, accreditation team need to recreate the lost documents.

Other than accreditation documents, there are also some documents that is not stored well, this document related to various events, such as academic events archive, meetings of major or study program, meeting's minutes, and other academic events that has been performed The existence of those problems is not in line with the principle of good archive management. Because a good archive should be able to manage documents well, so that whenever the documents are needed they may be easily found and used. Based on these problems, we are intrigued to conduct a research titled "Management of Accreditation Archive in Economics and Business Faculty of Jenderal Soedirman University."

2. Literature Review

2.1 Definition of archive

According to The Liang Gie in (Sugiarto, 2005) explained that archive is documents that has been collected and saved so that whenever they are needed, they can be found and reused. While according to Choiriyah (2007) archive is documents in the form of written notes regarding the informations related to events or activities that is useful to recall the past events that happened.

Archive is a process of activity that regulate and maintain documents in a system, with the purpose to make it easier for the documents to be found and reuse whenever necessary. According to State Administration Institute of the Republic of Indonesia archive is all forms of document's copies in the form of paper, manuscript, photos, films, voice record, or other.

2.2 Purpose of archive management

Archive management has some purposes. Here the purpose of archive management according to The Law of The Republic of Indonesia Number 43 Year 2009:

- Documents from events that has been executed by the government or an organization can be secured.
- The assurance of the trusted archive documents as a legitimate evidence.
- Able to ensure the existence of good archive management and able to be utilized as per the clause of the legislation.

- Archive management can ensure the protection of the interest and rights of the government or organization.
- Make the establishment of the national archive system as an integrated system.
- Archive documents' safety and security can be guaranteed.
- Able to improve the service quality in the management and utilization of the archive.

2.3 Types of Archive

According to Sugiarto (2005) archive have some types, such as:

- Archive by its subject or content, for example are the profile of the employee, financial report, offering letter, student's list of attendance, etc.
- Archive by its shape and physical form, for example are letters, record tape, microfilm, floppy disks, CDs, etc
- Archive by its value or use, for example are invitation, letter of decree, etc.
- Archive by its function. This type is consist of two kinds of archive, which are dynamic archive that is often used daily and static archive that is not used daily.
- Archive by its place or level of management, for example central archive (centralization) and unit archive (decentralization).
- Archive by its originality is the archive that is directly made and have a high originality.
- Archive by its legal force is an archive that is seen from its proof or originality and contain the leader's signature as its validation proof.

2.4 Archive Storage System

Here the following archive storage system that can be performed (Sugiarto, 2005):

- Alphabetical system, an archive storage system by arranging in alphabetical order.
- Subject system, is an archive storage system by grouping the documents based on a problem.
- Numbering system, is a document storage system by giving numerical code by the organization.
- Chronological system, is an archive document storage system based on time.
- Territorial or regional system, is a document storage system by classifying documents based on their region.

3. Research Methodology

3.1 Research Location

This research was conducted at Economics and Business Faculty of Jenderal Soedirman University located at Prof. Dr. HR. Boenyamin road No.708, Dukuh bandong, Grendeng, North Purwokerto district, Banyumas regency, Central Java postal code 53122.

3.2 Subject and Object of Research

Subject on this research were the administrative staffs, supervisors, and lecturers from every majors and study program in Economics and Business Faculty. Object of this research were study programs and majors in Economics and Business Faculty of UNSOED.

3.3 Data Collection Technique

Data collection technique in this research was by using interviews, observations, documentation study on literatures and other sources relevant to the research.

3.4 Data Analysis Technique

Data analysis used in this research was using descriptive analysis technique. Qualitative data was analyzed by interactive model analysis technique that consist of data collection, data reduction, data display, data quality check, and conclusion drawing.

4. Result

All majors and study programs on the level of Diploma III, S1, S2, and S3 in Economics and Business Faculty of Jenderal Soedirman University has performed accreditation. Accreditation documents should be managed well and neatly stored. Because it has been the responsibility of an organization to manage its archive. Archive management hold an important role in the way of an organization, because it would give information and may benefit to the program development of the organization.

Archive management should pay attention to the system that is most suitable to the condition of an organization by neatly and accurately arrange the archive so that the documents can be easily found when needed (Ramanda and Indrahti, 2015). Because fundamentally archive management has the functions to safekeep and maintain the documents well.

But in reality, Economics and Business Faculty is still lacking in managing the accreditation documents. Lack of the employee's skill to work together to make the aim from the archive management was not achieved. it was proven that after the accreditation has finished, usually the accreditation team would be disbanded immediately and the new team formed on the time of re-accreditation so that any trace of previous accreditation data would be hard to be found. Good teamwork that had not been established between accreditation team and administration staff as the data provider make the data hard to be found again.

Economics and Business Faculty has not been able to manage archive optimally, this is because the system is still manually operated and still does not have information related to the archive and doesn't have database to storage the archive related to the accreditation process.

Archive management actually was done to arrange various documents because it have a lot of intertwined organization. Documents should be input periodically so that the documents can be arranged well.

Economics and Business Faculty of UNSOED had the difficulties to find the documents of previous accreditation when reaccreditation occur. This happened because accreditation document was inputted periodically by the supervisor of study program and major. Whereas the archive should be managed periodically by an organization, according to The Law of The Republic of Indonesia Number 43 Year 2009 that said that the archive to be managed dynamically to ensure the execution of an event. Besides, archive management that is performed periodically will also able to ensure the security of the information of that certain document.

Documents should be arranged and stored orderly to ease the process of finding them again (Sedarmayanti, 2003). According to Wijaya et al (2018) archive that is routinely maintained and well managed is very important to safekeep the document so that they will not be lost.

Because of the lack in archive management in Economy and Business Faculty of UNSOED, when the reaccreditation will be performed, accreditation team needs to recreate the necessary documents. So, the accreditation team will need more time to complete the documents needed.

5. Conclusion

Based on the data analysis that has been explained above, then the conclusion are as follows:

- Archive management that is performed by the Economy and Business Faculty is still lacking because it is still performed manually so that the archive is hard to be found again when necessary.
- Teamwork among the accreditation team in providing the data is still lacking, because after the accreditation process has finished, accreditation team would usually be disbanded immediately and the new team will just only be formed when the next reaccreditation occur, so the trace of the previous accreditation data would be hard to find.

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