Workshop For Civil Servants Desa Duyung And Desa Grogol To Realize Digital Archive Management System

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ABSTRACT

The objectives of this study are to analyze and examine the governance of village digital archives in the modernization era. The community service team from UBHARA has conducted digital archive development in Duyung Village and Grogol Village, aiming at facilitating easy public access to the existing government services. The community service method was in form of offline activities starting from preparation, coordination, implementation and evaluation. The results of the activity showed that the UBHARA community service team has successfully developed Google Form and Bit.ly for the Application for Making Letters in Duyung Village and Grogol Village Population Data. Thus, this demonstrates the importance of good understanding of digital archive management by utilizing the appropriate tools to enhance the efficiency of village archive management.

Keywords : *Archive, Digital, Management, Village, Workshop*

1. INTRODUCTION

The development of Information and Communication Technology (ICT) provides a breath of fresh air for the whole order of life, both in government administration and in social life. The more advanced ICT has brought significant changes, especially in terms of archiving documents which are starting to be digital based, this aims to optimize the digitization function which prioritizes efficiency, increases resolution and files become more stable **(Suharto, 2005).**
Istiqomah et al. (2022) inferred that digital archives are one of the strategic steps to transform conventional archives into various forms and media as an effort to maintain accessibility in order to provide broad access to public. This is in line with what **Putranto (2018)** said that the existence of digital-based archives can provide convenience, speed and opportunities for all institutions to saving storage space as well as the process of sending and sharing more concisely compared to archives that are still in physical form.

Table 1. Archives Management Non-Ministerial Government Institutions (LPNK) in 2017

No	Institution Name	Amount	Percentage	Category	Mark
1	Non-Ministerial Government Institutions (LPNK)	1	3,45%	Very good	91-100
		2	6,9%	Good	76-90
		10	34,48%	Enough	61-75
		4	13,79%	Less	51-60
		12	41,38%	Bad	0-50

Source : Public Relations of Kemen PAN-RB RI. (2017)

However, when viewed from the current conditions, there are still many government agencies in Indonesia that have not paid attention to the management of electronic or digital records so that this can cause the products produced to still be paper records **(Rifauddin, 2016).** In the process, the implementation of digital archives has not been carried out effectively and efficiently, because government agencies more often use paper archives with high volumes so that they are prone to causing various problems related to maintenance costs or other factors that can cause damage to archives or document. According to **Martini (2021)** in the process of creating archives can be done in two ways, namely–Creation of archives electronically or automatically using electronic tools and Creation of archives by means of digital transformation using reliable equipment and large storage space. Table 1 shows the data from the Ministry of Administrative Reform and Bureaucratic Reform (PAN RB) regarding Management in Indonesia in 2017.

Table 2. Archives Management Regencies/Cities in DKI Jakarta Province in 2017

No	Institution Name	Amount	Percentage	Category	Mark
1	Regencies/Cities in DKI Jakarta Province	-	1%	Good	-
		-	2%	Enough	-
		-	4%	Less	-
		-	93%	Bad	-

Source : Public Relations of Kemen PAN-RB RI. (2017)

Based on the data above, it can be seen that there are still many government agencies, especially those in villages, that have not made improvements regarding archive management, especially digital archives. Thus, Lecturer of the Faculty of Social Sciences and Sciences Politics (FISIP) as well as the Universitas Bhayangkara Surabaya Archive Aware Student Community Forum (FORKMASA) carry out community service through fostering digital archives in several villages such as Duyung Village and Grogol Village with the aim that the government in these villages can provide public services that are made easier by integrating through electronic archives. Duyung Village and Grogol Village are villages which in the process of managing their archives are still experiencing several problems regarding the transformation towards digital archives and still using conventional methods such as still storing archives online.filling cabinetand doing archive data collection manually so that it takes quite a long time. The following is a table of strategic issues regarding the implementation of digital archives in Duyung Village and Grogol Village in 2022.

Table 3. Strategic Problems of Digital Archives in Duyung Village and Grogol Village in 2022

No	Problems	Information
1	Human Resources	Low ability of staff or village government to manage digital archives due to lack of knowledge on how to use technology in terms of archiving.
2	Management Resistance	There is unpreparedness on the part of some staff or the village government to use digital archives because it will change the way management works so they are not used to working with documents available in electronic format.

Source : Data from Duyung Village Hall and Grogol Village Hall 2022

Based on the explanation above, in this study, we will discuss the development of village archives carried out by FISIP Lecturers and the Archive Awareness Student Community Forum at Universitas Bhayangkara, Surabaya. This was carried out as a form of responsibility for related lecturers and students at Universitas Bhayangkara Surabaya Law No. 43 Years 2009 about Archives. Therefore, it is necessary to apply and use the right technology to overcome these problems, such as making bit.ly an effort to support electronic public service processes, especially to find archives quickly so as to improve a good and optimal records management system. This is in line with opinion **(Kurniawan et al. 2021)** that the importance of archives and governancecaramanaging archives must start digitizing to facilitate the process of storing good archives. So referring to the background above, this community service aims to provide guidance regarding village digital archives in the current era of modernization.

2. COMMUNITY SERVICE METHODS

The method used in this community service is offline starting from preparation, coordination, implementation and evaluation. In this community service method, it is divided into several stages, namely: (1) namely the preparatory stage. At this stage the FISIP and FORKMASA Lecturers at Universitas Bhayangkara Surabaya prepared administrative matters such as permits and others. (2) namely the stage of information dissemination. At this stage the community service team also coordinated with each village head regarding what material or things the village needed so that later it could be adjusted during the process of making posters and powerpoint which is used as a tool in the dissemination of information when the coaching process takes place. (3) namely the implementation stage. In this stage the community service team at Universitas Bhayangkara Surabaya (Lecturers of FISIP and FORKMASA) carry out digital archive development activities for assisted villages by making bit.ly or google forms and explaining how to properly use digital archives according to village needs. (4) Stage 4, namely the evaluation stage. At this stage the community service team evaluates internally so that deficiencies that occur during the implementation stage can be corrected and maximized.

3. RESULTS AND DISCUSSION

The development of ICT in the modernization era has had quite an essential impact on archive management and storage so that more and more government agencies are starting to pay special attention to providing archival standards through the availability of adequate infrastructure **(Pontoh & Lumenta, 2016)**. On the other hand, there is an important role from allstakeholder yangthere is a great need in the transition of archive management and storage systems that began berbasis digital **(Fitri, 2020)**. **Husnita & Kesuma (2020)** stated that a change requires integrated support related to archive management, so that

cooperation from various parties is needed to go through the development of archives in the technological era in a more efficient way. In line with this, the Universitas Bhayangkara Surabaya community service team consisting of FISIP and FORKMASA lecturers conducted training in Duyung Village and Grogol Village regarding digital archives.

1) Duyung Village

In this village, the Universitas Bhayangkara Surabaya community service team technically conducts village digital archive development such as:

a. Provide counseling on digital archive management which includes how to manage, store and maintain digital archives so that their authenticity, truth and existence are maintained as shown in figure 1.

Figure 1. Duyung Village Digital Archive Management Counseling

b. Explain how to manufacture google form which can be used as a supporting tool for archives, especially in matters related to village administration so that it will make it easier for the community.

c. Assisting the creation process of Bit.ly. Bit.ly is a URL shortening service that is used to make it easier for internet users to share links **(Habiburrahman, 2016)**. In this case, the Universitas Bhayangkara Surabaya community service team assisted in the process of creating a Google form and Bit.ly regarding Applications for Making Letters so that it would make it easier for the people of Duyung Villageto obtain this information. On the other hand, it can also make it easier for village staff to find archival data when needed. The product results are obtained in the form of https://bit.ly/permohonan-pembuatan-surat and here is an overview of the product. The product result shown in figure 2.

Figure 2. Product Result of Application for Letter Making

2) Grogol Village

In this village, the Universitas Bhayangkara Surabaya community service team technically conducts village digital archive development such as:

a. Provide counseling and training on digital archives. This aims to be able to help the public to understand the importance of digital archives and howa how to manage it well.

Figure 3. Demonstrates how to properly manage digital archives in poster form

b. Provide practical guidance in the form of step-by-step instructions, tips and suggestions that are useful for the people of Grogol Village in managing digital archives as shown in figure 3 and 4.

Figure 4. explains the steps that are useful for the people of Grogol Village in managing digital archives.

c. Create links google formand Bit.ly regarding Population Data for Grogol Village, this is done as a form of effectiveness and efficiency so that staff and the community can access population data if needed and can reduce the use of paper archives. The product results are obtained in the form of https://bit.ly/Datakependudukandesagrogol. Figure 5 shows an overview of the product.

Figure 5. Product results of Population Data for Grogol Village

With the explanation above, the role of the community service team carried out through this coaching can encourage staff and the people of Duyung Village and Grogol Village to implement good and correct digital archive management, so that data and information owned by the community will be secure and can be utilized properly. well in the future. Besides that, in the long run it can helpimprove service quality and encourage the development of better information and communication technology in the region.

3) Obstacles to Implementing Digital Archives in Duyung Village and Grogol Village

On the other hand. several obstacles were also found related to the implementation of digital archives in Duyung Village and Grogol Village which included:

1. Duyung Village

The main obstacle in Duyung Village is management resistance in implementing digital archives. Factors that cause management resistance include:

a. Distrust of technology, namely that there are still several government staff in Duyung Village who do not trust digital archive technology, either because of a lack of knowledge or experience in using the technology, or because of concerns about data security and privacy.

b. Old habits and ways of working, namely management and government staff in Duyung Village may have been accustomed to manual work methods in archiving and managing data. When introduced to new technology, they may find it difficult to adapt and become comfortable with old ways of working.

c. Lack of support and training, namely government staff in Duyung Village did not receive sufficient support or training in using digital archival technology, so they felt insecure in using it.

d. Cost and availability of resources, the implementation of digital archives requires sufficient costs and resources, such as technology infrastructure, training, and technical support. If Desa Duyung does not have sufficient budget or adequate resources, implementing digital archives may be difficult.

So to overcome management resistance and encourage the implementation of digital archives in Duyung Village, efforts are needed to increase knowledge and awareness about the benefits and advantages that can be obtained from using digital archive technology, as well as providing adequate support and training for employees. Apart from that, it also needs to be managed wisely regarding the costs and resources required in implementing digital archives **(Muhidin et al., 2016).** In addition to management resistance, other factors that hinder the implementation of digital archives in Duyung Village are as follows:

a. Limitations of internet access may not be available optimally so that the implementation of digital archives in Duyung Village can be difficult to do.

b. The technical skills of Duyung Village residents are limited in managing digital archives because there are still some people who are not used to managing digital dataproperly so as to increase the risk of data loss or damage, and affect the efficiency of digital archive storage.

c. There are no specific policies regarding digital archives so that they can hinder the development and effective use of digital archives.

Therefore, to increase the application of digital archives in Duyung Village, it is necessary to pay attention and cooperate between the government, the community and the private sector to improve ICT infrastructure, increase the technical skills of the community and develop policies and regulations that enable the use of digital archives effectively and safely.

2. Grogol Village

The main obstacles regarding the implementation of digital archives in Grogol Village are caused by several human resource factors, including:

a. Lack of adequate knowledge and skills of village staff regarding information technology and digital archives to manage digital archives.

b. Lack of awareness and motivation of archivists to adopt digital archive technology because they are more comfortable using traditional methods of managing records than using digital archive technology.

c. Limited funds and facilities needed to adopt digital archive technology, such as inadequate equipment and software.

d. Lack of adequate manpower to manage digital archives.

e. Differences in understanding and awareness between archivists and digital archive users. Archivists must educate digital archive users on how to use digital archive technology

properly and effectively. If users of digital archives do not have adequate understanding and awareness of digital archive technology, the use of digital archives may experience obstacles.

In addition to the obstacles above, the application of digital archives in Grogol Village is also influenced by several other factors such as:

a. Inadequate ICT infrastructure such as slow internet access, outdated hardware and software, and lack of trained human resources to manage it.
b. Limited knowledge and skills regarding digital technology, causing difficulties in managing digital archive data, storing data properly, and ensuring that archival data is safe.
c. Lack of awareness and understanding of the people of Grogol Village about the importance of digital archives, because they do not fully understand the importance of digital archives, especially in terms of protecting individual rights and the public interest.
d. The lack of clear regulations or policies can lead to a lack of commitment and support from related parties in implementing digital archive implementation programs in the village.

Thus, it is necessary to make efforts to improve the quality of human resources in managing digital archives, such as training and education, increasing the availability of personnel, and providing the right incentives and motivation. In addition, it is also necessary to coordinate and synergize between all related parties, including the government, community and other supporting institutions, to ensure the successful implementation of digital archives in Grogol Village.

4. CONCLUSION

The development of Information and Communication Technology (ICT) has had a significant impact on archive management, especially in digital-based archiving. However, there are still many government agencies in the village that have not made improvements in the digital archive management process. Therefore, FISIP and FORKMASA Lecturers at Universitas Bhayangkara Surabaya Surabaya carried out community service through fostering digital archives in Duyung Village and Grogol Village with the aim of facilitating public services and optimizing the function of digitizing archives. Community service carried out by FISIP and FORKMASA Lecturers at Universitas Bhayangkara Surabaya Surabaya in Duyung Village and Grogol Village in fostering digital archives is one of the efforts to deal with ICT developments in the modernization era. Support and cooperation from various parties, especially the community, is very important in the transition to a digital-based archive management and storage system. With a good understanding of digital archive management and utilization *tools* and the right technology, it is hoped that archive management in the village can be more efficient and provide better public services.

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