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Analysis Of Village Archives Management And The Effectiveness Of Organizational Work in Building Good Governance

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ABSTRACT

Archive management plays a significant role in supporting public administration at both the central and regional levels, especially in meeting the needs of the community. Good archive management contributes to increasing the effectiveness of organizational work and supports the principles of good governance. However, in Jatilawang District Village, archive management has not been running optimally, so that the quality of public services is still below community expectations. This study aims to analyze the implementation of archive management and the obstacles faced, and how this affects the effectiveness of organizational work. In the long term, this study is expected to contribute to the development of administrative management science, especially in orderly archive management as support for village development with good governance. This study uses a mixed method through observation, interviews, and questionnaires. The results show that although archive management in Jatilawang District villages has been running from recording to destruction, it is still not in accordance with applicable regulations due to several obstacles, which affect the effectiveness of the organization in public services.

Keywords: Archives management, effectiveness of organizational work, good governance

1. Introduction

Good governance is the ultimate goal that every organization wants to achieve, as explained by the World Bank. According to the World Bank (Kharisma, 2014), the implementation of good governance can create a transparent, accountable, responsible, effective, and efficient government, which ultimately improves the welfare of the community. This view is also reinforced by the United Nations Development Programme (Kharisma, 2014). In Indonesia, efforts to achieve good governance continue to be made (Maranjaya, 2022), with its success depending on the application of these principles at all levels, from the central government to the village. The government that deals directly with the community must ensure that the services provided are efficient and effective (Maranjaya, 2022).

As the smallest government unit in Indonesia, villages are expected to apply the principles of good governance. Based on (UU RI No. 6 Tahun, 2016), a village is a legally recognized community unit that has the authority to regulate and manage government affairs according to the needs of the community. The implementation of government in the village is carried out through a system of decentralization and regional autonomy, in accordance with (UU No 23 Tahun 2014). Villages are required to provide optimal public services, which are indicators of the success of the village government (Maryam, 2016). Effective public services are an important element in the implementation of good governance at the village level.

Public services in the village reflect the effectiveness of the organization's performance. Organizational effectiveness is measured by how well the organization's goals are achieved and problems are resolved by optimally utilizing resources, as explained by Steers (1985) in (Tobirin, 2011). Dwiyanto (2006) in (Tobirin, 2011) added that village effectiveness can be seen from the extent to which resources are used to meet community needs. Therefore, public services must integrate values that support government effectiveness (service effectiveness).

Public services provided by the village government must also meet the needs of community access to information. One important aspect in this case is archive management. According to (UU RI No 43 Tahun 2009), archives are records of various events involving information and communication technology, which are produced or received by organizations in national and state activities. Archives have a vital role, as explained by Mykland (1992) in (Suliyati, 2020), because without archives, collective memory, culture, rights, history, and national identity will be lost. Archives are also important as a source of information that supports organizational activities effectively (Ig. Wursanto, 1989:12) in (Yonas et al., 2020).

Because of the importance of archives, their management procedures must be appropriate (Mulyapradana et al., 2021). Archive management is regulated through (UU RI No 43 Tahun 2009) and strengthened by (PERKA ANRI No. 14 Tahun 2009) and (PERKA ANRI No 08 Tahun 2009) concerning the village archives program. Sedarmayanti (2003) explains that archive management covers its entire life cycle, from creation, utilization, maintenance, transfer, to depreciation and destruction (Sawu et al., 2022). Village governments need to implement good archive management so that information can be accessed quickly and accurately, as part of efforts to realize good governance (Khaudli & Muna, 2022).

However, archive management problems still often occur in government bureaucracies, including in villages. Based on observations in several village offices in Jatilawang District, Banyumas Regency, archive management is not optimal. Several studies show that archive management in villages is not ideal, such as research by (Samsiyah et al., 2015), (Fauziyah, 2019), and (Abriani et al., 2018). Obstacles that often arise include difficulty finding archives because documents are not neatly arranged, many archives are damaged or lost due to inadequate maintenance. These obstacles are often caused by an unclear archive management system, lack of competent human resources, and inadequate facilities and infrastructure (Hahury, 2021).

Poor archive management can affect the quality of public services, such as delays in the service process. To improve service effectiveness, the government must improve archive management (Evany et al., 2023). Good archive management is expected to support quality public services, in

accordance with the goals of the SDGs and realize good governance (Styo & Sukmana, 2022). Well-managed archives can improve employee work effectiveness (Hahury, 2021). Similar results are shown by studies (Apriani, Aneta & Isa, 2024), (Sirfan Malik, Meyko Panigoro, 2023), (Saepudin et al., 2022), and (Putri et al, 2020), that archive management affects work effectiveness. However, research (Inas Khairunnisa & Roni, 2022) provides different results. Good archive management

2. Methodology

This study uses a mixed method that combines quantitative and qualitative data. A sequential exploratory design is applied, where qualitative research is conducted first followed by quantitative research, as explained by Sugiyono in (Evany et al., 2023). Qualitative methods are used to analyze archive management and constraints in village offices, while quantitative methods are used to examine the effect of archive management on organizational work effectiveness. Primary data were obtained through interviews and questionnaires, while secondary data were obtained from documentation related to archives. The study was conducted in 11 village offices with a purposive sample, involving village officials who manage archives. The villages used for the research included 11 villages, including Tunjung Village, Tinggarjaya Village, Bantar Village, Gunungwetan Village, Pekuncen Village, Karanglewas Village, Karanganyar Village, Margasana Village, Gentawangi Village, Adisara Village, and Kedungwringin Village. Qualitative data analysis used the Miles and Huberman model (Evany et al., 2023), while quantitative analysis was carried out using SPSS 25 to calculate the regression and determination coefficients, in order to see the influence between archive management and organizational work effectiveness.

3. Results and Discussion

3.1. Archive Management

Based on interviews with 11 villages in Jatilawang District—such as Tunjung, Tinggarjaya, Bantar, and Gunungwetan—there are several main steps in archive management:

a. Recording Archives

Letters received are recorded by the Administration (TU) section, then forwarded to the Village Head for disposition. Letters are recorded based on the date of entry or exit, and stored in a filing cabinet with additional codes, dates, and destinations. Although this process is in accordance with standards, a digital system is more recommended to increase efficiency and maintain archives better.

b. Archive Storage

Archives are still stored manually, where active archives are placed in filing cabinets, and inactive archives are stored in archive boxes in the archive room. Storage constraints include lack of facilities and limited space, so archives are often placed on tables or cardboard boxes before being moved, which affects work efficiency.

c. Finding Archives

Archival searches still use conventional methods with agenda books. Although archives are grouped by code and date, searching can take a long time, especially for older archives.

d. Archive Maintenance

Archive maintenance has not been carried out optimally. Most villages only separate vital archives from less important ones without any routine maintenance actions.

e. Archive Shrinkage and Transfer

Several villages have shrunk archives, but not according to the established retention schedule. The shrinkage process is carried out due to limited storage space, but has not followed the correct procedure.

f. Archive Destruction

Archive destruction is carried out by burning in several villages, but not in accordance with applicable regulations. According to (UU RI No 43 Tahun 2009), archives must be destroyed through safe methods such as disbursement or recycling, and must be accompanied by a report.

3.2. Obstacles to Archive Management

Several villages face obstacles such as lack of storage facilities, lack of archive experts, and management that is still done manually. In addition, socialization about archive management is still minimal.

3.3. The Effect of Archive Management on Organizational Work Effectiveness

Before distributing the questionnaire, the validity and reliability of the instrument were tested.

Table 1. Testing the Validity of the Instrument from the Archives Management Variable

No Item	rhitung	rtable 5% Df = (N-2)	Sig	Criteria
1	0.369	0.2483	0.013	Fulfilled
2	0.398	0.2483	0.007	Fulfilled
3	0.672	0.2483	0,000	Fulfilled
4	0.535	0.2483	0,000	Fulfilled
5	0.343	0.2483	0.021	Fulfilled
6	0.624	0.2483	0,000	Fulfilled
7	0.681	0.2483	0,000	Fulfilled
8	0.348	0.2483	0.019	Fulfilled
9	0.280	0.2483	0.063	Fulfilled
10	0.542	0.2483	0,000	Fulfilled
11	0.574	0.2483	0,000	Fulfilled
12	0.572	0.2483	0,000	Fulfilled
13	0.408	0.2483	0.005	Fulfilled
14	0.576	0.2483	0,000	Fulfilled
15	0.630	0.2483	0,000	Fulfilled
16	0.507	0.2483	0,000	Fulfilled

Table 2. Testing the Validity of Instruments from Organizational Work Effectiveness Variables

No Item	rhitung	rtable 5% Df = (N-2)	Sig	Criteria
1	0.723	0.2483	0,000	Fulfilled
2	0.771	0.2483	0,000	Fulfilled
3	0.703	0.2483	0,000	Fulfilled
4	0.764	0.2483	0,000	Fulfilled
5	0.544	0.2483	0,000	Fulfilled
6	0.535	0.2483	0,000	Fulfilled

No Item	rhitung	rtable 5% Df = (N-2)	Sig	Criteria
7	0.752	0.2483	0,000	Fulfilled
8	0.710	0.2483	0,000	Fulfilled
9	0.790	0.2483	0,000	Fulfilled
10	0.356	0.2483	0.016	Fulfilled
11	0.490	0.2483	0.001	Fulfilled
12	0.764	0.2483	0,000	Fulfilled
13	0.505	0.2483	0,000	Fulfilled
14	0.449	0.2483	0.002	Fulfilled
15	0.709	0.2483	0,000	Fulfilled
16	0.805	0.2483	0,000	Fulfilled
17	0.403	0.2483	0.006	Fulfilled
18	0.621	0.2483	0,000	Fulfilled
19	0.514	0.2483	0,000	Fulfilled
20	0.717	0.2483	0,000	Fulfilled

The results of the validity test using Pearson product moment with the help of SPSS version 25.0 showed that all items in the questionnaire were declared valid.

Table 3. Reliability Testing of the Archives Management Variable Instrument

Reliability Statistical Test	
Cronbach's Alpha	N of Items
.749	16

Table 4. Reliability Testing of Organizational Work Effectiveness Variable Instruments

Reliability Statistical Test	
Cronbach's Alpha	N of Items
.871	20

The reliability test of the instrument showed a Cronbach's Alpha value of 0.749 for the archive management variable and 0.871 for the work effectiveness variable, indicating that both instruments were declared reliable.

Table 5. Normality Test

		Unstandardized Residuals
N		45
Normal Parameters ^{a,b}	Mean	.0000000
	Std. Deviation	6.37943932
Most Extreme Differences	Absolute	.164
	Positive	.164
	Negative	-.112
Test Statistics		.164
Asymp. Sig. (2-tailed)		.155 ^c
a. Test distribution is Normal		
b. Calculated from data		

The results of the normality test using the Kolmogorov-Smirnov method showed that the residual distribution was normal with a significance value of 0.155 (greater than 0.05).

Table 6. Testing the Determination Coefficient

Model	R	R. Square	Adjusted R Square	Std. Error of the Estimate
1	.338 ^a	.314	.393	6.45319

a. Predictors: (Constant), X

The coefficient of determination test showed that archive management contributed 31.4% to the effectiveness of organizational work, with the remaining 68.6% influenced by other factors outside this study.

Table 7. t-test

Model		Unstandardized Coefficients		Standardized Coefficients	t	Sig.
		B	Std. Error	Beta		
1	(Constant)	58,543	10,806		5.417	.000
	X	.416	.177	.338	2.353	.023

The t-test showed that archive management had a significant influence on the effectiveness of organizational work, with a t-count value of 2.353 (higher than the t-table of 1.679) and a significance value of 0.000 (less than 0.05). These results are in line with the research of (Putri et al, 2020) and (Juliati, 2020) which stated that archive management has an impact on the effectiveness of organizational work.

4. Conclusion

Archive management in Jatilawang District has covered various processes from recording to destruction, but its implementation has not been fully in accordance with the rules. Constraints such as lack of facilities, manual management, and minimal archive experts affect the effectiveness of the organization's work in serving the community. Suboptimal archive management has a negative impact on organizational performance and village efforts to achieve good governance.

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