

Archives Management System in the General Bureau and Papua Province Governor's Office Protocol

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ABSTRACT

Focused research discusses the Archives Management System in the General Bureau and Protocol of the Papua Province Governor's Office. The method used is a qualitative approach. To obtain data, this is done through: Observation, Interviews and Documentation. To analyze various phenomena in the field, the following steps are carried out: Information collection, data reduction, data presentation, and drawing final conclusions. The results of this study show that the planning carried out in archive management is only general in nature, the organizing carried out in archive management has not been carried out effectively, the actuating in archive management has not gone well, so in-depth planning needs to be carried out in accordance with archival procedures starting from the creation of archives, use of archives, maintenance of archives, up to destruction of archives.

PENDAHULUAN

Implementation of administrative activities is carried out for the purpose of providing services to various organizational units. In an effort to provide services, offices are required to act quickly and accurately. These office service activities include managing data appropriately and carefully, in order to produce information that is useful for decision making in order to achieve goals. However, currently it seems that the policies that have been issued are not yet fully capable of being a solution in overcoming various problems related to service delivery (Sapioper & Flassy, 2021). Furthermore, in running government, the role of administration in government governance is a necessity. Administration is a series of activities carried out by two or more people in order to achieve predetermined goals (Gainau et al., 2023). In connection with administration, archives are: things that are interrelated and contribute. Administration can run well because of the support of archives, otherwise archives will be created along with government activities (administration). If the archiving system in the administration section runs well then administrative activities will run smoothly. On the other hand, if the archiving system is not paid enough attention, then administrative activities will be slightly hampered.

Realizing the importance of archives as centers of memory and sources of information, the Indonesian Government has enacted a special law regarding archives, namely Law Number 43 of 2009 concerning Archives which has been summarized in Chapter 1 General Provisions Article 1 namely "Archive is a record of activities or events in various forms and media in accordance with developments in information and communication technology created and accepted by state institutions, regional governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of social, national and state life."

According to Archives Law Number 43 of 2009, the objectives of organizing archives are as follows: Firstly, ensuring the creation of archives from activities carried out by state institutions, regional governments, educational institutions, companies, political organizations, community organizations and individuals, as well as ANRI (National Archives of the Republic of Indonesia) as the archives organizer. nationally, Second, guarantee the availability of authentic and reliable archives as valid evidence, Third, guarantee the realization of reliable archive management and use of archives in accordance with the provisions of laws and regulations, Fourth, guarantee the protection of state interests and the civil rights of the people through the management and utilization of archives. authentic and trustworthy, Fifth, dynamize the implementation of national archives as a comprehensive and integrated system, Sixth, guarantee the safety and security of archives as proof of accountability in social, national and state life, Seventh, guarantee the safety of national assets in the economic, social, political, cultural fields, defense and security as the nation's identity and identity, and Eight improving the quality of public services in the management and use of authentic and trustworthy archives.

The General and Protocol Bureau of the Papua Province Governor's Office is one of the units that also carries out administrative-related affairs and at any time requires information either in letters or documents created or received. This information is one of the ingredients for decision making. To facilitate decision making and office continuity, a letter or document is arranged, stored in an orderly and orderly manner based on a system. So from the description above, the author is interested in conducting research on "Archive Systems in the General Bureau and Protocols of the Governor's Office of Papua Province in Accordance with Management Functions".

LITERATURE REVIEW

Understanding Systems

A system is a collection/group of subsystems/parts/components, whether physical or non-physical, that are interconnected with each other and work together harmoniously to achieve a certain goal (Djahir & Pratita, 2014).

Management Concept

Management is the process of structuring activities which will be carried out through management functions is of course useful as a benchmark to determine success as a form of achieving agreed common goals (Naway in Wambrauw, 2023). According to Dethan, in Wambrauw (2023) Management is a series of activities or tasks starting from planning, organizing, directing and controlling or supervising by utilizing existing potential in achieving certain goals.

Management is the process of organizing, regulating, managing human resources, up to controlling in order to achieve the goals of an activity. According to Terry, quoted by Swawikanti_(2023) said that management is the ability to direct and achieve desired results using human efforts and other resources. Carry on, Swawikanti_(2023) concluded that the definition of management is a process of planning, managing, organizing and controlling various resources, including human, financial and material, to achieve organizational goals. Management also includes coordination and supervision activities to ensure that things that have been done can be carried out effectively and efficiently. In general, management activities are not just planning and managing, but also involve other activities such as making decisions, determining goals, allocating resources, communicating with stakeholders, and monitoring progress. Furthermore, it is known that there are 4 (four) indicators of management functions in managing the archives system in the General and Protocol Bureau of the Papua Province Governor's Office as explained by George R. Terry (in Sukarna, 2011), namely: Planning, Organizing, Actuating, and Controlling.

Definition of Archives

The term archive can contain various meanings. The definition of archives can be influenced by the aspect of review, point of view and/or limitations of its scope. However, to understand the basic meaning of archive, it is very important to explain it based on the etymology or origins of the word. Etymologically, the term archive in Dutch is "*archieff*", and in English it is called "*arcihive*", which comes from the Greek word "*arche*" which means beginning. Then from the word "*arche*" it developed into the word "*ta archia*" which means record. Then the word "*ta archia*" changed again to the word "*archeon*" which means "government building". The building in question also functions as a place for regular storage of materials, archival materials such as: notes, written materials, charters, letters, decisions, deeds, lists, documents, maps, etc. In English, archives are also often expressed by the term file, which means storage, namely in the form of containers, places, folders, organizers, boxes, cabinets, and so on which are used to store archival materials, which are often referred to as files (Hasugian, 2003).

According to Sayuti in Fajar & Chotijah, (2022), archiving is the activity of archiving important documents in a good place and based on certain rules so that they can be found easily and quickly when needed. Apart from that, according to Choiriyah in Fajar & Chotijah, (2022) archives stated that archives are sometimes called Warkat in Indonesian, every written record, both in the form of pictures and in tables, contains information about several objects (main issues) or events. people who also help other people's memory.

METHODOLOGY

The existence of the method used is a necessity in carrying out a research activity (Sapioper et al., 2022; Patmasari & Ilham, 2022; Ilham et al., 2022). Method in the Big Indonesian Dictionary (KBBI) can be defined as an orderly method used to carry out work so that it can be achieved according to the desired goal or previously planned goals (Ilham, 2020). In this research, the researcher used a qualitative approach, which is limited to efforts to reveal a problem or situation or event as it really is so that it reveals facts and provides an objective picture of the actual situation of the object under study. Location this research was carried out at the General and Protocol Bureau of the Papua Province Governor's Office, which is located on Jalan Soa Siu Dok 2, Jayapura City, Papua. Remembering that the Governor's Office is one of the main governments in Papua Province which carries out archival functions in every administrative activity.

To obtain data, the data sources used in this research are: Observation or observation is the most important data collection technique in qualitative research. Interviews are a data collection technique that is often used in qualitative research. Documentation is a method used to search for data regarding things or variables in the form of notes, transcripts, books, newspapers, magazines, agendas and so on. To analyze various phenomena in the field, the following steps are carried out: Information collection, data reduction, data presentation, and drawing final conclusions (Miles & Huberman, in Ilham et al., 2020).

RESEARCH RESULT

1. Planning

Archive system management activities require good planning to carry out good and correct archive management in accordance with applicable regulations. Planning in archive management needs to be created because if there is no planning there will be no clear direction and objectives. Planning is carried out at the General Bureau of the Papua Province Governor's Office, including through leadership meetings and work meetings which are held in the middle of each year. The planning discusses the preparation of activity plans and the budget for next year's work program. This was stated by the informant with the initials DR as Head of the General Bureau, stating that:

"Every mid-year we always hold a meeting with the heads of divisions and heads of sub-divisions to discuss the preparation of activity plans and budget planning for next year. Planning is carried out to find out what is needed to carry out these activities so that they run according to expectations/achieve the desired targets" (Interview, 12 June 2023).

Then the informant with the initials DS as Head of the Administration Sub-Division explained with a different question:

"We have not carried out the planning carried out here, regarding in-depth archive management planning based on procedures issued by the government, the planning for archival activities here is still very simple, there is no in-depth planning for archive management in accordance with regulations issued by the government" . (Interview, June 12, 2023).

The planning carried out in the general bureau only discusses in general terms the preparation of activity plans related to SOPs for structuring Administrative Administration, while the preparation of plans for archive management, from the creation of archives to the destruction of archives, is not carried out in depth in accordance with procedures issued by the government.

To find out the planning carried out at the General Bureau in managing archives, the author can explain as follows:

Archive Creation Stage

The following are the results of the author's interview with Informant DS as Head of the Bureau's Administrative Subdivision regarding planning in creating archives:

"Planning for the creation of archives in the form of outgoing letters is made by each sub-division, guided by the official document procedures for making letters, after that each outgoing letter is taken to the Administration sub-division for assigning a letter number, recording it in the outgoing letter agenda book, collecting signature from the head of the general bureau and giving a stamp" (Interview 12 June 2023).

Furthermore, with different questions, informant DS explained that:

"Meanwhile, the planning for creating archives in the form of incoming letters is addressed to the general bureau, namely incoming letters through the Administration sub-section, then in the Administration sub-section the entry is recorded in the incoming letter agenda book, after that the letter is given to the head of the general bureau accompanied by a disposition sheet. , later the bureau chief will determine where this letter is addressed. After processing or disposition by the leadership, the administration sub-division employee distributes the letter to where the letter is addressed by the leadership." (Interview, June 12, 2023).

Usage Stage

The following are the results of the author's interview with Informant DS as head of the Bureau's Administrative Subdivision regarding planning for the use of archives:

"We have not yet carried out planning regarding the use/borrowing of archives based on procedures issued by the government. "The use/borrowing of archives that we do here is still very simple, so if there are parties who want to view and borrow archives, they must first report to us, after that we ask how long the archives will be used." (Interview, June 12, 2023).

In the use of archives there are 2 things consisting of storage or arrangement. As for the statement made by Informant DS as head of the Administration Sub-Division regarding planning in archival storage, where he explained that:

"In archival storage, the general bureau itself has not carried out in-depth planning in storing archives. Archive storage is entrusted to each existing sub-section to store its own archives, both active and inactive archives, in the sense that the storage system we implement is decentralized, whereas in structuring archives we use a subject/subject system based on incoming and outgoing letters and they are stored by using an order map" (Interview, June 12, 2023).

Maintenance Stage

The following is the plan for archival maintenance put forward by Informant DS as head of the Administration sub-section who explains that:

"In planning archive maintenance, we have not done it in depth, meaning, we only maintain archives that are still active by storing them in a cupboard using folder orderers in each subsection, while in planning maintenance of inactive archives we only store archives that are already in active storage." In the filing cabinet, we have not carried out archive maintenance or care in accordance with the procedures set by the government, usually we only carry out archive maintenance by cleaning the dust using a feather duster, this is because in our office there is still very little knowledge regarding archival science." (Interview, June 12, 2023).

Extermination Stage

The following are the results of the interview provided by Informant OE as the Incoming and Outgoing Mail Recording Officer, he said:

"We have not carried out planning in the destruction of archives in depth, meaning that in destroying archives we only estimate that archives that we consider to be no longer in use and that are more than 5 years old will be immediately destroyed by burning them, because we do not have a JRA (Archive Retention Schedule) here." (Interview, June 12, 2023).

Archive shrinkage is an activity to reduce the volume of archives, as stated by Informant DS, saying that:

"We have not carried out planning in the reduction of archives in depth, here we just leave it entirely to our employees to carry it out." (Interview, June 12, 2023).

This was further clarified by the FS Informant who stated that:

"There are three things in the planning that we are doing here in the archive depreciation process, namely first, active dynamic archives whose retention period has expired, which are stored in a cupboard using an old folder, will then become inactive archives, then if the archive has become inactive then its storage will be "We have moved them to the filling cabinet, as well as the inactive archives in the filling cabinet, so once the inactive archives no longer have any use value, we will destroy them." (Interview, June 12, 2023).

2. Organizing

There are no archive employees or commonly called archivists in the General Bureau of the Papua Province Governor's Office, where the management of archives is handed over to the staff of each sub-division according to their job description. Apart from that, there are no employees or staff in managing the archives in each sub-division whose education meets the qualifications in the field of archival expertise. This was also explained by informant OE as staff of the Administration Sub-Section, saying that:

"Each sub-section here keeps its own archives and the staff are given the responsibility to manage and store their own archives." (Interview June 12, 2023).

To find out the organization carried out at the General Bureau in managing archives, the author can explain as follows:

Archive Creation Stage

The following are the results of the author's interview with Informant DS as head of the Administration Sub-Section regarding the organization in carrying out the incoming and outgoing mail process, saying that:

"In the stage of creating archives in the form of outgoing letters, it is carried out by each sub-division, likewise in terms of storing archives, each sub-division keeps its own archives, meaning that this general bureau uses a decentralized system in storing archives, there are also facilities used in the process of creating outgoing letters in the form of computer and print given on the desk of each employee assigned to make outgoing letters." (Interview, June 12, 2023).

Then with a different question DS explained that:

"Meanwhile, in handling incoming letters, it is left to us in the administration sub-division to handle and control incoming letters using an agenda book to record every letter that comes in, after it has been processed or disposed of by the leadership then our employees in the administration sub-division distribute the letters to where they are addressed. by the leadership." (Interview, June 12, 2023).

Apart from that, to find out the employees who were placed in the archive creation process, the author conducted an interview with the informant DS as head of the Administration Subdivision, explaining that:

"In carrying out the archive management process, especially in making outgoing letters and handling incoming letters, we do not yet have employees in the field of archival science, so we hand over the making of outgoing letters to employees who we consider capable of carrying out this task." (Interview, June 12, 2023).

Usage Stage

The following are the results of the author's interview with informant DS as head of the Administration Sub-Section regarding the organization of the use of archives, he said that:

"In the use of archives, if there are parties/employees who want to see or borrow archives, we hand it over to the incoming and outgoing registrar to provide services in the form of archives that they need, because those who record and store the archives will at least know more about the location of the archives. archives if needed," (Interview, 12 June 2023).

Apart from that, to find out the structuring system used in arranging and storing archives, the author conducted an interview with the informant with the initials BA as the staff who records incoming and outgoing letters and who organizes the archives, here are the results of the interview:

"The arrangement system that we use here is a subject/subject system, based on incoming and outgoing letters using a folder organizer, and all sub-sections do this." (Interview, June 12, 2023).

Maintenance Stage

To find out the organization related to archive maintenance, the author conducted interviews with OE informants who stated that:

"In maintaining archives, we only maintain archives by storing them in cupboards using folder organizers in each sub-section. We have not carried out maintenance or maintenance of archives in accordance with established procedures because in our office there is still a lack of infrastructure and facilities. There are no archivists here, so we don't know in depth about archival maintenance." (Interview, 12 June 2023).

Extermination Stage

To understand the organization of archive destruction carried out at the General Bureau, the author conducted an interview with informant DR as head of the General and Protocol Bureau, where he explained that:

"In destroying archives, we leave it to each sub-division to destroy their own archives, whether by burning them, etc., so we immediately destroy archives that we consider to be no longer in use and that are more than 5 years old." (Interview, June 12, 2023).

Then with a different question, the DS informant explained that

"We don't have a JRA (archive retention schedule) here, so when destroying archives we only estimate that if the archive is more than 5 years old or if the archive is no longer used, we will destroy it." (Interview, June 12, 2023).

3. Actuating

Actuating in archives is the next step that must be taken after organizing. The actuating process in archives is carried out from the birth of the archive until its destruction, including the maintenance of the archive.

Archive Creation stage

To find out about the implementation of the archive creation process in the General Bureau, the author conducted a search in the Administration Sub-Section by conducting an interview with Informant CW as staff in the Administration Sub-Section, where he explained that:

"The process of creating archives in the form of outgoing letters is made by each sub-division in the General Bureau, guided by the official document rules, then each outgoing letter is taken to the Administration sub-division for assigning a letter number, recording the letter in the outgoing letter agenda book, taking signatures from the head of the general bureau and giving a stamp" (Interview, 12 June 2023).

Furthermore, with a different question, informant CW explained that:

"Meanwhile, in the process of creating an archive in the form of an incoming letter addressed to the general bureau, the letter is entered through the Administration sub-section, then in the Administration sub-section it is recorded in the incoming letter agenda book, after that the letter is given to the head of the General Bureau accompanied by a disposition sheet, later the bureau chief determines where this letter is addressed. After processing or disposition by the leadership, the administration sub-division employee distributes the letter to where the letter is addressed by the leadership." (Interview, June 12, 2023).

Usage Stage

The use of archives is the second stage in the implementation of archive management, the use of archives is intended for certain purposes according to the aims and objectives of the creator. At the General Bureau itself, the process of using/borrowing archives for each section is still carried out in a simple way. This can be seen from the results of our interview with informant OE as the officer who records outgoing and incoming mail, where he explained:

"If someone wants to borrow our archives, they must first report to us and we only ask for how long the archive will be used. We do not yet have procedures or provisions if someone wants to borrow our archives." (Interview, June 12, 2023).

Informant CW further clarified this statement, saying:

"If someone wants to borrow an archive, we only ask how long the archive has been used, we have not set conditions or procedures for borrowing archives, we only rely on trust but what happens is that sometimes the archive is not returned or sometimes the time for borrowing it is not in accordance with the agreement. Sometimes it is also returned but it is just kept on the work desk. Well, when I am busy or not in the office, usually another employee keeps it but it doesn't match where the letter was originally kept. Well, things like this sometimes make it difficult for us to make a discovery. return archive". (Interview, June 12, 2023).

In using archives, there are 2 (two) things consisting of storage or arrangement. As for the statement made by Informant OE as staff in the Administration Sub-Section when the author conducted the interview, it was explained that:

"In the general bureau itself, in storing records, it is entrusted to each existing sub-division to keep its own records in the sense that the storage system that we implement is decentralized, whereas in structuring records we use a subject/subject system based on incoming and outgoing letters and are stored using a folder odner". (Interview, June 12, 2023).

Maintenance Stage

The archive maintenance stage is carried out to maintain the authenticity, integrity, security and safety of the archives. Based on the results of observations in the field regarding the maintenance of archives in the General Bureau, it has not received attention from the archive management itself, this can be seen from the way the archives are arranged, where they are only stored in wooden cupboards, not in filling cabinets. Apart from that, the archives are only stored using odner folders, where using odner folders will damage them. archive because the archive is given a hole so that it can be entered in the folder folder. Apart from that, the General Bureau also does not provide sophisticated maintenance and upkeep facilities.

Extermination Stage

Destruction is the final stage in the records management activity cycle. Implementation of archive destruction is the activity of reducing the number of archives by destroying them (burning, shredding, etc.), and handing over the archives. The following are the results of the interview provided by Informant CW as staff of the Administration Sub-Section, where he said:

"We don't have a JRA (Archive Retention Schedule) here, so in destroying archives we only estimate that we will immediately destroy archives that we consider to be no longer in use and that are more than 5 years old." (Interview, June 12, 2023).

Archive shrinkage is an activity to reduce the volume of archives, as stated by Informant YB, namely:

"In the depreciation process there are three things, namely first, active dynamic archives whose retention period has expired, which are stored in a cupboard using an old folder, will then become inactive archives, then if the archive has become inactive, its storage will be moved to a safe (filling cabinet) , as well as inactive archives in the filing cabinet, so once the inactive archives no longer have any useful value, we will destroy them." (Interview, June 12, 2023).

Furthermore, to find out about the implementation of the destruction of archives carried out at the General Bureau, the author conducted an interview with the informant with the initials DR as head of the General Bureau, explaining that:

"In the destruction of archives, we leave it to each sub-division to destroy their archives which are no longer of any use value so that archives do not accumulate, whether by burning them or so on." (Interview, June 12, 2023).

4. Controlling

Control or supervision of archives (controlling) aims to ensure that what is planned can be realized. The function of supervision is a process to observe work that has been carried out, assess and make necessary corrections, with the aim of ensuring that implementation is in accordance with the plan that has been determined. To find out the supervision carried out by the general bureau in managing archives, the author can explain as follows:

Archive Creation Stage

The following are the results of the author's interview with informant OE as staff of the administration subsection regarding supervision in the creation of archives:

"The supervision carried out here regarding the creation of archives in the form of incoming and outgoing letters was never carried out by the leadership regarding its implementation, we were only entrusted to do work that was in accordance with the tasks given." (Interview, June 12, 2023).

Then the above statement was clarified by the FS Informant as bureau administrative staff who said as follows:

"Regarding supervision, it is never carried out by the bureau head, let alone the creation of archives, only the heads of each sub-division usually control the work we do, including the creation of outgoing letters and the management of incoming letters, and even then they only look at it without any further direction. due to a lack of understanding regarding archives management by the leadership." (Interview, June 12, 2023).

Usage Stage

The following are the results of the author's interview with the OE informant, the officer who records outgoing and incoming mail regarding supervision in the use of archives:

"In the use of archives, if there are parties who borrow or want to see the archives, they are entrusted to us to provide services, there is no supervision carried out by the leadership in carrying out the tasks given to us." (Interview, June 12, 2023).

Maintenance Stage

The following are the results of the author's interview with informant YM as bureau administrative staff regarding supervision in archive maintenance:

"In carrying out archive maintenance there is no supervision carried out by the leadership, because the bureau chief is also very busy with other office duties, so we are given full responsibility for managing and maintaining the archives." (Interview, June 12, 2023)

Then this statement was confirmed by Informant DS as head of the Administration sub-division, explaining that:

"In maintaining archives, we have not done it in depth, the leadership has never directly supervised it, this is also due to the leadership's lack of attention to archives and most importantly the leadership's lack of knowledge regarding archives so that in the implementation of archival management everything is handed over and entrusted to each sub-section ". (Interview, June 12, 2023)

Extermination Stage

The following are the results of the author's interview with informant YB as staff of the bureau's administrative subsection regarding supervision in the destruction of archives:

"In the destruction of archives there is no in-depth supervision from the leadership, in the destruction of archives it is left to each sub-division to destroy its archives which are no longer of any use value." (Interview June 12, 2023)

Then confirmed by Informant DS as head of the Administration sub-division, he said:

"The leadership/head of the bureau never supervises the destruction of archives. It is up to each sub-division to destroy its own archives, so we destroy archives that are more than 5 years old and which we consider to have no use value, so before destroying them, I usually look at them first. whatever archives they will destroy." (Interview, June 12, 2023).

DISCUSSION

Planning is carried out at the General Bureau of the Papua Province Governor's Office, including through leadership meetings and work meetings which are held in the middle of each year. The planning discusses the preparation of activity plans and the budget for next year's work program. The planning carried out in the general bureau is only generally regarding the preparation of activity plans and the required budget, whereas the planning for archival management starting from the creation stage, use stage, maintenance stage and destruction stage has not been carried out in depth in accordance with applicable archival procedures. Based on the results of observations made at the General Bureau, the author sees that the organization of archive management carried out at the General Bureau of the Papua Province Governor's Office is carried out in a decentralized manner. Responsibility for archives in the General Bureau is handed over to each sub-division which manages and stores its own archives. Apart from that, there are no archivists or commonly called archivists in the General Bureau of the Papua Province Governor's Office, where the management of archives is handed over to the staff of each sub-division according to their job description. Apart from that, there are no employees or staff in managing the archives in each sub-division whose education meets the qualifications in the field of archival expertise.

Control, in terms of Archive management at the General Bureau has not been running well, this is because in-depth planning has not been carried out in managing archives in accordance with applicable procedures starting from the creation of archives, use of archives, maintenance of archives, to the destruction of archives. Apart from that, in the implementation of archive management, the General Bureau does not yet have archivists, plus employees rarely participate in socialization, training, technical guidance, training and so on regarding the field of archives. Talking about supervision in the management of archives in the General Bureau has not been carried out as it should, meaning that there is still a lack of attention from the leadership regarding archives, even though by carrying out good supervision indirectly the leadership can find out about the problems faced by its employees in implementing archive management.

CONCLUSIONS AND RECOMMENDATIONS

Planning carried out at the General Bureau of the Papua Province Governor's Office only in general terms, but there is no specific planning in accordance with procedures regarding archival management planning starting from the creation stage, use stage, maintenance stage, and destruction stage, it can be seen that the archives have not received more attention by the leadership, even though if you want to produce a good archiving system you also need good planning because planning can provide guidelines, outlines, about what will be done and the goals that will be achieved in carrying out an activity. The organizing carried out at the General Bureau of the Papua Province Governor's Office in managing archives has not been carried out effectively, this can be seen by the employees who are placed in managing archives not being in accordance with their scientific discipline. Actuating in archive management at the General Bureau of the Papua Governor's Office has not gone well, this is seen because in-depth planning has not been carried out in accordance with archival procedures in archive management starting from the creation of archives, use of archives, maintenance of archives, up to the destruction of archives. Controlling, the supervisory system needs to be improved in the implementation of archive management so that employees can carry out their duties optimally in accordance with the tasks assigned. By carrying out good supervision, leaders can indirectly find out the problems faced by their employees in carrying out archive management.

Suggestion, The General Bureau needs to carry out management in archival management starting from planning, organizing, actuating, and controlling so that the archival system can run well. There needs to be deeper planning regarding archival management in order to produce a good archival system, because planning can provide guidelines, outlines for employees, regarding what will be done and the objectives to be achieved in carrying out an activity, and the General Bureau should also often include employees or staff who manage archives in socialization, and training or development regarding archives, so that Employees can know how to manage archives properly and correctly according to procedures so that the implementation of archives management can run optimally.

ADVANCED RESEARCH

This research was only carried out in one agency, therefore the results of this research do not yet describe the archives management system within the Papua Provincial Government in general. So there is a need for a similar study in all Papua Provincial Government agencies.

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