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# Digital Archive Management Through the Srikandi Application at the Education Office of Gresik District

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**ABSTRACT**

This study aims to provide strategic recommendations in improving the quality of digital archive management, so that it can support better public services and meet the demands of the digitalization era. The SRIKANDI application was created as an effort to support digital transformation in archive management, improve work efficiency, and comply with national archival regulations. This study is a qualitative study with a descriptive approach with data collection techniques through interviews, observations, and document studies. The data analysis techniques used are data collection, data reduction, data presentation, and data verification. This study analyzes the implementation of the SRIKANDI application and its impact on digital archive management, as well as obstacles in its use. The results of the study show that the SRIKANDI application plays a significant role in accelerating the archive management process, reducing the use of physical documents, and increasing transparency. However, the implementation of this application faces various challenges, such as limited technological infrastructure, lack of user understanding, and the need for further training. This study also reveals that compliance with archival standards has begun to form, although it still requires further optimization.



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## INTRODUCTION

At this time in Indonesia, it has experienced a very advanced development and has begun to enter the digital era which is characterized by the development of information technology that is increasing and moving fast. Almost all fields in people's lives are influenced by technology that uses computers and internet networks. Currently the internet has become the main reference and is the center of all information needed by humans (Nyfantoro, Salim, & Mirmani, 2020). So there are various kinds of documents and media that have been created to make it easier for humans to store, search and disseminate this information. The documents mentioned above are better known as archives, which means records or activities of an event that has occurred. Archives have a very important role in every activity, apart from being information material, archives are also authentic evidence in terms of accountability for the truth (Rustam, 2014).

In the field of archives, information technology is very important for administration, maintenance, and other processes. Archives undergo changes and improvements in form, especially with electronic records,

which are generated and handled by computers. The use of computers can generate electronic records and digitize paper archives (Wulandari & Ismaya, 2023).

In the manual management of archives that has been done so far, there are several weaknesses including: requiring large storage areas and rooms, wide risk of damage to archives due to disasters, requiring a lot of maintenance and handling (employees) and requiring a long time to search or retrieve. Therefore, to overcome some of these weaknesses, a solution needs to be found. One solution that can be done is to manage archives digitally. The transfer of archive media into digital form requires tools and technology that can assist in archive management work to make it faster, more accurate, easier, flexible and productive (Salmin, 2018). Kimberly et al (2001) in (Ribka Aprilia M) state that digital records pose certain challenges, because they are completely dependent on technology, both for their creation and storage, and as a result, they need to be managed from time to time in a computerized environment (M, M, & Arif, 2020).

The Gresik Regency Education Office is part of the Gresik Regency government which assists the Gresik Regent in carrying out government affairs in the field of education. The Gresik Regency Education Office in storing its archives uses two methods, namely manual and electronic. In this study, researchers focused on storing archives with a digital system only. Due to the increasing amount of information stored, the digital system will make it easier for a longer period of time. The application used in archive storage at the Gresik Regency Education Office is the SRIKANDI application (Integrated Dynamic Archive Information System). This application is based on SPBE (Electronic Based Government System) which is expected to be a solution for agencies in facilitating correspondence management (Noor, Damayanti, & Garnida, 2023).

Therefore, researchers want to know more about digital archive management through the SRIKANDI application at the Gresik Regency Education Office. So that later, readers will know the functions and advantages of digital archiving in storing important documents.

## METHOD

Type of Research

This research is qualitative research with a descriptive approach. Researchers use this method because the procedures and methodology are very specific, based on the theory of correspondence as a theory of scientific truth, and highly appreciate the diversity of field data, without the tendency to generalize (Rosyada, 2020). One of the objectives of qualitative data analysis is to provide an objective explanation of social phenomena that occur in society (Ruhansih, 2017). Therefore, the use of qualitative methods in research can produce a study of a phenomenon. This method is oriented towards the findings obtained when conducting research. In principle, this method uses interviews. The research location conducted by researchers in collecting data is at the Education Office which is located at Jl. Arif Rahman Hakim Gresik No.2, Kramatandap, Sidokumpul, Kec. Gresik, Gresik Regency, East Java, Postal Code: 61111.

Data Collection Technique

The data collection techniques used in this research are first, Observation which is used to collect direct data about digital archive management and the use of the SRIKANDI application. Second, Interviews used to collect more specific data about digital archive management steps, how the SRIKANDI application works, then functions for employees, application advantages and others that cannot be obtained through observation techniques. Third, Documentation used to refine and complement the data obtained from interviews and observations obtained from documents and images collected at the Gresik Regency Education Office.

Data Analysis Technique

Data analysis techniques carried out in this study, namely: 1) Data collection, namely by preparing data from observations, interviews, and documentation. 2) Data reduction, namely by selecting and sorting the data that has been collected and then summarized. 3) Presentation of data, namely by re-presenting the data that has been collected in accordance with the order. 4) Data verification, namely by selecting data that is actually used and data that can be accounted for the truth (Hartono, 2018).

This research was conducted using the literature study method, which includes the process of collecting and in-depth analysis of various academic journals, scientific articles, and reference books that focus on the topic of character education. Specifically, this research highlights the transformation of character education through the Science Technology Society (STM) approach in order to support the achievement of the 2045 Golden Indonesia vision. The research phase began with a search for relevant academic sources, followed by a selection process of journals, articles and books that were considered to have high relevance to the research theme. All sources were accessed from various trusted academic platforms, including digital libraries, to ensure that the data analyzed had sufficient validity and credibility. Through this method, the research seeks to present

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a comprehensive picture of the integration of the STM approach in character education as an important strategy to prepare ethical and competent future generations in the modern era.

## RESULTS

A digital archive refers to a collection of records stored in digital format using electronic devices, enabling these records, which may encompass text, photographs, videos, or audio files, to be preserved, processed, and transmitted via computers; however, it is important to emphasize that the primary purpose of digital archives is not to replace the original documents or images but rather to complement them, particularly in the context of modern organizations where document management systems often rely on software capable of storing data in specific formats; notwithstanding, careful attention must be given to the process of converting physical files into digital formats and to the implementation of a hybrid system that bridges the gap between physical and digital records, ensuring that with digital file storage, archives can be easily accessed through platforms with user-friendly interfaces, such as websites or applications, that facilitate the interpretation and utilization of electronic documents by users (Jely Husnita, el-Khaeri Kesuma, Adab, & Raden Intan Lampung, 2020).

Digital archive management in general mentioned by Yusuf Abdhul in (Juniati) can be done through several stages, namely: 1) Collection of materials where in carrying out electronic archive management, stages are needed in collecting materials, namely documents that will be used as electronic archives or digital archives. 2) The scanning stage is carried out after the stage of preparing the material or document to be stored in digital media, then the document or archive is transferred using a scanner or other technological tool that can change the form of the document or archive into a photo or image format. 3) Manipulation stage, namely after the archive or document has been transferred, the archive can be adjusted according to the storage capacity or system that will store the digital archive or electronic archive. 4) Data Entry Stages, namely data entry which is then carried out in the next process into the system. This data entry process is carried out to facilitate the information retrieval process to be searched. 5) Editing and correction stages, namely checking the data that has been input, also needs to be done so that when searching for archive search keywords there are no data errors to facilitate the search for archives to be used. 6) Digital archive access is the last step that can be done after the archive is inputted, archive searches can be done when finding information that will be used for content and information (Juniati & Nurdiansyah, 2023).

Based on the aforementioned stages, digital archives are designed to provide accessible and convenient retrieval through platforms such as websites, applications, or other interfaces, which enable users to comprehend and utilize electronic documents with ease. The integration of such systems into organizational workflows enhances the efficiency of archive management by streamlining the access and utilization of digital records in a manner that is both user-friendly and effective.

In this context, the Gresik District Education Office has adopted the SRIKANDI application as its dedicated platform for managing archives. This application is structured to cater to the archival needs of all users by providing individual accounts, allowing each user to manage and access their archives independently. Such an approach not only ensures personalized accessibility but also fosters a structured and organized archival process. To achieve optimal outcomes in archive management, it is imperative that the processes involved adhere to a series of systematic and well-defined steps. By following these structured guidelines, organizations can ensure that their archive management efforts are carried out effectively and efficiently, thereby minimizing errors, reducing redundancies, and maximizing the utility of their digital archival systems(Noor et al., 2023).

The SRIKANDI application serves as a comprehensive internal communication platform, enabling employees to engage in meaningful interactions and collaborations within the organizational framework. By providing features such as forums, instant messaging, and other interactive tools, the application facilitates the sharing of information, the exchange of ideas, and productive discussions among staff members. This functionality is specifically designed to enhance coordination and foster a collaborative work environment at the Gresik District Education Office, ensuring that teamwork is both efficient and effective (“Dinas Perpustakaan Dan Kearsipan Kabupaten Bojonegoro Kabupaten Bojonegoro,” n.d.).

Additionally, the SRIKANDI application offers a robust archiving and documentation system tailored to the management and storage of essential records, including policies, procedures, reports, and other critical documents. With its user-friendly search and access capabilities, employees can effortlessly retrieve necessary information, thereby significantly reducing the time and effort typically required to locate important documents. This streamlined process not only boosts productivity but also enhances the overall efficiency of document management within the organization.

Moreover, the application allows leaders to assign tasks and responsibilities directly to employees, who can subsequently track their assignments, monitor progress, and submit reports through the platform. This functionality simplifies the process of overseeing ongoing projects, making it easier for managers to monitor

work and ensure that deadlines are met. The intuitive task management system embedded within the SRIKANDI application is instrumental in maintaining organizational focus and accountability.

In addition to task management, the SRIKANDI application plays a pivotal role in evaluating employee performance. Supervisors can utilize the platform to provide constructive feedback, establish performance goals, and monitor the progress of their staff members over time. This integrated approach ensures that the performance appraisal process is more structured, transparent, and objective, contributing to a culture of continuous improvement and professional development across the organization.

The SRIKANDI application incorporates a range of features meticulously designed to align with the systematic steps involved in effective records management, ensuring that each stage of the archival process is handled with precision and compliance with regulatory standards. One of its key features is archive creation, which facilitates the generation, transmission, and reception of official documents electronically, streamlining communication and documentation processes between government agencies. This feature not only enhances efficiency but also ensures the secure handling of official correspondence in a digital format (Yogopriyatno, Jatmiko, Nursanty, & Roeliana, 2024).

Another essential feature is manuscript verification, which enables thorough checks of drafted manuscripts to maintain their integrity, authenticity, and reliability, ensuring that they are fully trusted by recipients. This step is critical in preserving the credibility of official documents and preventing discrepancies that could arise from incomplete or inaccurate drafts. The application also includes a manuscript signing function, offering flexibility for users to sign documents either electronically, using certified digital signatures, or manually, depending on the specific requirements of the document or the organization. This dual-option approach ensures that the signing process remains both adaptable and secure. In addition, the feature for classification and destruction of archives plays a pivotal role in organizing documents systematically by categorizing incoming and outgoing manuscripts in accordance with applicable regulations. This feature also facilitates the destruction of archives that are no longer relevant or needed, thereby maintaining an efficient and uncluttered records management system. The maintenance of archives is another crucial feature, designed to ensure that all archived materials remain authentic, complete, and reliable over time. This function safeguards the long-term usability and trustworthiness of records, preventing deterioration or loss of critical information. Lastly, the application provides a feature for archive use, which regulates access to archived materials, ensuring that only authorized individuals are permitted to view or utilize them. This controlled access enhances security and ensures that sensitive or critical information is handled appropriately and responsibly within the organization.

The archive management process starts with creation, which depends on whether the archive is created manually or digitally. If the creation process is manual, the first step is to transfer the media to digital format, while if the creation is digital, the first step is to identify the archive. After identifying it based on the available instruments, the next step is to put it into a file home. If the digital archive does not yet have a home file, then a home file will be created first. Once the archive is in the home file, the next step is to select the items and add the appropriate metadata. Then, the archive is put into the archive list. For official manuscripts or other types of archives, the archive list is inputted first in the SRIKANDI application before being sent through the National Archives Information System (SIKN) (Noor et al., 2023). At the stage of managing official documents or archive lists to support public services and information transparency, the process begins with information processing. The processed information is then compiled into a list of information in accordance with applicable regulations. After compiling the list of information, approval from the authorized official will be sought before the information can be used or disseminated further. By carrying out these steps systematically, archive management can be carried out effectively and efficiently.

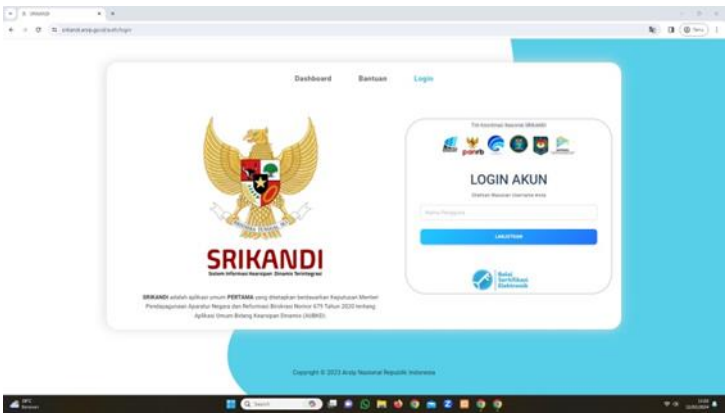


**Figure 1. Initial View of the SRIKANDI Application**

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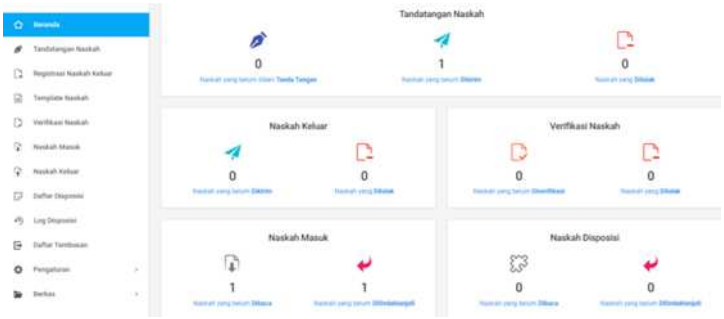


**Figure 2. Display of SRIKANDI Application Features**

From the interviews that the author conducted, he found several obstacles to the implementation of SRIKANDI. According to Hansen and Mowen in (Harvi dasnoer) grouping the types of constraints based on their origin into two, namely internal constraints and external constraints. The obstacles in the implementation of the SRIKANDI application include: 1) Internal constraints, internal constraints, namely constraints that are felt from within the organization. The organization in this study is the Gresik Regency Education Office. The obstacles faced from an internal perspective are the lack of understanding of human resources (Government Apparatus) in the application of SRIKANDI. There are still apparatus who do not understand operating the SRIKANDI application, so that apparatus who do not understand, ask for help from apparatus who understand so that effectiveness in work has not been achieved. Furthermore, if the internet network available at the Office is experiencing problems and cannot be used for a while, then this becomes an obstacle and hampers correspondence services, as well as other technical matters in using this application. 2) External constraints, external constraints are obstacles faced from outside the Office. The obstacles faced by the Gresik Regency Education Office are the lack of efficiency and socialization regarding the new SRIKANDI application by the Gresik Regency Library and Archives Office (Mahayoni, Yudharta, & Wirantari, 2021)

## CONCLUSION

The SRIKANDI application is an application that provides an archiving and documentation system that is useful for managing and storing important documents such as policies, procedures, reports and other records. The SRIKANDI application can improve archive management at the Gresik Regency Education Office if each employee can use the application correctly. This application has features that are in accordance with the systematic steps of archive management. Digital archive management through the SRIKANDI application at the Gresik District Education Office has made a positive contribution in accelerating and simplifying archive management. This application supports the implementation of effective, efficient and transparent archival principles, while helping to reduce dependence on physical archives. However, its implementation has not been fully optimized because there are still some obstacles, such as low user understanding, and the need for training to improve employee competence. In addition, stronger management support and continuous supervision are needed to ensure the sustainability of the application in accordance with national archival standards.

Local governments need to strengthen technological infrastructure, such as stable internet networks and adequate hardware, to support the smooth operation of the SRIKANDI application. Then the Office also needs to organize regular training for employees to improve their understanding and skills in using the SRIKANDI application, so that employees can manage digital archives independently and effectively. In addition, it is necessary to regularly monitor and evaluate the use of the SRIKANDI application to ensure compliance with archival standards and identify areas that require improvement. Then improve coordination with related institutions or agencies, such as the National Archives of the Republic of Indonesia (ANRI), to obtain technical support and ensure application implementation in accordance with regulations. After that, conduct a socialization program to raise awareness of the importance of digital records management among employees and the public as a form of support for digital transformation.

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