

Storage Of Documents For The Process Of Educators By Utilizing Digital Media (Khairun University Case Study)

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Abstract

In an agency, document (archive) management is a very crucial aspect in supporting various work activities. The success of this management depends on the ability to organize and store documents efficiently. By carrying out good management and storage, employees can easily find copies of original documents needed to support various work activities. The types of documents that are generally managed in companies or agencies include recordings, writing, and various other media. The scope of the research begins with the aim of exploring and analyzing the impact of using digital media so that it can create a digital-based document repository. The approach applied in this research is the prototype development method, a systematic approach to achieve innovation and development. The current system shows that the process of proposing documents for promotion to staff at UNKHAIR is still done manually, that is, all files are collected in hardcopy to the faculty and then verified and submitted to the personnel department for an assessment process by the personnel department. This proposed system is designed to overcome problems that arise from the current system, which has been created by researchers. a digital storage medium to make existing staff easier so that all files can be uploaded whenever and wherever they are and minimize loss or scattered files. The results of this research utilize Google Drive and QR Code which is the right solution to overcome the problem of storing digital archives that are less organized and difficult. accessed, Google Drive can be used to improve archive management skills.

Kata kunci: Google Drive, Tendik, Archive storage, Prototype, QR Code

INTRODUCTION

Document (archive) management in an agency is very important in supporting work activities. A document requires making it easier for employees to find copies or original documents to support their work. In addition, this sentence covers various forms of documents that can be found in the context of a company or agency and emphasizes the importance of an archive storage system for long-term document management and supporting work activities. By the legal basis or

official definition regarding archives by Law of the Republic of Indonesia Number 43 of 2009 concerning Archives. This sentence specifies that archives are records of activities or events in various forms and media. Furthermore, this sentence emphasizes that archives can be created and received by various entities such as state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals

in carrying out social, national, and state life.

Widiatmoko Adi Putranto (2017), *Changes in archive management in the digital era need to be seen not only in a technical context. On the other hand, archive management in the digital era must consider the user's point of view and the dynamics of behavior and needs of all parties involved.*

Aditama Azmy Musaddad et al (2020), *research results show that archives management, especially in the indicators of recording, control, and distribution, is implemented neatly, structured, and systematically by established procedures. archive storage system in an agency, especially in the personnel and management section at Khairun University. Conventional methods that are still used, such as storing documents in filing cabinets and duplicating them, are considered inefficient and ineffective. To overcome this problem, it is proposed to use digital archive management with Google Drive as the right solution. Google Drive is considered to be able to improve archive management skills by providing digital storage that is organized and easy to access.*

PROBLEM STATEMENT

Through in-depth analysis and study, this research aims to identify the problems that are the focus of the study:

- 1. How to use good document storage media?*
- 2. How to organize archives using digital media?*

Research Purposes

The context of the research scope begins with the aim of exploring and

analyzing the impact of using digital media so that it can create a digital-based document repository.

Research Benefits

The results of this research will provide a strong basis for Kahirun University to optimize the use of digital media related to the digital archiving process to minimize the risk of document damage because documents are stored digitally.

Literature Review

In the context of archive management, it is necessary to understand that archives can be divided into two types, namely dynamic archives, and static archives. Barthos (2016) explains that dynamic archives can be divided into active archives and inactive archives, while static archives are at a more advanced level of preservation. Archivists need to pay special attention to enabling optimal use of archives, and the importance of managing important documents to maintain the order and regularity of archives.

To achieve sustainable and comprehensive archive management, optimization is required through attention to aspects of human resources, the environment, infrastructure, and funding. Meirinawati & Prabawati (2015) emphasize that reliable archives management is needed to implement a good, effective, and efficient system for providing and storing information. Unfortunately, good and correct archive management is often neglected for various reasons and obstacles, such as a lack of archivists and limited infrastructure. Yuniasih & Irawan (2018) also found that these reasons are often the reason why it is

poor to maintain and optimize the storage and availability of information related to activities and events that occur in the context of the organization.

The position of digital archives can be seen from two perspectives, namely in the context of archive storage media and the process of archive management activities. From the perspective of archival storage media, digital archives are included in the group of new media archives. This new media includes archives whose information content and physical form are recorded on magnetic media using electronic devices, or in the form of moving image media, static images, and sound recordings created in the context of carrying out organizational or individual activities.

Government Regulation Number 28 of 2012 Article 40 states that transferring archive media is one of the methods or activities in maintaining dynamic archives. Archive media transfer aims to speed up access services (active and inactive) and for preservation. Archive media transfer aims to speed up access services (active and inactive) and preserve archives (static). This is related to the general goal of effective and efficient records management.

METODE

The method used in this research is the prototype development method. is a systematic approach to achieving innovation and development, this process often involves collaboration and requires ongoing commitment and adjustment. Further context processing of what is described in Figure 1.

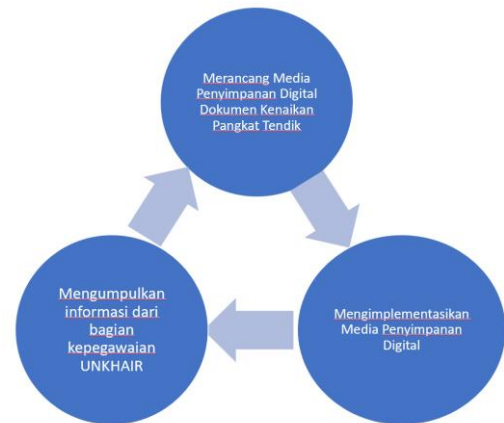


Figure 1. Prototype of Digital Storage of Staff Promotion Documents

Description:

1. Collection of information from UNKHAIR's personnel department.
2. Designing digital storage media.
3. Implementing digital storage media for educational documents.

IMPLEMENTATION AND DISCUSSION

The current system shows that the process of proposing documents for promotion to staff at UNKHAIR is still done manually, that is, all files are collected in hardcopy to the faculty, then verified and submitted to the personnel department for an assessment process by the personnel department.

The system proposed to answer the problems of the current system, researchers create a digital storage medium to make it easier for existing staff so that all files can be uploaded whenever and wherever they are and minimize loss or scattered files, where the personnel department will provide Google Drive as a digital storage place with Using the QR Code, if all the requirements are complete, the civil service department will issue a promotion proposal letter which will then be forwarded to the State Civil Service Agency (BKN).

The following is how to create a Google Drive for storage of training documents:

1. Open the google drive.com website and make sure you are logged in to your Gmail account.
2. Click on the "Drive" menu located at the left of the screen.
3. Continue by right-clicking, then selecting the "New Folder" option.

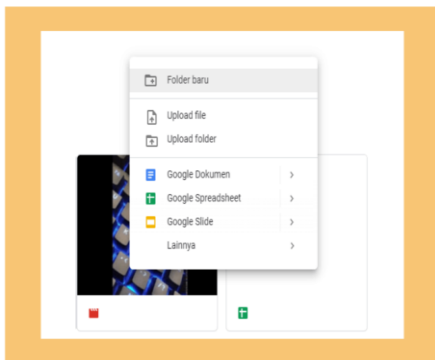


Figure 2. New Folder

4. Give the folder a name promotion.

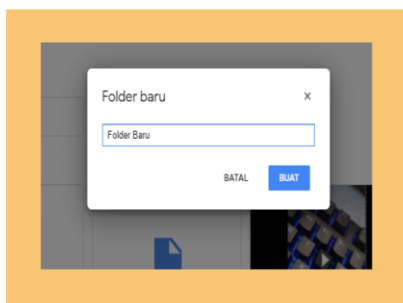


Figure 3. Naming Folders

5. Press the folder button then the file will be saved.

From the results of creating Google Drive, implementation was carried out as shown in Figure 4.

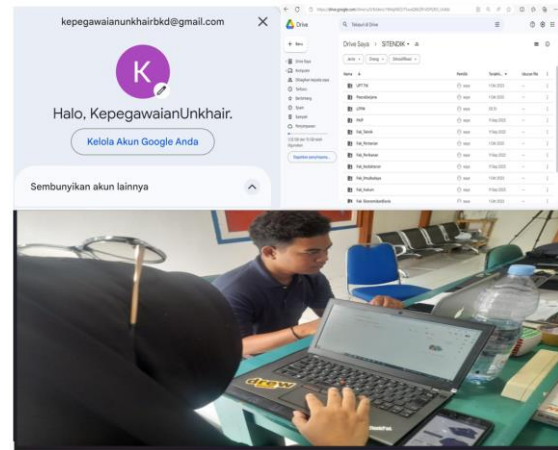


Figure 4. Google Drive implementation

Developing an efficient administrative system is important in improving the quality of public services, especially in the context of employee promotions. In the digital era, the use of electronic data storage media is a necessity to create administrative order and facilitate access to information. This research aims to optimize the use of digital media as a storage container for student documents, with an emphasis on easy access via QR codes. The importance of orderly administration in the promotion process is a motivation for researchers to develop innovative solutions.



SCAN UNTUK MENGAkses
SI -TENDIK

Figure 4. QR Code for Tendik Storage

The use of QR codes as a supporting tool in accessing data is the main focus, considering the high coding capacity it has that can accommodate various types of information, including numerical data. The application of the QR Code is expected to provide practical solutions in communication and information access, making the administration process more efficient and responsive. In addition, security and confidentiality of information

is a priority by ensuring that only devices equipped with a QR Code scanning feature can read stored data. Thus, through this research it is hoped that innovative and practical solutions can be found in utilizing digital media and QR Codes, bringing significant benefits in the management of staff administration, and increasing the effectiveness of promotion services.

Conclusion

From the research results, it can be concluded that data storage for educational staff is effective and efficient, so innovation in digital-based archive management is needed by utilizing Google Drive and QR Code which is the right solution to overcome the problem of storing digital archives that are less organized and difficult to access, Google Drive can be used to improve skills in managing archives.

Suggestion

Based on these findings, it is recommended to go further by developing an Android-based application that can connect directly to the KemdikbudRistek and BKN systems. With this application, it is hoped that it will make it easier for the personnel department to manage staff promotion files more efficiently and integrated. The development of an Android-based application that is connected to related agencies such as the Ministry of Education, Culture, Research and Technology and BKN has great potential to increase the sense of responsibility and consistency in carrying out the main tasks and function. With direct access to relevant government systems, this application can help increase accuracy in work, so that errors in

promotion services can be minimized and hopefully will not happen again. The use of this technology is expected to bring positive changes in the efficiency and effectiveness of managing personnel files, ensuring that the promotion process is carried out accurately and by applicable regulations. Apart from that, direct connection with relevant agencies can also minimize bureaucracy and speed up the required approval process. With this application, it is hoped that the personnel department can work more efficiently, improve service to employees, and make a positive contribution to overall personnel administration management.

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