

ORGANIZATIONAL EFFECTIVENESS IN APPLICATION DYNAMIC INFORMATION AND CHIVING SYSTEMS (SIKD) LIBRARY AND CURCHIVES IN BANDUNG CITY

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Abstract

The rapid advancement of information is referred to as the information age. Information is an asset that plays an important role in nation building. Especially for scientists or those working in the world of education, information becomes very important and must be monitored at all times. Every institution or agency that carries out daily administrative activities cannot be separated from the process of making archives, because in essence it is a recording or recording of all activities carried out, both images and sounds. External environment The external environment is the space outside parliament and has a lot of influence on parliament, especially with regard to information gathering and gathering behavior within parliament as part of the economic, market, and government order. This study uses a qualitative approach. Secondary data is data obtained by data collection techniques that support the main data sourced from books, journals, annual reports, literature, and other documents related to research cases. The archive is a source of information recorded in the archive and is an important source of information. elements, we know that files must be protected using an effective and efficient filing system so that physical and informative content is always ready for use. Hyperbolic file storage will increase the file volume which can lead to file accumulation. Dynamic Archive Information System as the main for the field of file management where dynamic files are stored neatly, orderly, and in accordance with current needs, especially in the Bandung City Library & Archives Service. The development of information technology has provided many changes in all aspects of online and offline life. Organizational effectiveness is expressed as the level of success of the organization in achieving its goals and objectives. In this digital era, the development of information technology is an essential requirement for public and private institutions, both government and education. Referring to the indicators of organizational effectiveness, that the Bandung City Library and Archives Service has fully met the existing needs, there are indicators of organizational characteristics, namely organizational technology

Keywords: *Effectiveness, Organization, Dynamic Archives Information System (SIKD)*

1. Introduction

The rapid advancement of information is referred to as the information age. Information is an asset that plays an important role in nation building. Information is a strategic resource for all human life. The need for information becomes more serious

because of the need for time and knowledge. Especially for scientists or those working in the world of education, information becomes very important and must be monitored at all times.

Every institution or agency that carries out daily administrative activities cannot be

separated from the process of making archives, because in essence it is a recording or recording of all activities carried out, both images and sounds. On the one hand, the rapid development of technology recently has a positive impact on the softness and comfort of the community in various activities, but on the other hand these developments also have an impact, especially in the field of archives without delay (Dinamis, 2018).

Of course, every implementation of organizational activities cannot be separated from the administrative activities of making archives. This is because archives play an important role as a source of information as stipulated in Article 3 letter c of the Law of the Republic of Indonesia. N. According to Presidential Decree No. 43 concerning Archives in 2009, the purpose of archiving archives is to manage archives stably and use documents in accordance with the provisions of laws and regulations. The law emphasizes the importance of organizations preserving and preserving records in a way that is safe and easily accessible when needed.

The availability of archives as a source of information is a very important aspect as a source for evaluating events that have occurred in the past, taking into account the current and possible future decision-making processes (Musaddad et al., 2020).

This authority has a major impact on local governments, because they must be able to move from being an official participant in strategic development policies determined by the Center to becoming an independent local government capable of implementing these policies, strategically in certain areas legally (Atidira & Priyono, 2020).

Human activities in daily life cannot be separated from the existence of archives. Archives can be physical or digital. Modern technology is constantly evolving, and archives can be created in a variety of ways, including text, voice, and visual messages. Records are very important because they relate to the history of events that have occurred in your organization. It is very important to maintain archives in accordance with archival mechanisms or stages, such as the availability of storage space, the presence or absence of archive management personnel, records management rules, and the entire

system. Documents created and managed as archives cannot simply be destroyed because there is an archive destruction mechanism (Suprpto & Rahman Prehanto, 2020)

With the advancement of science and technology today, archival documents are very important for institutions/organizations. The era of the Industrial Revolution 4.0 also requires institutions/organizations to master all things digital, such as the digital revolution, digital information, digital archives, etc. (Kusumawardhani & Ana, 2020). Digital culture is a culture that has entered the current era. The application of digital culture can be useful for proving that an element has a copyright, a work of art, an organization, or a cultural culture. Information technology systems function as highly accurate storage, especially those relating to archives. Dynamic data is data that is used directly on the implementation of the organization. In thinking about dynamic data, it is necessary, therefore dynamic archives need to be created and managed properly to support organizational activities. The Dynamic Archive Information System is a digital-based archive management application that is included in the electronic archive category. This electronic archive can make it easier for employees to manage archives (Prasetyo, 2021).

The office is the business of receiving, managing and storing information. Judging from these activities, the secretariat has a function or role to provide information in the form of various affairs and information communication and information communication. In addition, other office functions include collection, recording, management, copying, shipping and filing (Susanti & Puspasari, 2020) The development of information technology has brought many changes in all aspects of online and offline life. This development certainly demands that each line must be ready to adapt to changing needs. No stretch feeling, but noticeable in places. As is known, globalization which creates the digital era allows for the transmission of the arrangement of letters/documents/archives. If it is not an important file, we may distribute document forms to support our disclosure policy (Tjiptasari, 2018).

Indonesia's archival policy is currently in accordance with the Archives Law of the Republic of Indonesia No. 2009 on Archives. This is 1.43. The government is trying to change the dynamics of Indonesia's archives through this policy. Political socialization carried out in all its implementation is a desire to achieve policy goals (Handayani, 2018). Organizational effectiveness is expressed in the goals and level of success of the organization in achieving its goals. Several approaches are often used to measure organizational performance, one of which is based on: targets, this targeted approach says that organizational performance is measured or evaluated in terms of achievements or results. Every organization, both government and private, will need a process of recording archives to record or record the process of activities carried out, archives will be used as one of the benchmarks in setting policies for an organization. Because archives are essentially archives or archives of all activities carried out, every institution or institution that carries out daily administrative activities cannot be separated from the process of making archives (Mulyadi, 2018:51) (Dinamis, 2018).

Dynamic archive to record information, keep yourself in action. Administration will grow as activity develops, not closing Archive Options is generated and can be a big problem. If not managed properly, how to manage our archives. Improved archive management properly and correctly Efficiency and efficiency of agents and preservation of evidence of national responsibility The next generation of the Indonesian nation will come. In the digital era as it is today, progress in the information age has become an essential need for public and private institutions, both government and education. All activities of an organization cannot be separated from the need for skills and information, one of which is the need for correspondence that requires documents called data archives. The capacity of good data archive management practices to support bureaucratic and administrative implementation is sometimes neglected. There are several obstacles, among others: the number of archivists is small, archivists lack expertise in the field of archiving and at least the facilities and infrastructure. To manage all the repositories, it is expected to

work well together. Therefore, human resources are needed for the initiators to act (Octafiona et al., 2020).

In the era of globalization Information is increasingly high and various types From SMEs to Medium and Upper SMEs Changes such as computer systems inside to allow businesses to compete Greatly improve the quality of professional work. In today's world of technology, jobs are responsible for all labor activities that use resources. The available resources are computers and internet networks. Companies that use technology About Online Records Management is still minimally used by various agencies, or in related fields. Few still submit archives. In this case the information system must be handled carefully, quickly and accurately (Simangunsong, 2019).

Based on the Regulation of the Head of the Indonesian Archives Agency of 2009 No. Regarding the implementation of a dynamic archival information system and the application of a static archival information system, government agencies that use this system represent a change for the better. to be improved. service standards to be more effective and efficient. As a government agency, ANRI makes software that is intended for ANRI, BOOMN or BUMD agencies in the work environment or university, this software is made as an SIKN application. This software is called SIKD. The use of SIKD in ANRI institutions, BUMN/BUMD in the work environment and universities has been widely carried out, but it seems that little research has been done on the acceptance of SIKD users, including research on user satisfaction with archive information systems (Tjiptasari, 2018).

The development of internet technology is growing very rapidly so that ANRI innovated an internet-based archive management system so that the Dynamic Archive Information System (SIKD) program was created. to facilitate archive management and archive search will be more effective. ANRI's effort to order archives is in line with one of the government's programs, namely making electronic archive management applications, the City Library, and the Archives Service. Bandung is one of the agencies that uses a dynamic archive

information system to store various data and documents, both incoming and outgoing letters, activity records, and regional archives.

Management of dynamic archives at state institutions, municipalities, state universities, as well as BUMN and BUMD is carried out at the National Archives of Japan. To support efficient and effective management of dynamic records, Archives creates a formal document schema, records classification, archive storage schedule, archive security, and access classification system. es (Supriadi & Putri, 2020).

Control of information related to local government management can be done by providing databases and archival documents (Nengsy & Sarimaulina, 2019). Archives play an important role in providing information to leaders for decision making and policy making. Therefore, proper systems and procedures must exist in the archives field to be able to provide complete, fast and accurate information (Murtiyono & Prasetyawan, 2017). Archives are divided into two groups according to their function: dynamic archives and static archives. Dynamic archives are records that are used directly by organizational activities. Dynamic records are very important because they are used directly in the operations of the organization and are well maintained to support the business. With the development of organizational technology, for easier and faster archive management, dynamic archive management with technology is needed, and technology-based archive management is called electronic archive. The Pekanbaru City Library & Archives Office has a computerized file automation system called the Dynamic Archive Information System or also known as SIKD. SIKD is an information technology-based file processing system created to handle advanced file management developed by the National Archives of the Republic of Indonesia. This app is a web & multi-user implementation. The programming language used in this program is PHP and uses a MYSQL database (Adawiyah & Rahmah, 2018);(Mailanda et al., 2020).

With the SIKD, we will know how to dynamically manage the archive management process at the Pekanbaru City

Library and Archives Agency (Mailanda et al., 2020).

Two archives to speed up the retrieval of a large number of new archives that are preserved as well as those that have long been stored, the use of a computer is very useful. In line with the above, in planning the management or automation of modern archives, it is necessary to pay attention to the following matters:

1. If the file being managed is large and continues to grow rapidly.
2. Archives that will be managed using the latest system are still usable and must be archived because they have a high use value.
3. Will new issues be accepted, or will they include old issues that are still active, inactive, static, or files that have been destroyed? This should be taken into account because the latest management usually starts after the forum has a large collection of files, not at the beginning of the forum.
4. For new forums, files to be managed up-to-date must require important files and important files that have just been received or will be accepted.
5. It is necessary to consider whether all files will be entered into a personal computer or document system, or only certain data. if only some data, if it is also required to include a summary in accordance with the contents of the document in question. As a general rule, for testing purposes, the originals are always kept, even if the entire document has been entered into the computer, likewise the document contains only certain data stored on the computer. a system adapted to a code that has been programmed by a computer (Dinamis, 2018).

The existence of Menristekdikti n.15/2015, Ps.589/590, one of which entrusts the Education and Training Center to carry out education and training activities as well as assessments. : management group (basic and leadership training); Technology Group and Functional Group The Technology Group consists of two groups: (1) substantial technical, consisting of (a) innovation managerial training, (b) STP managerial training and (c) managerial training for animators/high technology graduates; (2) General/Administration and Management Technicians, consisting of: (a) Officer Training Course (ToC), (b) Training of Trainers (ToT), (c) Training Management

Training (MoT); (d) Facilitator Training (ToC); (e) Goods and Services Procurement Training (PBJ); (f) Institutional Accounting System (ISC) training; (g) Education and Training on the Preparation of State Financial Statements and State Property (PLKPBMN) and (h) Education and Training for Recording. The implementation of the program has been achieved, but in general there has been no evaluation, especially the dynamics of technical training archives with the National Archives Training Center of the Republic of Indonesia (ANRI).) to provide education and training on dynamic archive management in the context of strengthening human resources within the Ministry of Research, Technology, and Education (UU n. 43/2009; Law 28/2012 and Permen Ristekdikti No. 15/2015; Perka ANRI No. 20 /2017). The goal is to accelerate the development of skills in the field of archives, especially for human resources in universities. in 3 cities, namely Bogor, Bali and Padang. What the Kemristekdikti Education and Training Center does not do is evaluate participants who take part in dynamic archive management training activities (Ristekdikti & Tamtanus, 2018).

B. Formulation of the problem

Based on the conditions described above, the researcher concludes the problem as follows:

1. How effective is the implementation of SIKD (Dynamic Archive Information System) Bandung City Library?
2. What are the obstacles faced by the Bandung City Library and Archives in implementing SIKD (Dynamic Archive Information System)?
3. What are the efforts to overcome the obstacles in implementing the Archives Dynamic Information System (SIKD) in the Bandung City Library and Archives?

The researcher reports research is limited to the range of storage staff availability and implementation plans for the so-called Electronic Audit system/Application. And this research only discusses the need for a system called eAudit. And this research only discusses system requirements in terms of hardware, software and database design requirements (Octafiona et al., 2020).

C. Objectives and benefits

Based on the formulation of the problem, the research objectives can be defined as follows:

1. Knowing the effectiveness of the organization that implements the Dynamic Archival Information System (SIKD) at the Bandung City Library and Archives Service.
2. Assessing the limitations faced by the Bandung City Library in implementing SIKD (Dynamic Archive Information System).
3. Identify efforts to overcome obstacles to the application of the Dynamic Archives Information System (SIKD) in the Bandung City Library and Archives Service.

The benefits of this study are:

1. The results of this study are expected to assist in the development of knowledge related to organizational effectiveness, especially public administration.
2. It is hoped that the results of this study can be used and reflected in finding alternative solutions to problems faced by the Bandung City Library in solving problems related to the Archives and Electronic Information System (SIKD).

D. Literature Review

The success of a board can be measured by observing the extent to which the board that has been created can achieve the expected targets that have been set. Several elements emphasize the importance of board efficiency in achieving board objectives and efficiency in building the foundation for board success. According to Steers quoted by Sutrisno (2018), there are four members who can capture the efficiency of the board, namely:

1. Characteristics of trade unions

The characteristics of the unions formed are based on construction and technology. Structure is defined as a relationship that is relatively dead like a central musical structure because individuals take part in the construction of associations. In union construction, the people who are hired are placed as part of a relatively permanent relationship that will set the pattern of association and behavior for the task. Technology includes association mechanisms for converting raw inputs into outputs, so technology can take many forms, including internal differences in the strategic

mechanisms used in production, and internal differences in the technical features used to carry out design objectives.

If the distance relationship between form and technology is harmonious, i. e. both can work in the same way, storytellers will have fewer problems achieving their goals.

2. Environmental characteristics

The characteristics of the field include outdoor and indoor spaces, namely:

External environment the external environment is the space outside parliament and has a lot of influence on parliament, especially with regard to information gathering and gathering behavior within parliament as part of the economic, market, and government order. The influence of these elements in parliamentary action is generally considered to affect the relative level of stability in the sky, the level of cloudiness in the sky, and the level of uncertainty in the sky.

B. Internal environment

The internal environment is the integrity of the inner region of the academy known as the academic climate, which encompasses the region that accommodates the relationship between angle and effectiveness, especially symbols as measured by individual stage thresholds. The success of the relationship between academies and regions depends on key factors, namely the predictability of regional chapters, the accuracy of understanding regional chapters, and the process of academic rationalism.

3. Characteristics of workers

The driving characteristics found the most influential element on the effectiveness, everyone has too many contradictions but the feeling of contradiction that people conclude plays an important role in the mind of the victim's achievement. When institutions can mix human victims with institutional victims, institutions will be closer to success. Employee behavior is the most important factor for effectiveness because it will facilitate or hinder the achievement of organizational goals in the long term. Effective organizations require workers to seek spontaneous and innovative forms of behavior.

4. Management policies/practices.

The hallmark of administration is the design and working mechanism designed to coordinate all parts of the foundation to achieve success and facilitate a schedule that leads to goals. Administrative policies and activities can be used as a tool to calculate managers before taking any action before achieving the goals of the foundation. From the elements of goodness and administrative activities, six variables were identified, namely the formulation of strategic goals, the search and practice of the causes of power, the discovery of the cosmos of achievement, communication efforts, leadership and decision making, innovation, and adaptation.

2. Method

This study uses a qualitative approach. According to Kirk and Miller quoted (Moleong, 2011) Qualitative research is an exclusive tradition in the basic social sciences that relies on human observations both in the area and in terms of and the sources of data used by researchers are: main data, namely data obtained personally according to informants, and the output of observations during the process of conducting research. Secondary data is data obtained by data collection techniques that support the main data sourced from books, journals, annual reports, literature, and other documents related to research cases. And also using the approach used between studies, Others: Information Systems, Understanding Archives, Archive Types, Electronic Archives and Application Software. Access Microsoft data sources. The technique includes two data sources: 1. Basic data from direct research to research subjects; The use of data in the form of moving files aims to collect data as the main source and collect actions and senses. 2. Secondary data obtained indirectly Topics and sources of research sources directly Literature originating from literary studies studying books with attitudes towards research is used as an excuse to seek alternative confrontations (Latif & Pratama, 2015).

Data collection aims to obtain data through research so that researchers obtain comprehensive data both orally and in writing. In this study, researchers used different data collection techniques, namely literature study, observation, interviews and documentation.

Information collection is the result of data processing, not all processing results can be in the form of information, the results of data processing are useless or meaningless and not useful for someone (Simangunsong, 2019).

Organizational effectiveness is expressed as the level of success of an organization in

achieving its goals, various approaches are often used to measure organizational effectiveness, one of which is the target approach. The objective approach says that organizational effectiveness is measured by achievements or results. In this study, the researcher tries to create a framework of thinking by referring to the organizational effectiveness indicators proposed by Steers in Sutrisno (2018), namely Organizational Characteristics, Environmental Characteristics, Employee Characteristics, Management Policies/Practices which can be described as follows:

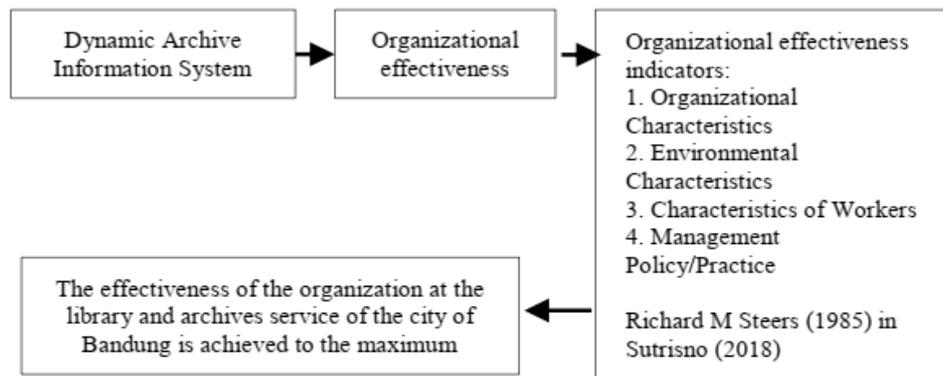


Figure 2.1. Framework
Source: Researcher

The success of an information retrieval system can be viewed in terms of its effectiveness and efficiency. In terms of effectiveness, it is reviewed according to the performance of a system, while efficiency is reviewed according to a function of time & cost (Dinamis, 2018). The method applied by the Bandung City Library and Archives Service in handling the implementation of the Dynamic Archival Information System (SIKD).

Socialization was held regarding the Dynamic Archival Information System (SIKD) so that HR better understands this system, conducts training and development (training) for employees, especially archivists who use a digital-based system or Dynamic

Archive Information System (SIKD), employees have to use the Dynamic Archival Information System (SIKD). SIKD is guided by archivists who are familiar with digital systems, fulfillment of facilities and infrastructure at the Secretariat (Capital Shopping), additional HR in the IT field, if an error occurs it can be handled quickly.

Dynamic data archive management describes an important activity that must be carried out by an agency because it is related to the archive function, namely as authentic evidence and accountability material. Efforts to organize archives carried out by the Indonesian National Archives are in accordance with government programs, especially the creation of electronic archive

management applications (Iksaningtyas & Rukiyah, 2018).

3. Result and Discussion

The archive is a source of information recorded in the archive and is an important source of information. Archives are useful because they are used for “decision making, documentation, responses, references, legal requirements. elements, we know that files must be protected using an effective and efficient filing system so that physical and informative content is always ready for use (Handayani, 2018).

The procedures for storing archives are: first, employees who tidy up the business of receiving letters/invoices/records by checking the synchronization regardless of the recorded records and sorting from the goods, because letters that are still used daily or must be stored must be distinguished. Hyperbolic file storage will increase the file volume which can lead to file accumulation. Planbook contains file type, release, file name, description. This can make it easier to find files when needed (Susanti & Puspasari, 2020b).

Dynamic Archive Information System (SIKD) as the main one for the field of file management where dynamic files are stored neatly, orderly, and in accordance with current needs, especially in the Bandung City Library & Archives Service. The results of the literature study that have been carried out show that the effectiveness of organizing in the Library and Archives Agency is indeed not maximized. This can be seen from the low ability of employees to Dynamic Archive Information Systems (SIKD), low employee performance, employees do not follow the rules that have been set, lack of punctuality in carrying out work. Employees who are members of the Archives Management field have main duties and functions as well as workloads that must be accounted for because they often make mistakes while working.

Achieving organizational effectiveness is the ultimate goal of implementing the main tasks & functions within an organization, this depends on the activities carried out by sub-sections, fields, and sub-fields within the organization. The achievement of organizational goals is determined by the quality of human resources who are members of the organization and understand and carry out the main tasks and functions of the organization, the development of an organization is influenced by existing human resources.

1) Analysis of Organizational Effectiveness in the Implementation of City Library Services and Archives Dynamic Information Systems (SIKD) Bandung.

With reference to the effectiveness indicators proposed by Steers in Sutrisno (2018), there are four organizational effectiveness factors, four organizational effectiveness factors, including:

1. Organizational Characteristics

The Bandung City Library and Archives Service makes the organizational structure not arbitrary but in accordance with the needs that exist in the Office so that there is no overlap when doing work. Utilization of technology carried out in the field of Archives Management is to use the Dynamic Archival Information System (SIKD) effectively and precisely because it uses the Dynamic Archives Information System (SIKD) for faster and orderly filing of records.

2. Environmental Characteristics

Environmental characteristics at the Bandung City Library and Archives Service in terms of an internal environment that is neatly arranged so that employees are comfortable in doing their jobs, and the external environment does not meet the requirements because the fulfillment of facilities and infrastructure is still lacking, thus requiring capital expenditure.

3. Worker Characteristics

The characteristics of Bandung city library

employees and archive offices have met the standard, judging from the educational background of employees on average they have taken Strata 1 (S1) besides that the level of initiative from employees is good and makes organizational effectiveness more leverage.

4. Management Policy/Practice

Characteristics/management practices at the Bandung City Library & Archives Service have been realized by using both because the Bandung City Library and Archives Service already has a policy direction that is in accordance with what is needed, and employees have their respective targets to increase organizational effectiveness. Individual Performance Indicator is one of the goals that must be achieved by all individuals and in accordance with the needs and policies of superiors.

2) Obstacles to the implementation of the Archives Dynamic Information System (SIKD) at the Bandung City Library and Archives Service.

The limitations of qualified human resources so that they have difficulty in completing the given work, the quality of the work is not optimal, the limitations of field workers who disseminate data on Dynamic Archives Information Techniques (SIKD) in Regional Work Units because archivists have the task of being coaches in using Information Systems. Dynamic Archives (SIKD), City Library Facilities and Infrastructure and Bandung Archives Service are still not in accordance with the level of employee needs such as the lack of filling in filing cabinets, shelves, and office stationery, the Dynamic Archive Information System (SIKD) is still considered difficult because of the many columns that must be filled, this makes it difficult for employees to fill in the column to

the last column, in addition to internet network problems, the Dynamic Archival Information System (SIKD) which sometimes makes mistakes, the system is disconnected from the center and creates a Dynamics Archival Information system (SIKD).) becomes less effective when used.

Electronic archives have certain characteristics, different from paper/textual archives. Electronic archives use computers and databases as well as meta data. The human resources needed must understand the operation of electronic records and the problems that often arise in their operation. The right human resources to overcome these problems are human resources who already understand well the operation of electronic archive applications. Therefore, total destruction must be carried out, including the destruction of duplicates stored on backup media, as well as other storage places (Evi Aulia Rachma).

There are several functions in an organization, each with different activities and tasks, each producing data and information. Data is a collection of facts that represent the state or location of an asset before it is processed and managed. in a form that can be understood by others, while information is data that has been converted into a form that is understandable and useful for the organization. Meanwhile, another opinion was put forward by Raymond McLeod in Hendi Haryadi's book which emphasized that the system is a set of interrelated elements. which forms a unified and integrated whole (Dinamis, 2018).

SIKD is an information technology-based archive processing system designed by Indonesia to manage dynamic archives developed by the National Archives of the Republic of Indonesia. This application is a web application and is multi-user (Adawiyah & Rahmah, 2018).

4. Conclusion

Based on the description above, the following conclusions can be drawn: First, the application of the SIKD archive in transferring archived media from Nagari to the Nagari Pitalah Mayor's Office, Batipuh District, Tanah Datar Regency, namely installing and configuring the SIKD application, stabilizing the archive before being included in the SIKD archival application. , digitizing files belonging to Wali Nagari Pitalah's workplace, Batipuh District, Tanah Datar Regency and entering these files into the SIKD archival application. and infrastructure, namely the location of files in folders in the box and the presence of dust in the archive, (2) core network problems, namely funds to implement links from one computer to another, and (3) human resources, namely staff morale and staff negligence in placing files. . Third, efforts to eliminate obstacles. This is in the application of electronic archives, especially (1) structure and infrastructure by maintaining and rearranging the placement of archives in folders in boxes, (2) central network problems, including backing archives from these files and sending reports to supervisors who request funds for archiving purposes and (3) teaching staff are less enthusiastic about using SIKD electronic archiving software and can also provide archival education and training or also participate in socialization organized by the district government and it can also be concluded:

In this digital era, the development of information technology is an essential requirement for public and private institutions, both government and education. The development of internet technology is growing very rapidly so that ANRI innovated an internet-based archive management system so that a Dynamic Archive Information System program was created to facilitate file management, and archive search would be more effective. Dynamic Archive Information System means that there is an organizational technology error used by the Bandung City Library and Archives Service to store archives when the use of the Dynamic Archive Information System is not optimal. archive services that do not yet know the purpose and function of digital services for dynamic archive systems. For users who know the advantages of doing a search with the Dynamic Archive System, it is very

helpful for me to get the data files. By running the process before entering the Dynamic Archive System before conducting research for archiving alignment, there are still many students who do not know, but the difference is not significant. By using a dynamic filing system for archive services as a means of information retrieval, users usually search by letter title. that the archive titles found during a search on SIKD are not all in the archive or archive archives.

Based on the findings, the following can be suggested. (1) Application users (application managers), namely employees or employees who work at the Wali Nagari Pitalah office are encouraged to be careful in entering letters or archive codes so that they are easily found when needed, so that application data remains safe, (2) do not provide usernames and passwords to unauthorized persons, (three) adding facilities and infrastructure for the application of electronic archives, both in terms of equipment and supplies, (4) technology-based information management mechanisms and databases that can solve archiving problems (5) Microsoft

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