

Implementing the "SMART" Framework for Effective Management of Inactive Archives: A Case Study of the Faculty of Economics, Universitas Negeri Semarang

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ABSTRACT

Effective archive management is essential for organizations, companies, and agencies to support administrative processes, decision-making, and policy development. This study aims to enhance the structuring and management of inactive records at the Faculty of Economics and Business (FEB), Universitas Negeri Semarang (UNNES) through the implementation of the SMART (Selective, Comprehensive, Active, Responsive, and Trusted) method. The research follows the ADDIE (Analyze, Design, Development, Implementation, and Evaluation) model, which provides a structured and systematic approach suitable for archival research.

The findings indicate a significant transformation in archival management, making it more organized, systematic, and integrated. FEB UNNES has adopted a barcode-based classification system, facilitating more efficient retrieval of records. Identified inactive records have been systematically arranged in the FEB Record Center, located in the L3 Building, 2nd Floor. Additionally, 76 types of records have been identified for potential destruction, with consultations conducted with the UNNES Archives Technical Management Unit to ensure proper procedures. Five sets of basic data files from 2017–2021 have been submitted for disposal. The implementation of the SMART model enhances accessibility, systematization, and digitalization in archive management at FEB UNNES, providing a more efficient and reliable archival system.

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INTRODUCTION

Every organization, institution or office is required to provide information and administration quickly, precisely, completely, integrated and continuously (Mulyapradana et al, 2021). The managed administration aims to carry out effectiveness, and efficiency and increase performance productivity. Administration is one of the benchmarks for the level of success in the performance of an organization, institution or office (Fu'adah et al, 2022). What is the responsiveness, conduciveness, speed of response, duration of handling complaints and so on.

According to Law Number 43 of 2009, it is explained that archives are records of events or activities received by state institutions, regional governments, companies, political organizations, educational institutions and individuals for the implementation of social life in the form of various forms and social media with the development of communication and development. Information Technology. Therefore, the existence of archives as a source of information is very important for leaders in formulating various decisions and policies for their organization in the future.

The purposes of archiving include, among others, as a reference or proof of legality whenever archives are needed, as a data source and as historical data (Maryati, 2008). As a record of information from all organizational activities, archives function as a memory center, decision-making tool, and evidence existence of the organization and for the interests of other organizations (Fathurrahman, 2018).

Archives must be arranged in a systematic, integrated, dynamic and complex manner so that when disbursing information there are not many obstacles, for example, difficulties in searching for archive keywords, unavailability of archive information in certain years and so on (Oktarina & Pramusinto, 2017; Iskandar, 2020). Good processing and arrangement of documents can help agencies if one day the documents are needed again (Abriani et al, 2018; Jannana & Fadhilah, 2019). Each agency has a special unit tasked with administration. Administrative activities in an agency produce products in the form of letters, forms, reports and so on (Putra et al, 2019). documents in the form of letters, forms and reports produced or received from other agencies will be processed and stored through archival activities. According to their function, archives are divided into static archives and dynamic archives.

Static archives are archives that are no longer used directly in daily office activities. However, this static archive must be managed both manually and digitally. Dynamic archives are archives that are still used directly in daily office activities (Sugiarto & Wahyono, 2015; Putri et al, 2020; Jamilah & Pahlevi, 2021). Dynamic archives are divided into active archives and inactive archives. Active archives are archives that are continuously needed and used in daily administration. Meanwhile, inactive archives are archives that are not continuously used in daily administration (Bhartos, 2014).

One organization or institution that pays high attention to the availability/management of archives is the Faculty of Economics and Business (FEB), Universitas Negeri Semarang. Ideally, the archive structuring process must be managed properly and correctly according to archival regulations, both manual and digital. However, the archives at FEB Universitas Negeri Semarang have not been managed optimally, especially the inactive archives which are in the Archives Room on the 2nd floor. The existence of the archives room is only limited to manual archiving and still needs further arrangement. Apart from that, the inactive archives have been neatly arranged in the FEB archive cupboard, but there is no archive file data yet. In 2022, the management will also organize archives digitally using the E-Drawer system and siradi.unnes.ac.id.

Based on that, a development pattern using the "SMART" method that is well-planned and programmed is needed. Apart from that, it also requires clear Standard Operating Procedures, so that every inactive archive document of the Faculty of Economics and Business can be archived properly and there is also a list of archive files that have been input. Therefore, it is very urgent to develop a SMART method. Apart from that, the arrangement of these archives will make it easier to search for archives in the future, both for institutional purposes at the Faculty of Economics and Business in particular and the University in general.

METHODS

The method used in this study is Research and Development. The Research and Development research method is a research method used to produce a particular product and test the effectiveness of the product (Sugiyono, 2010). The research design used in this study is the Analysis-Design-Development-Implementation-Evaluation (ADDIE) development model (Barokati & Annas, 2013). The ADDIE method is very complex. It begins with analyzing needs and observing the situation and conditions of the archiving system at FEB UNNES. After analysis, the next stage is the design stage by researchers design a system, design or systematic concept to be implemented properly in the archiving system.

After analysis and design, the next step is to develop the design based on applications often known as e-archives. The next step is to test the archiving system with users and interested parties or those in charge of archiving. The goal is that later the e-archive design can be applied and implemented quickly, precisely and accurately. The final stage is to conduct an evaluation, by providing suggestions or input on the e-archive design that has been made by the researcher. After obtaining the assessment data, the data is then analyzed descriptively quantitatively to find out the digital archive database.

RESULTS AND DISCUSSION

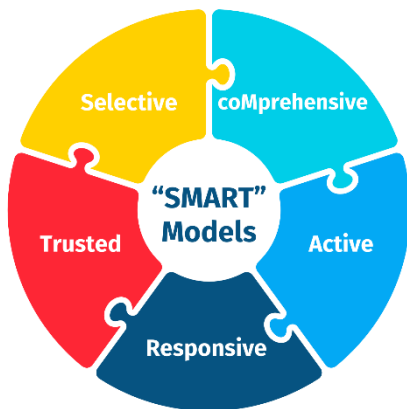
Archive Development in FEB UNNES

The development of archiving in FEB UNNES has been classified and identified following the guidelines and guidelines on document archiving at Semarang State University. Each dynamic archive is also managed by the person in charge of each study program in FEB UNNES, namely the Accounting, Management, Economic Education and Development Economics majors. A total of 5 Roll-O Pack cabinets: 1230 archive boxes. There are 2 archivists and 2 document management team staff.

Dynamic archives managed by Faculty Education Staff, namely: a) Academic Staff; The dynamic archives managed include academic activity programs, student data, lecture schedules, lecture monitoring, lecturer homebases, legalization of diplomas, research data archives, academic service letters archives, faculty accreditation forms, internal quality audit forms, student judicial decisions, b) Student Affairs Staff; The dynamic archives managed include student activity programs, data on activities of Student Institutions/Student Activity Units, data on scholarship recipients, data on student achievements, data on student entrepreneurship, data on archives of student service letters, Decrees from Functionaries of Student Institutions/Student Activity Units.

Apart from that, c) General Staff and Civil Service; Dynamic archives managed by include public service and personnel letters, infrastructure data (state property archives for buildings, parks, parking lots, etc.), personnel data (lecturer database, staff database, cleaning service, promotion data, transfer data, promotions, further study data, leave data, Satya Lencana awards and so on, d) Accounting Staff and Finance Staff; Dynamic Archives managed include Proposals and Accountability Reports on activities of Faculties, Departments and Student Institutions/Student Activity Units, financial transaction data, Education Development Contribution data, monitoring and evaluation data for quarters I, II, III and IV strategic plan data.

The archiving method used is SMART: Selective, Comprehensive, Active, Responsive, and Trusted. Therefore, some FEB UNNES archive boxes have stickers and barcodes.



Picture 1. SMART Models Author's illustration, 2024 [source]

Record Center, Faculty of Economics and Business, UNNES

Inactive archives have been stored in the Record Center room using manual methods. There are a total of 15 modern cabinets to accommodate the archives. After being identified by the team, 76 types of archives have been proposed for destruction due to various considerations that have been made regarding the year of the archive, the condition of the archive and other factors.

Archives management at the Faculty of Economics and Business UNNES requires a section/unit tasked with managing everything related to administrative activities. This activity produces a letter. Management of letters, which are generated and received will ultimately become archives. Archive management is managing the information contained in the archive (Muhidin et al, 2018). Archive management is a complicated job because archives must be sorted based on archive classification patterns, and in determining the classification pattern code, archives must understand the

context/content of the archive. This archival classification pattern is a classification arranged based on problems, in stages. Good archive management supports the smooth and successful administration of an institution to achieve the expected goals.

Likewise, the Faculty of Economics and Business UNNES, naturally carries out good archive management. The management of the archives referred to above really supports the development of the task of implementing the tri dharma activities of higher education, namely education, research and community service. The archives produced by each study program are becoming more and more numerous, so it is necessary to reduce them so that the archives do not become more numerous pile-up.

Archive shrinkage according to Regulation of the Head of the National Archives of the Republic of Indonesia Number 37 of 2016 is an activity to reduce the number of archives by moving inactive archives from processing units to archive units, destroying archives that are not of value, and handing over archives to archival institutions. Records reduction activities must be based on the Records Retention Schedule (JRA).

What is meant by the Archives Retention Schedule (JRA) is a list containing at least the storage or retention period, types of archives, and information containing recommendations regarding whether a type of archive should be destroyed, revalued or made permanent which is used as a guideline for depreciating and saving archives. However, the real conditions at FEB are still hampered by the lack of human resources who understand archives and infrastructure which is still limited. The initial step taken was to try to identify and select chaotic/unorganized archives and inactive archives in the FEB UNNES Archives Room.

From this process, financial archive files from 2013-2021 have been identified in the form of soft files and hard files that are simply arranged. The archive files will be thoroughly reorganized and the contents of the files will be created for archive management. Next, archive organizers at FEB will actively and responsively ask archive stakeholders, so that there is no mistake in sorting out chaotic/unorganized archives. Next is trustworthiness, where when arranging and managing records you must be honest and not misuse them. The solution that we have implemented so that the archives at FEB are well managed is:

1. The archive arrangement is chaotic/disorganized.
2. Thorough labelling of archives that have been arranged in the FEB record centre
3. Filing and filling in the contents of the file correctly
4. Creating QR per box digitally, making it easier to search archives
5. Destroy archives periodically and routinely (coordination and consultation with UPT Archives)

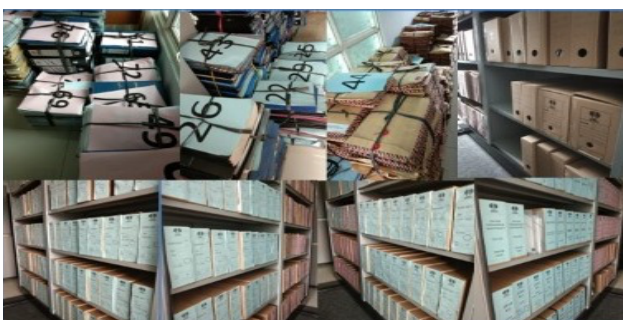
The detailed distribution of inactive archive management is as follows:

1. Cupboard A (A1-A5) for organizing accounting and financial archives (starting from 2013-2020)
2. Cupboard B.01 for 2021 financial accounting archives, B.02 for student affairs archives,
3. Cupboards B3-B5 for academic archives
4. Cupboards C1-C3 for general and personnel records
5. Cupboards C4-C5) archives are chaotic/unorganized

Due to the limited staff of archivists in the Faculty of Economics and Business (only 2 people) and even archivists from the equivalency results, the gradual arrangement and process were assisted by intern students from the Office Administration Study Program. Until October 2023, what has been successfully placed in the cupboard box is the complete financial accounting archive from 2013-2021. Meanwhile, academic and student affairs archives are still being processed, some have entered the archive box, and others are still in chaotic/unorganized archives.



Picture 2. Archive Condition Before Management
Personal Documentation, 2022 [source]



Picture 3. Archive Condition After Management in 2022
Personal Documentation, 2022 [source]



Picture 4. Archive Condition After Management in 2023
Personal Documentation, 2023 [source]

CONCLUSION

The implementation of the SMART (Selective, Comprehensive, Active, Responsive, and Trusted) method at the Faculty of Economics and Business (FEB), Universitas Negeri Semarang, marks a significant step toward optimizing the management of inactive archives. Through systematic structuring, barcoding, and digital documentation, archival records—particularly accounting and financial data from 2015–2021—have been effectively organized in the FEB Record Center at L3, 2nd Floor. Monitoring and evaluation confirm that hundreds of archive boxes have been categorized and stored efficiently, with 76 types of records identified for destruction. Collaboration with the UNNES Archives Technical Management Unit has facilitated the proper disposal of five basic data files from 2017–2021, ensuring compliance with institutional regulations.

Despite these advancements, challenges persist, particularly in the transition to E-Digital Archives. Difficulties in file uploads and classification highlight the need for improved operator training and a clearer understanding of archival processes. To enhance the sustainability of this system, FEB must strengthen the role of archivists by providing continuous training, workshops, and functional education. A well-trained archival team will ensure accurate classification of static and inactive records, facilitating long-term efficiency and accessibility in archive management.

Moving forward, routine monitoring, periodic destruction proposals, and further digital integration will be key to maintaining an effective and systematic archival system at FEB UNNES.

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