Implementation of Records Management in Improving School Administration in Administration At SMA Negeri 1 Cibungbulang Bogor

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Abstract
The purpose of this research is to find out the description of the application of filing management in the field of administration in an effort to improve school administration at SMA Negeri 1 Cibungbulang. This research is field research using a qualitative descriptive approach. Data collection was carried out using the method of observation, interviews, and documentation. The data analysis technique in this study was carried out in two stages, namely first conducting analysis during the activity, namely by observing, interviewing, and documenting, the second stage was analysis after the activity was completed which had three stages, namely data reduction, presentation, and drawing conclusions. The research results show; that the implementation of good records management, it can lighten the task or work of the administration section which will later have an impact on the realization of the goals of an agency, and have a major influence on administrative work such as making it easier to search and search for information or data needed so as to create a conducive work climate effective and efficient.

INTRODUCTION

The function of the existence of national education based on Law Number 20 of 2003 contained in article 3 is to improve abilities, form good quality character and culture to be able to educate the life of the nation and develop the abilities of students so that they can form human resources having piety to God and faith, knowledgeable, well-behaved, mentally and physically healthy, able to communicate and skilled at doing work, think creatively and innovatively, not have dependencies, and become a society that has democratic and responsible characteristics (Suciani T, 2018). So for that, education has an important role to form quality human resources, human resources in educational institutions are one of the important factors to realize the achievement of good organizational performance, the reason is that human resources are the main factor to realize organizational goals that are well-prepared (Khofifah et al., 2020; Nurdin et al., 2020; Saputro et al., 2022).

According to Permendiknas No. 24 of 2008, the affairs of school administrative staff are part of the technical implementation unit for the administration of educational administration and information systems in
schools. Thus schools need to improve the quality of school administration because the existence of school administration supports the quality of formal education and school activities to achieve educational goals (Said W R, 2022).

The administration has a function as the application of administration carried out in educational institutions and is needed as a supporter for the realization of the educational goals expected by these educational institutions. Administrative staff distributes services to parties who have an interest, especially regarding administrative services (Rahmawati et al., 2022). The administrative staff is required to be able to provide quality services to create and support all school activities to run smoothly. In essence, administrative activities are activities related to managing correspondence which starts with receiving, recording, managing, making copies, sending, and storing all matters that are important or required by educational institutions or organizations (Arisanti, 2020).

Administrative activities have six functions, namely: 1) Collecting, is the activity of searching for data and realizing the availability of all forms of information that did not previously exist, which will then be prepared for needs. For example by checking the origin of incoming letters and the number of incoming letters, outgoing and incoming letters, and others. 2) Note-taking, is the activity of keeping records using a variety of stationery, writing down the necessary explanations so that the writing is readable, then sending and placing it. 3) Managing, is a variety of activities working on information or explanations to present it in a more beneficial form. 4) Duplicating, is the activity of multiplying documents or archives with various methods and equipment using manual or technological methods. 5) Sending, is the activity of delivering various methods and equipment from one party to another. 6) Putting, is the activity of storing with various methods and equipment in a certain place whose safety has been ensured (Amiruddin, 2017).

The most important requirement that must be owned by an institution or organization is that one of them has information and schools are no exception, which are educational institutions. Archives are used as a source of data to confirm that a problem has occurred and as a source of documentation and information to make or make the right decisions about a problem that is happening or experiencing. Therefore, archives need management so that the existence of these archives is maintained from creation to depreciation. Archives are an important component that must be owned by an institution or agency that functions as a source of information or documentation of activities that have occurred. Of course, these archives can be used as evidence and accountability for activities that have occurred. This is under Law No. 43 of 2009 concerning Archives, namely: archives are records of activities or events in various forms and media adapted to the growth of data and communication technology created and accepted by state, government, regional, learning institutions, industry, political organizations, community organizations, and individuals in the application of social, national and state life (Umami N, 2022).
Archives according to the State Administration Agency (LAN) are all forms of files, paper, manuscripts, films, photographs, sound recordings, microfilms, map images, and other documents that do not lead only to correspondence but archives include all characteristics and forms or copies with various types of manufacture which are received or made by agencies which are used as evidence of organizational goals and policy functions (Ayurindah S, 2022). Archives have an important function for schools, it is necessary to have good management, namely by implementing archival management which is an activity in supervising, planning, and organizing such as regulating the classification of archives, managing archive storage, supervising the implementation of archives, evaluating each implementation of archives that aims to improve archive quality.

A records management system plays an important role in the operation or running of an organization which acts as a source of information as well as an organizational memory center that can be used as material for evaluation, decision making, or structuring the development program of the organization or institution concerned (Iskiyamudin A, 2014). Well-planned and well-implemented records management is the first step in making good quality education administration, the reason being that records management can facilitate the process of managing the potential that schools have.

METHOD

This study was designed using a qualitative approach with a descriptive research method, which is a method that clearly describes the state of the research object being carried out and describes conditions or variables in the field in certain situations. Thus, researchers do not only collect information or data once or all at once and directly process it, but carry out step by steps and the explanation is concluded when the initial activity takes place until the completion of activities that are holistic and narrative (Yusuf, 2014).

This research was carried out from November 7 to December 7, 2022, which is located at SMA Negeri 1 Cibungbulang, Bogor Regency. The main respondents in this study were the heads of administration and administrative staff at SMA Negeri 1 Cibungbulang. The instruments in this study were collected in the form of 1) direct observation data conducted by researchers by directly observing the role of the head of administration and directly observing the activities carried out by administrative employees, especially in the field of archives, 2) interviews conducted by researchers were semi-structured where in the implementation of this interview is freer, the aim is to obtain more open information from the interviewee so that researchers can find out more information related to the research, and 3) documentation study guidelines and researcher's field notes are then linked to the results of interviews and data from observations which will later be formed as a scientific study and discussion of the results of this study. The data analysis technique was carried out in two stages, namely: 1) analyzing the activity by conducting participant observer
observations (observers directly involved with the activity being observed), interviews that were planned but not structured and documents, and 2) analyzing after the activity was completed by doing data reduction, presentation, and conclusion.

RESULTS AND DISCUSSION

Administrative Service Concept of Administrative Field

School Administration Personnel (TAS) are required to be able to balance the services carried out by other components at both the primary and secondary education levels to improve educational services, accountability to the community, and create good governance. Some principles that need to be possessed to improve services, namely efficiency, quality in service, and effectiveness, are based on Permendiknas Number 24 of 2008 regarding standards for school administration staff, then based on the Director General of GTK, Ministry of Education and Culture in 2007 several competencies are required to be possessed by School Administrative Personnel (TAS), namely (1) the personality must have a noble character, high work ethic, integrity, discipline, flexibility, responsibility, thoroughness, self-control, innovation, and self-confidence. (2) social skills that must be owned include being able to work together, build working relationships, provide excellent service, communicate effectively, and have a high awareness of the organization. (3) has technical skills in carrying out good administration and (4) is capable of being managerial in managing National Education Standards (SNP), organizing staff, compiling reports, managing conflicts, a conducive work climate, making decisions, developing staff and being able to optimize Natural Resources (Resources Natural).

SMA Negeri 1 Cibungbulang has a SMART concept in its administration, SMART is a form of management or management innovation in the field of educational administration services which aims to provide excellent service to all school stakeholders. SMART can combine a simple but integrated mindset which is then applied to the existing IT (Information and Technology)-based school management system. SMART stands for Simple, Easy, Applicable, Rational, and Integrated. Simple, which means that the concept of management must be easily understood by employees and is a form of the daily work of school administration staff. Easy means that this management concept works using Microsoft Office which is controlled by many people, Applicative means that this management concept can be easily applied to all agencies, Rational means that the output of work can be under what is expected and makes sense, then the last one is Integrated means that you can combine online and manual concepts in one job and can be accessed anywhere.

Archive Planning in Improving Administrative Administration
Planning is a variety of actions that affect the achievement of results to be obtained by educational institutions. Planning or planning has an important role because it will be a benchmark for success or failure and gives direction to the goals to be achieved (Saefullah, 2013). Archival planning in SMA Negeri 1 Cibungbulang has carried out archival planning based on Law No. 43 of 2009, the first is by creating good archival planning such as planning retention schedules on archives, making incoming and outgoing letters, then by making procurement plans facilities (archival facilities and infrastructure) used to manage and store archives. Archive classification refers to archive service regulations under ANRI (National Archives of the Republic of Indonesia) starting from coding and others. SMA Negeri 1 Cibungbulang has undergone several changes in archival references. Previously, it referred to the regulations of the Minister of Home Affairs, now it refers to the National Archives of the Republic of Indonesia. To improve administration, it is necessary to have good archival planning, namely (1) the formation of good archives, and creating various classifications or classifications of archives, such as in correspondence.

Before letters can be used as archives, it is necessary to manage them first, at SMA Negeri 1 Cibungbulang management of incoming mail is done by way of incoming mail going to the archive administration staff and the letter is then given to the leadership when the leadership has given instructions it will be returned go to the archives after the activities are completed, the letters will be archived according to the classification of the archives. For the management of outgoing letters, it is done through administrative staff making a letter to be issued and the letter will later be given approval or initials by the head of administration and then given to the school principal to be signed as proof that the letter was issued by the school, then an official letter to be circulated and then an archived letter. (2) The archive retention schedule is carried out based on the classification or type of letter/file, if the financial archive refers to the rule that the retention is 10 years, so for 10 years the archive will not be destroyed, but if the archive is ordinary, then the archival division will classify the archive first, the archive is classified as important or not if it is ordinary then it will be destroyed once every 1 year. For the retention of SMA Negeri 1 Cibungbulang, the reference comes from the West Java Governor Government Number 11 of 2011. (3) Procurement of planning for archival facilities is submitted by the head of administration to the party in the infrastructure sector, but before that, it is necessary to have approval from the school principal, who then in the infrastructure sector will propose to the treasurer and will then be submitted to the government for the procurement of archival facilities required by the administration.

Archive facilities at SMA Negeri 1 Cibungbulang include filing shelves, filing cabinets, agenda books, filing cabinets, and computers, the drawback is that there is no space specifically for filing so the archives are still arranged in the administration room and of course this can make archives experience damage due to room temperature that is not adjusted. A proposal has been
made regarding the special archive space, but because the funds come from the
government, it cannot be done as quickly as a foundation.

Organizing Archives in Improving Administrative Administration

Managers who act as heads in an organization or agency must be able
to be able to divide work/tasks and direct employees to carry out their duties
properly as well as being able to compile and classify school records/documents
properly and correctly. SMA Negeri 1 Cibungbulang saves archives in various
ways, namely by manual and computerized methods because both manual and
computerized each have their advantages and disadvantages, by means of
computerization it has the advantage of being easy to access anytime and
anywhere but the drawback is when a power failure can become an obstacle
when accessed and there are people with bad intentions who can try to access
it, the computerized method is done by going through Google Drive and backing
up via hard disk. Meanwhile, manually, namely by printing documents or
archives which are then tidied up in cupboards and filing shelves, the lack of
paper or documents can be damaged due to humidity, room temperature and
can also be damaged due to unwanted events such as floods and fires. The
classification of archives at SMA Negeri 1 Cibungbulang is in accordance with
8 SNP (National Education Standards) regarding content, process, graduate
competence, infrastructure, management, financing and assessment. The
purpose of this classification or classification of archives is to make it easier for
staff, teachers, students and others when searching for the required archives.
Then, regarding the distribution and recording of archives, this is done by
recording related letters that are indeed important and not, need to be archived
or not, as well as regarding short or long retention periods.

Implementation of Archives in Improving Administrative Administration

Human Resources (HR) in educational institutions is a very important
factor in achieving good organizational performance because HR is the main
factor in educational institutions being able to achieve well-prepared
organizational goals. When educational institutions have prepared good work
programs and are equipped with sophisticated technology that can facilitate
work, but if there are no human resources who have good quality and are not
optimal in operating their duties, then this can hinder an organization from being
able to achieve the goals set. to be achieved (Lestari & Rahmawati, 2020). Human resources in educational institutions are also the most important assets
that need to be maintained properly by trying to continuously improve the
capabilities they have in the form of providing training, guidance, and direction.
Because there are human resources who will influence to be able to improve,
advance, or even bring down these educational institutions.

The implementation of archives needs to be directed by the leadership
to administrative staff, namely by maintaining good communication and
providing motivation that aims to regulate and optimize the performance of
employees. So with this in mind, the administrative head of SMA Negeri 1 Cibungbulang establishes good communication with the administrative staff through sharing or some kind of feedback that discusses improving school archives every day because in that way simple ideas can be born which turns out to diamonds for Archival progress, like the emergence of the SMART idea, begins with good communication. Then giving motivation from the leadership to employees will affect the performance of employees. Giving motivation is done firstly, namely by always providing practice in the field because theory without the support of practice is useless or just discourse and provides guidance on the importance of the role of archives in schools so that it needs to be done carefully and under SOPs and then the leadership sets a good example to employees at work so that they become role models for them.

Archives Supervision in Improving Administrative Administration

The head of administration who acts as a manager in managing archives supervises archives by 1) providing direction to the administration section which has duties in the field of archives by checking every day regarding the obstacles encountered when carrying out work and at the end of each month checking such as incoming mail and out, letters that must be classified or letters that must be separated because of their important nature, this aims to facilitate the management of records and anticipate errors that will have an adverse impact on the school. 2) all filing systems such as Google Drive and barcode scanning are centralized in the head of administration as the controller, so that not just anyone can easily access incoming and outgoing mail data on Google Drive and teacher data information on barcode scans. So, to be able to access it, you must get approval from the head of administration, this is done with the aim of avoiding irresponsible people or the occurrence of unexpected data events such as deleting letters or data by irresponsible people. 3) the program evaluation is carried out suddenly because for this evaluation a special schedule has been made, namely at the end of every month and before entering a new academic year which aims to improve the performance of the administration sector, especially the archives sector.

Archive Supervision in the Improvement of Administration

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CONCLUSION
The results of the research regarding the Implementation of Records Management in Improving School Administration in the Field of Administration at SMA Negeri 1 Cibungbulang Bogor can be summarized as follows:

1. SMA Negeri 1 Cibungbulang has a SMART concept in its administration. SMART (Simple, Easy, Applicative, Rational, and Integrated) is a form of management or management innovation in the field of educational administration services to form the best administrative services for all school stakeholders.

2. Archiving planning is carried out in several ways, namely: creating archives properly such as planning incoming and outgoing letters to the final fate of the archives, arranging archive retention schedules based on classification, and planning procurement of archive facilities.

3. Organizing is done by dividing tasks and directing employees to do the job properly.

4. Archiving is carried out by maintaining good communication and providing motivation aimed at managing and optimizing the performance of employees.

5. Supervision of archives is carried out by providing directions to the administrative section which has duties in the field of archives by checking, all archive systems such as Google Drive and barcode scans are centralized in the administrative head as the controller, and there is an evaluation program to correct errors and improve quality record management.

6. The impact of this archive management makes it easier to service and manage archives because with this archive management, it makes archives more organized and stored properly.
REFERENCES


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