

## Implementation of Filing System at SMPN 23 Palembang

Afif Alfiyanto<sup>1\*</sup>, Muhammad Ghazali<sup>2</sup>, Fitri Hidayati<sup>3</sup>, Wulan Sari<sup>4</sup>, Ivan Riyadi<sup>5</sup>

### Abstract

The research set out to determine the status of the filing system at SMPN 23 Palembang, as well as the variables that helped and hindered its introduction. The study employs a descriptive qualitative approach, with the superintendent providing the study's key piece of information and principals and teachers providing additional context. Methods of gathering information such as conducting interviews and keeping detailed records. Methods for analyzing data include summarization, validation, and drawing conclusions. The findings of this research demonstrate that SMPN 23 Palembang's file system implementation is pretty excellent in numerous respects. This is especially true in terms of Direction, which is carried out to ensure that the filing system implementation proceeds in accordance with all relevant rules and regulations. The principal provides encouragement to the office staff and instructors to get them excited about using the new file system. There is a strong correlation between the effectiveness of the file system in disseminating information and the quality of communication between the principal, administrative personnel, and teachers. Coordination, in the sense of making sure that the principals, administrators, and teachers all work together to roll out the new file system. Use of a suitable archive storage system and efficient archival communication are two of the pillars upon which the archiving system rests. The lack of skilled workers and inadequate physical space for archives are major impediments.

**Keywords:** implementation; filing system; school

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<sup>1,2,3,5</sup> Universitas Islam Negeri Raden Fatah Palembang

<sup>4</sup> STIT Pagar Alam

\*Author Correspondent: [afifalfiyanto\\_uin@radenfatah.ac.id](mailto:afifalfiyanto_uin@radenfatah.ac.id)

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### Introduction

Archives are a vital informational resource that may accommodate rapid-fire developments in circumstances and circumstances. Archives may be used both to learn more about an issue and to obtain the supporting evidence needed to make the best option possible when addressing that problem (Kajual et al., 2017; Zulmi & Rustiana, 2015; Alamsyah et al., 2023). Archives must be managed using excellent and correct archiving implementation so that if parties need the archive, it will be presented quickly and precisely. Many factors influence archives' positive image, including neat storage, educated and skilled officers, ease of storing, recovering archives, and guaranteed archive security (Delova & Nelisa, 2018; Rahayu et al., 2022).

In 2009, the Indonesian government passed Law of the Republic of Indonesia Number 43 of 2009 concerning Archives, which ensures the security of national accountability materials related to the planning, implementation, and implementation of national life that must be maintained securely. Archives at an organization or agency are unique accountability material and thus has importance for upkeep due to the presence of the Law, specifically in regards to archives (Atvenia et al., 2019; Fathurrahman, 2018).

Since this archiving is essential to ensuring that archives may always be accessed, a SOB is required. When it comes to human resources, standardization of facilities and infrastructure, implementation methods, and the necessary budget, this standard operating standard (SOB) is a policy used to bind anybody who carries out the archiving. Standard operating standards (SOB) are recommendations for the management of archives and are used as a reference in archival

operations. For the purposes of archiving, this document may be thought of as a manual outlining the who, what, when, where, and how of the archiving process (Muhaimin, 2022; Princess, 2017).

There are two phases to the archiving process: the initialization phase and the storage phase. The first step involves some paperwork, so documenting, distributing, and processing are in order (Atika & Fauziah, 2016; Sakdiyah, 2014). For archive processes to function in accordance with archival standards, records management is essential. To avoid damage, degradation, or loss, archival materials must be kept in a suitable atmosphere or area, and they must be both legible and preserved in a way that makes them easy to retrieve. Archival storage durations must be established and documented (Indarwati, 2013).

Schools, as well as people, may benefit much from archives because of the history and knowledge they contain (Gunawan et al., 2023; Rosaliana et al., 2022). As a result of common problems associated with archives management in academic institutions (e.g., poor archival facilities and infrastructure, especially archive storage facilities; in essence, archives that run by procedures are supported by complete and standard archival facilities; and the difficulty of recovering archives quickly and precisely), it is clear that there is room for improvement in this area. Carelessness in record-keeping is sparked by a number of factors, including the creation and acceptance of archives by an organization, the activities and dynamics of that organization, and the high volume of archives that always increases continuously without any record reduction actions (Gustina & Hidayat, 2021; Mubarak & Kardoyo, 2015).

With the passage of time and the completion of various projects inside a company, more and more records are accumulated. Unorganized archives waste time and resources while posing a risk of losing crucial data. The collection of records is a natural consequence of an organization's day-to-day operations, and may be made more difficult by a lack of records management, which can slow down the process of re-discovering archives. Continuous archival buildup without effective archiving may degrade the physical condition of archives, making them harder to access and use (Fitriani & Rahmawati, 2019; Yona & Marlina, 2016).

There may not be enough space for archives if their number continues to grow at its current rate. The lack of a regularly operating archive preparation system, the unauthorized use of archive storage for non-archival purposes, and inadequate archive storage capacity may all lead to a shortage of storage space. Lack of funding for the acquisition of archive management facilities can also play a role; archivists' lack of knowledge about archives can have an effect on access to archives; and a lack of coordination between school administrators has a major bearing on archival practices (Indriani, 2018).

Complete archiving infrastructure is required to back up archiving by processes and qualifications. File cabinets for active records, file shelves for inactive data, and other ancillary equipment are necessary to support archive management tasks. The equipment and facilities used for archiving must also adhere to standard operating procedures to ensure the physical state of the archive is protected against environmental hazards including water, fire, mold, and dust. Considering all the parts of school records management that are evaluated, it's clear that a repository for these documents is essential (Sohiron, 2023).

Researchers at SMPN 23 Palembang found, based on preliminary observations of the archiving system's implementation, that there are not enough archivists, that there is not enough space for archival storage, that there is not enough space for archival storage to be managed optimally, and that there is not enough space for archival storage. Based on the preceding context, researchers want to investigate the filing system further under the rubric of introducing the filing system at SMPN 23 Palembang.

## Method

Qualitative research methods were employed for this investigation. Since the connection of the researched components would be much better when seen, the method is more important than the outcomes in qualitative research, as stated by Moleong. Then, qualitative studies, as stated by Bogdan and Taylor, attempt to shape "rational and gambling" stances toward the truth and reality (Annur, 2013). Descriptive qualitative research methods were used for this study. Deductive inferences are drawn from the explanations and descriptions provided by the descriptive qualitative method. Descriptive studies may include one or more variables, and their design is predicated on identifying the information gaps and developing appropriate strategies for filling them, such as via interviews, observations, and written records (Noor, 2016).

When doing qualitative research, it is common practice to constantly collect and analyze data until all available information has been exhausted (a process known as "triangulation"). According to Miles and Huberman in Sugiyono, the technical data analysis utilized in this research included carrying out qualitative data analysis tasks in an interactive manner and continuing until completion, at which point the data became saturated.

## Results and Discussion

### Implementation of Filing System at SMPN 23 Palembang

Implementation (actuating) is an effort to make planning a reality according to the objectives through various directions, motivation, and coordination so that each employee can perform tasks or activities optimally per his duties and responsibilities.

#### 1. Direction

According to Siswanto, "Briefing is a process of guidance, giving instructions, and instructions to subordinates so that they work according to a predetermined plan" (Febriansyah, 2012). Thus, Direction may be defined as the process by which superiors train and guide their subordinates in carrying out their duties in accordance with the agreed-upon strategy. A manager's role in direction often includes encouraging employees and issuing directives.



**Figure 1.** Briefing

Conclusions drawn from observations, interviews, and written records indicate that the briefing is being implemented so that the planned archiving operations may operate smoothly and minimize deviations that might prevent the goals from being completed. Therefore, the principal is responsible for providing direction, guidance, and guidance to administrative staff and teachers so that they can carry out their responsibilities in accordance with the efforts and ways that have been planned.

## **2. Motivational Provision**

Motivating the implementation of archiving is essential because the motivation given by the leader can affect the implementation of the filing system that will be carried out by archivists (Ivaramulya & Husna, 2018; Meirinawati & Prabawati, 2015). Archivists at SMPN 23 Palembang require encouragement in the form of excitement in order to carry out their work effectively.



**Figure 2.** Motivational Provision

The author concludes that giving incentive is crucial in establishing the file system based on the aforementioned observations, documents, and interviews. In order to see positive results from the application of filing, administrative personnel need encouragement. Motivation in archiving may come from sharing ideas, having lively debates, and keeping meticulous records, all of which contribute to a more focused approach to archive maintenance.

## **3. Communication**

Interaction between a superior and those under him can take the form of communication. Verbal and nonverbal communication are equally important (Fatmawati et al., 2018; Sirait & Neliwati, 2022). Dede Mulyanto defines communication as the process of effectively sharing one's thoughts and feelings with another person in a way that fosters mutual understanding and appreciation (Hartono, 2016; Raudah & Santi, 2018). The author concludes that the principal's implementation of communication with his subordinates is quite good based on the above observations, interviews, and documentation. One of the most crucial factors in ensuring that the determined filings are put into effect is communication between the various parties involved in the school.

## **4. Coordination**

In the archiving activity, there is coordination between the principal, administrative staff and teachers of SMPN 23 Palembang. Coordination is an activity to direct and coordinate staff so that the implementation of archiving can run effectively and efficiently. According to G.R. Terry, coordination is a cyclical and regular effort to provide the right time. It can direct implementation to produce an action on the planned target (Maldini, 2022). Coordination is the process of organizing, combining or integrating common interests to achieve common goals efficiently and effectively so that there is no chaos between leaders and members (Asri B & Fatahillah, 2019).

The author draws the aforesaid conclusion after having seen, interviewed, and documented the file system's implementation process. Coordination is critical for leading personnel in the direction of pre-planned objectives. Coordination might take the shape of meetings to observe and track progress on the implementation system.

## **Supporting Factors and Inhibiting Factors for the Implementation of the Filing System**

The implementation of a program will not be separated from factors that can support and hinder the implementation of the program. For the traffic to implement the filing system to run smoothly and avoid obstacles that result in the implementation of archiving that is not

smooth, therefore efforts are needed to overcome this. Based on the results of interviews conducted by researchers, supporting and inhibiting factors for the implementation of the filing system can be described as follows:

### **1. Reasons Why We Should Start Using This Filing System**

The filing system may be successfully implemented with the help of the following elements:

#### **a. Proper Use of Storage Systems**

To guarantee the future discovery and use of archives, they must be stored in a manner that ensures their safety, security, and maintenance. The correct archive storage system may aid in the provision of information that is exact, comprehensive, accurate, relevant, and easily retrievable (Aghus Jamaludin Kharis et al., 2022). The author concludes that storage is adequate despite the cramped quarters based on the data presented above (observations, interviews, and documents). The aforementioned system is used for the purpose of archival storage. Because everything is derived from the subject matter of mail archives, the topic system has the benefit of realizing time efficiency in service to archive users, and it is also well suited to enable the rediscovery of archives.

#### **b. Effective communication**

The goal of communication is to convey one's thoughts and feelings to another in such a way that the receiver will internalize them and respond accordingly. Direct or indirect communication takes place when the sender and the receiver have some similarities. Communication regarding the archiving system has been successful, according to observations made by researchers (Santika, 2020). The author concludes that the communication carried out is highly successful in establishing the file system based on the findings from interviews, observations, and documentation. An efficient filing system is intended to benefit from clear lines of communication.

### **2. Factors that Prevent the Filing System from Being Put Into Effect**

#### **a. Inadequate Infrastructure and Facilities**

In order for workers to do their jobs, it is essential that they have access to adequate facilities and infrastructure. Archives encounter challenges in implementation due to a lack of resources and infrastructure. Archive administration is subpar because, as far as can be seen, the current facilities and infrastructure are insufficient (Abidin & Husaebah Pattah, 2022; Assumpta Wikantari et al., 2022; Mulyadi et al., 2022; Suranto et al., 2022). The author concludes, based on data collected via observation, interviews, and documentation, that inadequate facilities and infrastructure make optimum archiving management difficult to achieve. Advice and infrastructure may be used to their fullest potential to maximize results.

#### **b. Quality of Human Resources**

Human resources play a crucial part in every facet of a firm. The inefficiency of any system, including the file system, may be traced back to a lack of quality human resources (Setiarini & Lathifah, 2017). The author draws the conclusion that poor quality human resources might slow down activities in archiving implementation based on interviews and observations. Inadequate staffing and a failure to recognize the value of archives may prevent them from serving as the hub of an organization's memory. Eventually, archival work will be devalued as a profession. When archival officers are poorly trained and supervised, progress in the field of archiving sometimes slows to a crawl.

## Conclusion

One can conclude that 1) the filing system implementation at SMPN 23 Palembang has been carried out quite well based on the results of research conducted by researchers using observation, interview, and documentation methods. The implementation indicators for the filing system – including encouragement, direction, coordination, and communication – have all been satisfied. 2) The adoption of an adequate archive storage system and b) efficient communication in archiving are two factors that contribute to the success of the archiving system; The execution of the filing system is hindered by a) poor human resources and b) a lack of adequate infrastructure and equipment for archiving.

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