



MANAGEMENT OF CONVENTIONAL ACTIVE ARCHIVES OF BANK DKI MAYOR OF CENTRAL JAKARTA IN THE DIGITAL AGE

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Abstract

This research aims so that in the future conventional archives are directed to digitization by utilizing technology and improving the quality of management of conventional active archives in the digital era. The method used is qualitative by using the case study method. Data collection techniques in this study were carried out through observation, interviews and others. While the data analysis used is data reduction, data presentation, data collection and conclusions or verification. The results of the study show that archive management in the implementation of conventional active archive management processes at Bank DKI mayor of central Jakarta in the digital era is carried out through the creation, storage, use, maintenance, depreciation and destruction of archives. However, there are obstacles encountered such as limited facilities and infrastructure, lack of understanding in information technology in the digital era, the number and quality of human resources are inadequate and still limited, difficulties in converting archive centers into data centers, difficulties in recovering conventional active archives. In overcoming this problem there are. Efforts made in dealing with obstacles include procuring and adding archive facilities and infrastructure, providing understanding of employees, adding employees who have expertise in the field of archiving, transitioning archive centers to data centers and rediscovering conventional active archives but until currently, the management of conventional active archives at Bank DKI, Mayor of Central Jakarta, has not been fully digitized properly and correctly.

Keywords: Archives, Conventional Active Archives Management, Digital Age

INTRODUCTION

The development of information technology is currently growing very rapidly and has a significant impact on the lives of the people of Indonesia and even the world. This is because almost every community has technology in the form of smartphones, computers and laptops. Archives are no exception; archives also require innovation in the field of technology that can manage records properly. In this case the archive follows the development of the Industrial Revolution 4.0 or the current digital era. The development of information technology is fast, and significantly affects the operation of the archive system in response to the development of information technology in companies or agencies by emphasizing technical dimensions such as providing infrastructure, meeting standards and policies in information technology. Humans often play an important role in transitional models or archival systems. Archives are a source of information that can be used by organizations or agencies in carrying out the functions contained therein, where the existence of these archives makes it possible to increase the use of reliable and authentic information, helping to improve the quality of its services.

Meanwhile, according to Hendriyan (2021), "archives are records of activities or events in various forms and media made by organizations and public organizations or private persons who have

important information that will be useful in the past or in the future, now and in the future" (Hendriyani, 2021). Based on the definition of archives, it can be said that these archives have an important role in all activities of state and private administrators, because the two cannot be separated and are always related to one another. This is because every government agency always needs notes or recordings of all activities carried out to serve as a tool in remembering all events or incidents that have occurred for administrative and legal purposes, as evidence when problems arise, to support decision making and as a management accountability tool or other matters. According to the Archive Law No. 43 of 2009, which states that "Archives must be protected as proof of the nation's responsibility for the life of the nation and state" it is necessary to guarantee the security of archives, both physical and information, so that they are not damaged or lost. Therefore, archives need to be managed properly. Every organization or authority must pay full attention to the importance of records. Archives can be useful if they are handled properly and regularly. In addition, archives must be well organized so that searching for archives is easy because one day archives will definitely be needed again for a need. Therefore, archive managers must always pay attention to this matter properly and correctly. However, currently many people are not aware of the importance and usefulness of archives in everyday life, so that issues related to archives often do not receive full attention from public, government or private bodies. With records constantly piling up and disorganized in cupboards, this hampers government decision-making, complicates legal and accountability processes, and makes it difficult to locate records when they are needed for a specific purpose. Of course, this can cause the data stored in the archive to not be secure (Hendriyani, 2021).

In the process of managing archives, several efforts are needed to maintain records both physically and in terms of archive information (Yusuf et al., 2020). The scope of any digital transformation depends on the strategic renewal of a business model, collaborative approach and organizational culture (Warner & Wäger, 2019). Paper-based records management, which was previously the focus, is rapidly being replaced by electronic forms, which are increasing in number and use.

In the digital era, digital archive management is soon becoming a trend focusing on leadership development in many institutions and companies. Electronic or digital archives are considered to better meet the needs of the times that demand speed of sharing, ease of use and flexibility in networks. So that in this case, manual to digital transformation is a combination of technology, organization, and humans (Users) (Bygstad & Øvrelid, 2021). Plus digital conversion that covers various aspects such as predictive analysis of technologies such as systems, data and processes. Digitalization and integrated platform technologies are creating great opportunities and challenges in today's organizations. (Jackson, 2019). In this all-digital era, all office activities should turn into digitalization. When talking about digitalization, one can look at speed, various high-tech innovations,

hardware and software, the novelty of existing applications and their impact on organizational performance processes.

Based on the observations or observations made by the author in the transformation of manual active archives, government agencies and offices have implemented digital archives, including the South Sumatra Province which encourages file archiving using the latest technology so that storage is no longer done manually but digitally. Indeed, in this digital era, all office activities, including archives or documents, should be digitized, but in the Bank DKI Mayoral Jakarta Archive Subdivision, the archive center is still managed manually or conventionally. Conventional archive management by typing manually using a computer containing the archive information after the document is manually typed, then printed and put into a folder. then the folder along with the document in the form of paper is stored in a box or folder that has been classified by subsection.

Based on the brief interviews that the author conducted, there were employees who revealed that there were still obstacles in managing conventional active archives in the digital era including the lack of understanding of employees in conventional archive management in the digital era, archives at Bank DKI Mayor Central Jakarta were not yet digital, did not have a special application for archive storage and did not have expertise in information technology. With this, it can cause archives to pile up and it is difficult to find documents when needed. Many studies related to conventional active archive management to support archival services.

Based on previous research cited by (Yasir et al., 2019) Management of Conventional Archives in the YPI TUNAS Bangsa Palembang High School Library". That active archive management. The results of the study show that conventional archive management in the digital era still uses manuals using paper and obstacles in conventional archive management, namely not transferring media to electronics and lack of competence, creativity, poor management resources. However, the novelty of this research is to provide an overview of how reliable management of conventional active archives can support archive services (active archive services for internal users in the digital era). An overview of active archives management starts from how the process of making records (creating and receiving records) takes place in accordance with applicable rules and procedures, an overview of the maintenance of active archives in banking through archival filing activities, and storage through active archive storage facilities and infrastructure. At the stage of using active archives it is explained how banking archive services start from borrowing in accordance with applicable procedures, how long the loan period is and what to do if it is late in borrowing until the archives are returned to active archive storage. Apart from that, the importance of this research in the banking world, especially Bank DKI Mayor Central Jakarta, is that in the future this conventional archive will be directed to digitization by utilizing technology, improving the quality of management of conventional active records in the digital era through archival training for its HR and encouraging the utilization of the budget for productive things. Seeing the discussion and problems that exist, the author wants to

discuss and research further regarding conventional active archive management of Bank DKI Mayor of central Jakarta in the digital era.

With the background mentioned above, there are several problem formulations that will be discussed in this study, namely: (1) How is conventional active archive management at Bank DKI KCP Mayor of Central Jakarta in the digital era?, (2) What are the obstacles to Bank DKI in managing digital archives?, (3) What are the efforts made by Bank DKI regarding archive management in facing the digital era?. The objectives that the author wants to achieve in this study are (1) to analyze conventional active archive management at Bank DKI Mayor Central Jakarta, (2) to find out the obstacles that occur related to archive management at Bank DKI Mayor Central Jakarta, (3) to find out management efforts archives carried out by Bank DKI in facing the digital era.

LITERATURE REVIEW

Definition of Management

Management comes from the word manage in the Big Indonesian Dictionary which means to regulate, control, make efforts to be better, more advanced and responsible for certain jobs. Management is a process that assists in designing policies and objectives, as well as controlling all matters relating to the implementation and achievement of objectives. Management according to experts, namely G.R Terry stated that it is a typical process consisting of managing planning, organizing, actuating and controlling actions to determine and achieve certain goals by using human resources and other resources.

According to Suharsimi Arikunta management is an action starting from data collection, planning, organizing, implementing and controlling and evaluating. Then it was explained that management produces anything which is a source of improvement and improvement of subsequent management (Mubarok, 2020). (Griffin, n.d.2013) stated in the book *Fundamental of Management Seventh Edition* translated into Indonesian that management is a series of activities (including planning and taking decisions, organization, leadership and control) directed at organizational resources (human, financial, physical and information) to reach the organization to achieve its goals effectively and efficiently. From some of the definitions above, it can be concluded that management is an activity or an action that begins with planning, implementing, organizing, and evaluating certain work aimed at making efforts to make it better, more advanced an organization in order to achieve an effective and efficient one.

Definition of Archives

Archives are information or records that are very important in a company or activity in the form of a collection of documents, letters or letters to provide information about a company's needs. The purpose of the archive itself is to protect and organize documents so that the history of the company

or individual can be placed in a certain place and to make it easier to find archives at any time when they are needed. Office Management Dictionary, archive is a collection of documents that are stored regularly, because they have a function, designed to be retrieved quickly when needed. According to Idris, et.al provide the formulation that Archives are a collection of correspondence that occurs from operational work, transactions that can be recorded and stored, if necessary, processed for the implementation of additional tasks (activities). Archives are also buildings where correspondence is recorded, stored, preserved, and processed. (Sattar, 2019).

Maulana stated that Archives are writings that can provide information about events and organizational implementation, which can be in the form of correspondence, data (materials that can provide information) in the form of printed matter, cards, sheets and notebooks containing correspondence, government regulations and others that are maintained or fulfilled by each institution, both government and private (Sattar, 2019). It can be concluded that archives are important records or information within a company to make it easy to find information whenever needed.

Archive Types

Archives created through organizational activities based on archive groups must be stored for a certain period of time. Archives stored in archive units are archives that have a very low frequency of use. Archives can be divided into various types depending on the side of the review, including:

1. Types of archives based on their use and importance, namely
 - a. Dynamic archives are archives that are used directly in the daily activities of an organization or company and are stored for a certain period of time, for example employee absences, notes and so on.
 - b. Static archives, namely archives created by archivists or archivists for planning, carrying out office administration which have historical value, the retention period has expired which cannot be used directly.
 - c. Safe archives are state archives whose existence and continuity are related to the life of the nation-state for the sake of its safety and security which must be maintained.
2. Types of archives from a legal and statutory point of view, namely:
 - a. Authentic archives are archives whose contents are guaranteed to be valid because they have original signatures in ink (no photocopies/films).
 - b. Inauthentic archives are archives without an original signature in ink in the form of photocopies, copies and so on.
3. Types of archives based on media
 - a. Conventional archives are archives whose creation and execution are made with paper media in the form of handwriting or typing and are stored in physical form. According to (Mulyadi, 2021) conventional archives are archives in the form of images or text or numbers written on paper. Then according to (Fauziyah, 2019) conventional archives include textual archives,

namely archives whose data is stored in paper media. It can be concluded that conventional archives are archives made on paper in handwritten or typed text

- b. Digital archives are archives created using technological media in the form of computers that are stored in digital form and file formats such as pdf. According to (Martini, 2020) stated that electronic or digital archives are archives contained in electronic storage media that are created, sent, stored, and/or accessed by electronic devices. According to Haryadi 2009 in a handbook for managing digital active archives for beginners (Nooryani, 2022) Electronic archives are collections of information stored in the form of scanned scans and transmitted electronically or digitally created with high-resolution copying. It can be concluded that a digital archive is a collection of information or created in computer technology and stored in digital form.

Digital era

The development of technology towards going digital is currently increasing rapidly. The digital world not only offers great opportunities and benefits for society but also provides challenges to all fields, especially conventional archive management. The digital era was born with the emergence of digital internet networks, especially computer information technology. The implementation of Industry 4.0 does not only have tremendous potential in overhauling aspects of the industry, it is even capable of changing various aspects and fields, including aspects of filing management. Along with the development of existing technology, archives created in the era of the industrial revolution 4.0 no longer use conventional media but are based on electronics. This is the challenge for the archival world in managing conventionally based archives. Archives in the 4.0 era are characterized by archives processed by computers and accessed by computers. The dynamic form of active archives in this digital era is that records are converted into digital form in the form of images, sound, video, writing or other data that can be used as data in binary form to be processed and stored in a computer program with digital data storage mode. In addition, in general, the digital era is a life situation or an era where all life-support activities are made possible by technology and where all aspects of life have been completely digitized (Nugroho, 2021). It can be concluded that this digital era is marked by all activities, especially archives using technology and where all aspects of life have been fully digitized using digital storage such as hard disk drives, memory cards, SSDs and other devices.

Management of Conventional Active Archives in the Digital Age

The National Archives of the Republic of Indonesia Number 20 concerning Guidelines for Management of Archives for Government Agencies Units (2012) contains Standard Operating Procedures (SOP) in journals (Basya & Puspari, 2021) for archive management which is information on implementation starting from creation, use and maintenance to destruction. Archives,

both conventional and electronic archives. Conventional active archive management procedures aim as a guide for Conventional archive managers in every activity at the stages of creating archives, the stages of use and maintenance, as well as the stages of depreciation of archives while at the central file or archive center. Good archive management is carried out based on applicable regulations (Mulyadi, 2021). Following is the management of conventional active archives in the digital era.

1. Archive creation

Archive creation is an activity to create archives that are made through registration and distribution and recording of information on special storage media.

2. Archive storage

Archive storage system is a system for managing and retrieving archives based on selected policies to increase efficiency and effectiveness in the use of time, space, energy and costs

3. Use of archives

Use is an archival activity that is presented and used as a work file to provide information services.

4. Archive maintenance

Archive maintenance is a form of archive protection that can be done by filing active archives, setting up files and in this digital era you can also move files into the system to prevent archives from being damaged or lost.

5. Archive shrinkage

Reducing the number of archives by moving unused active files from the processing unit to the archive unit.

6. Destruction of Archives

Archive destruction is the activity of destroying archives both physically and non-physically which no longer have functional or usable value and have exceeded the archive storage period.

Barriers to Conventional Active Archive Management in the Digital Age

Every company or agency has obstacles in managing records, especially records that still use conventional archives in the digital era. The following are obstacles in managing conventional active archives in the digital era:

1. Lack of understanding in information technology in the digital era
2. Lack of human resources to manage archives.
3. Difficulties in recovering conventional active archives.
4. Limited facilities and infrastructure and storage space.
5. Transition of archive center to data center

It can be concluded that the obstacles in managing archives are the lack of attention to archives that are made, causing archive chaos, the causative factors are lack of management attention, lack of human resources in processing archives, both in number and skill/quantity inadequate, lack of archive storage space, both dynamic archives and static archives

Efforts to manage conventional active archives in the digital era

In managing records, there are many obstacles that are faced, so companies need to provide optimal efforts so that archives run well, effectively and efficiently. So that related organizations can try to organize management very well while trying to manage conventional active archives in this digital era, namely in the following ways:

1. Understanding in information technology in the digital era
2. Procurement of additional human resources
3. Limited facilities and infrastructure and storage space
4. Easy and fast retrieval of conventional active archives
5. Transition of archive center to data center

METHOD

This research is a qualitative research using a case study approach. According to (Dr. Umar Sidiq, M.Ag Dr. Moh. Miftachul Choiri, 2019) Qualitative research is defined as a strategy to search for meaning, understanding of phenomena, concepts, characteristics, symbols, and descriptions, focused and multi-method, natural and comprehensive, with an emphasis on quality, use of multiple methods and presented narratively in scientific research. The reason for this form of case study is because case study is a research strategy in which the researcher examines events or events that occurred carefully. The subject in this study is an informant who can provide information related to the object of this research. The determination of informants as data sources was carried out by purposive sampling, namely those selected according to the aims and objectives of the research. Purposive sampling is to select respondents who are most likely to provide results that match the information needed (Campbell et al., 2020). In this study, there were 5 informants who were related to the research topic. The reason for choosing a sample of 5 people is for qualitative research which emphasizes the quality of information rather than the quantity of respondents. By involving a number of respondents, researchers can gather more in-depth and comprehensive information about the experiences and perspectives they wish to study. In addition, a small number of respondents can also help researchers obtain data that is easier to manage and analyze in detail. The type of data used in this research is primary and secondary data. Primary data is data obtained by distributing questionnaires directly to employees (Najoan et al., 2018). It can be interpreted that the primary data in this study came from interviews with informants or resource persons, namely Mrs. Dewi Fauziah, Mr. Ferry Maulana, Mr. Arief Prasetyo, Mr. Achmad Daelami Firdaus and Mrs. Syafira Nurfatia.

While secondary data is information obtained from data that has been compiled in the form of written documents, previous literature and the internet, for example literature studies (Najuan et al., 2018).

The collection of data and information in this study was carried out through the first several methods, namely observation. Based on the opinion expressed by Arikunto (2006: 124) (Joesyiana, 2018) Observation is the collection of information that can be followed up through direct observation activities at the place to be investigated. In this case, direct observation, observation and review was carried out at Bank DKI Mayor Central Jakarta to find out more deeply about conventional active archive management in the digital era there. In addition to making observations, interviews were also carried out, namely the process of obtaining information or information by way of question and answer while face to face between the research subject and the intended research object to get answers to research problems. The researcher asked several questions to several informants who were representatives of the field of implementation, Back Office and Archive Staff. Source search from various literatures was conducted to support data collection related to this research.

According to Muhadjir (Arifudin, 2019) in the journal (Musyadad et al., 2022) suggests that data analysis is an activity of conducting observations and interviews, using observations and interviews to find and compile notes so that researchers focus on the research they are investigating and then make them screen material for others, edit and classify and present it. Then Noeng Muhadjir (1998:104) presented the concept of data analysis as an effort to systematically find and organize observational notes, interviews, and others to increase the researcher's understanding of the cases studied and present them to others as a result to search for meaning. In addition, qualitative data analysis can be in the form of checking the validity of the data based on certain criteria, namely on the basis of reliability (credibility), transferability, dependability, and certainty (the actual results come from data and do not emphasize the knowledge of researchers in conceptualizing).

Based on the research being carried out, the authors use an interactive model in analyzing a data as the model proposed by Miles and Huberman. This interactive model includes several stages in its implementation, including data collection, data reduction, data display, and conclusions or verification. In the process of collecting data, it is important to keep records based on facts, methodological notes, and theoretical notes so that all the data obtained can be properly organized (Rijali, 2019). Data reduction is a selection process, focusing attention on simplifying, abstracting and transforming raw data that emerges from written records in the field. Presentation of data is an activity when a set of information is compiled, thus giving the possibility of drawing conclusions and taking action. The conclusions were also verified during the research, by: (1) rethinking during writing, (2) reviewing field notes, (3) peer review and exchange of ideas to develop intersubjective agreements, (4) extensive efforts to place a copy of a finding in another data set (Rijali, 2019).

RESULTS AND DISCUSSION

Archives have a very important role in maintaining administrative order in an institution, whether private or public, especially in presenting information. Archives act as a source of information center or memory center and also as a monitoring tool that is very necessary in every organization in the framework of planning, implementing and organizing activities. The existence of archives must receive great attention so that archives in companies and offices can play a good role and support the completion of work carried out by all members of the organization or company.

Given the importance of the use value of the archives and the information contained therein, what becomes evidence or records of various activities must be maintained. Therefore, the archive must be maintained and saved so as not to damage or disappear because the existence of the archive itself becomes a benchmark for a company in order to achieve success in carrying out administrative activities both starting from planning, implementation or supervision and also as evidence or tools of moral accountability for future generations. damage or loss ". From this law, archive management must be carried out. Archives as decision-making are always based on activities that have been carried out and evaluation of existing activities. In addition, the two are inseparable and will always be related to one another. So there must be good archive management.

Bank DKI mayor of central Jakarta is one of the banks that works functionally to coordinate, foster, supervise and handle banking records, especially for the mayor of central Jakarta. In carrying out its role as executor of mandatory filing affairs at branches, the central DKI bank must always be willing to accommodate, store, care for, and protect various archives that have important values within the central Jakarta mayor's environment. Of the various types of archives contained in it, of course, Bank DKI, the Mayor of Central Jakarta, does not allow archives to be stored for granted. However, these archives need to be managed properly so that the information contained in them is maintained and can be utilized, one of which is through archive management. The several processes carried out by Bank DKI mayor of central Jakarta in managing these archives include:

1. Creation

Related to the process of creating archives in archive management activities within the DKI Mayoral Bank, Central Jakarta is receiving archives from various fields, namely the micro sector, customer service, back office and so on. In addition, the creation of the archive was written using an agenda book, this was revealed by Ms. Syafira Nurfatia, always an archivist at the bank dki mayor of central Jakarta when conducting interviews.



Figure 1 Data collection in the Ms.Excel system

From this statement, it can be said that Bank DKI, the Mayor of Central Jakarta itself, in the process of creating archives, is carried out through agenda books and in this digital era, Bank DKI only collects archival data from various fields of work which are then accommodated, stored and preserved in the Microsoft Excel system.

2. Archive Storage

The archive storage process in archive management activities at Bank DKI mayor of Central Jakarta begins with selecting and sorting the archives to be stored and then indexing or classifying the sorted archives based on the date and alphabetical system. After that, it is registered on the archive list which in this digital era uses Excel as follows

Nomor	Nama	Nomor Berekam	Tanggal Akad
1	ANDREAS DUWI NCHIANTO	1115221376	1/12/2022
2	ANDREAS DUWI NCHIANTO	1115221375	1/12/2022
3	ANDHY	1115221400	12/12/2022
4	ANDHY	1115221401	12/12/2022
5	ANDHY PURBA TONDANG	1115221429	27/12/2022
6	ANDRY DIHKA TONDANG	1115221428	27/12/2022
7	LANANG IRII	1115221352	6/12/2022
8	RAMMOT HIDAYAT	1115221403	14/12/2022
9	RHA KARTIKA	1115221374	1/12/2022
10	SATI WALTER PANIHAN	1115221408	16/12/2022
11	SATI WALTER PANIHAN	1115221409	16/12/2022
12	SUPARJO	1115221402	15/12/2022
13	SURBONO	1115221405	15/12/2022
14	SURBONO	1115221404	15/12/2022
15	UMMIR	1115221438	29/12/2022

Nomor	Nama	Nomor Berekam	Tanggal Akad
1	ALDY LIAR	1115221682	19/1/2023
2	ANGGRIEN	1115221469	6/1/2023
3	ANANDA TRI OKTAVIANI	1115221465	6/1/2023
4	ANWAR	1115221482	12/12/2022
5	ANWAR	1115221476	12/12/2022
6	EDI LANGSAH	1115221515	10/01/2023
7	FALDI HZ SANJAYA	1115221514	10/01/2023
8	HER ANDANTO	1115221514	10/01/2023
9	HERU	1115221424	10/1/2023
10	HENI SIKK	1115221584	22/01/2023
11	PREZI RAHMAWATI	1115221513	16/01/2023
12	ROHMAMA LEMBE	1115221486	12/1/2023
13	ROUMI NAMA HIDAYATI	1115221581	12/1/2023
14	RUBA HIDAYAT	1115221515	12/1/2023
15	SESTI SETIawan	1115221437	16/01/2023
16	SESTI SETIawan	1115221438	16/01/2023
17	WINDY PRANAWAN	1115221514	10/01/2023
18	WINDY PRANAWAN	1115221508	10/01/2023
19	WINDY PRANAWAN	1115221582	22/01/2023

Figure 2 List of Archives in Ms Excel

Finally stored in the archive room based on storage standards and using the necessary equipment and supplies such as filing cabinets.

3. Use or Rediscovery of Archives

The most important thing in managing records in a company is how the company is able to store and manage the archives themselves, so that users can retrieve these archives and use them properly. Bank DKI mayor of central Jakarta organizes the archives it manages in such a way based on the classification of the archives, this can make it easier for users if one day the archives will definitely be needed again for certain purposes.

4. Archive Maintenance

Bank DKI mayor of central Jakarta has several very strategic functions and roles in improving the quality of banking branches. In addition, Bank DKI Mayor of Central Jakarta also carries out the mandate of Bank DKI as the executor of mandatory filing at the branch of the Mayor of Central Jakarta. In carrying out its role as executor of mandatory branch filings, agencies must always be willing to accommodate, store, care for and protect various archives contained in Bank DKI Mayor of Central Jakarta. This is also in accordance with the statement expressed by Mrs. Dewi Fauziah as the representative for the implementation of bank dki mayor of central Jakarta during the interview activity "The job of bank dki mayor of central Jakarta is only to take care of banking archives at the branch of the mayor of central Jakarta which accommodates, keeps the archives in this archive so that they do not suffer damage, be it natural or human, it is your obligation to save and preserve these archives" (Mrs. Dewi Fauziah, 09 June 2023). In connection with the process of maintaining archives in archive management activities at bank DKI mayor Jakarta, central Jakarta, starting with arranging various archives and then placing them sequentially into a special storage rack for archives according to a predetermined classification code, this is done to avoid damage to archives while at the same time making it easier for users to find the archives they need. In addition, the efforts made by bank dki mayor of central Jakarta, especially in conditions where there are archives that are damaged. This effort is similar to repairing damaged archives, but the bank, the mayor of Central Jakarta, does not yet have a special machine to repair these archives. If the damaged archive cannot be repaired back to normal, this has of course been anticipated in advance by the bank DKI mayor of Central Jakarta in this digital era by transferring media forms such as scanning the archive and then entering it into the system at the central DKI bank and there is also a photocopy to back up things that can cause the information in the archive to be lost.

5. Depreciation and Destruction of Archives

Archives at the DKI mayor bank in central Jakarta are carried out based on regulations and archive retention schedules (JRA). so in the process bank dki the mayor of central Jakarta himself cannot do it directly without coordination with the implementation representative. As this was also expressed by Mr. Achmad daelami firdaus, always an archivist at the bank DKI mayor of central Jakarta during the interview activity, "you cannot simply delete an archive. we need to coordinate from related parties and representatives of the field of implementation. As for archives that are old or more than one year or two, those archives are stored at the old archive depot after which the archives are distributed to the central DKI Bank for archive destruction." (Mr. Achmad daelami firdaus, 09 June 2023).

In an agency or company when carrying out various activities, of course, not everything runs smoothly or just like that to achieve success, but over time, it must be faced with several obstacles which result in the activities being carried out not running optimally and being less effective. The

same is the case with DKI Mayor Bank, Central Jakarta, which still has obstacles in carrying out its activities, namely conventional active archive management in the digital era. Based on the observations made by the author at the DKI mayoral bank in central Jakarta that there are obstacles or obstacles experienced by this company, including namely.

1. Limited facilities and infrastructure. Bank DKI mayor of central Jakarta only has 1 cupboard for each subsection collected in 1 small archive storage room.
2. Lack of understanding in information technology in the digital era
3. The number and quality of human resources (HR) who become archivists are still inadequate and limited. As bank DKI mayor of central Jakarta only has two archivists.
4. The transition from archive center to data center
5. Difficulties in recovering conventional active archives.

Efforts to overcome the obstacles encountered

In the various obstacles faced by all companies and agencies have efforts to overcome the obstacles they face. Following are the efforts made by Bank DKI Mayor of Central Jakarta in overcoming the obstacles faced, namely:

1. Procurement and addition of archival facilities and infrastructure.
2. Provide understanding to employees regarding archive management in the digital era by conducting training such as seminars, workshops and others.
3. Adding employees by opening recruitment with expertise in archiving.
4. The transition from archive center to data center
5. Recovery of conventional active archives.

CONCLUSION

Based on the results of the research and discussion that have been described above, the authors can conclude that the conventional active archive management process is quite good because archive management is the creation, storage, use, maintenance, depreciation and destruction of archives. However, there are also several obstacles encountered in the process of managing conventional records at Bank DKI, Mayor of Central Jakarta. These obstacles include: 1) Limited facilities and infrastructure (Bank DKI mayor of central Jakarta only has 1 cupboard for each subsection collected in 1 small archive storage room). 2) Lack of understanding in information technology in the digital era. 3) The number and quality of human resources (HR) who become archivists are still inadequate and limited. As the DKI mayoral bank in central Jakarta only has two archivists, 4) Difficulties in converting archive centers into data centers, 5) Difficulties in recovering conventional active archives. In this digital era, Bank DKI mayor of Central Jakarta has headed in a digital direction, starting with scanning documents through a scanner and archival data collection via Microsoft Excel. Efforts made by Bank DKI Mayor of Central Jakarta in overcoming obstacles, namely 1) Procurement and addition

of archive facilities and infrastructure. 2) Provide understanding to employees regarding archive management in the digital era by conducting training such as seminars, workshops and others. 3) Adding employees by opening recruitment with expertise in archiving. 4) Transition of archive center to data center 5) recovery of conventional active archives.

As for the suggestions that the author wants to submit, they are 1) Need to improve the quality of human resources. 2) Make a transition from conventional to digital archive management. 3) Conduct technical guidance or outreach to employees, especially archivists regarding the importance of managing records so as to increase their awareness of archives.

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