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ABSTRACT

Radio Republik Indonesia Kota Ende is a broadcasting institution that actively provides information on the Covid-19 pandemic. The results of this information are collected in the form of archives of the Covid-19 pandemic as a record of important events. This study aims to describe the management of the Covid-19 pandemic archive which includes the process of creating, using, maintaining, shrinking, and storing archives.

This study used the descriptive qualitative method. The data used are primary data and secondary data. Primary data in the form of information about the dynamic archive management of the Covid-19 pandemic starting from the stages of creation, use, maintenance, depreciation to storage obtained from interviews, observations, and documentation with informants. Secondary data was obtained through books, journals, articles, and documents that support the activities of managing archives for the Covid-19

pandemic, Radio Republik Indonesia, City of Ende. The analysis used is to reduce data, present data systematically, and draw conclusions.

The archive management process starting from the use, maintenance, to storage stages has been by the goals and needs of the institution. The creation and shrinkage activities have not run optimally because the pandemic archives are still relatively new.

The process of managing dynamic pandemic archives carried out by Radio Republik Indonesia Kota Ende is a form of its role in saving archive history during the pandemic. The process that has been carried out needs to be continuously improved, so that the historical value of the pandemic archive is maintained.

Keywords: management, dynamic archives, covid-19 pandemic

INTRODUCTION

The presence of the Covid-19 outbreak at the end of 2019 had a significant impact on the archive sector. The National Archives of the Republic of Indonesia recommends rescuing and managing archives related to events during the Covid-19 pandemic so that they can be used as material for performance accountability and legal evidence (Asari, 2021). In a webinar on "Strategies Rescue Archives Pandemic Covid-19", the International Conference of Information Comissioners (ICA) along with ARMA International, and the Committee on the data of international science council (Committee on Data for Science and Technology), as well as the Digital Preservation Coalition Research Data Alliance suggest businesses and research institutions around the world document Covid-related events for present and future purposes as a form of recording important events (Azmi, 2020).

The Covid-19 pandemic has changed previous workflows and has required institutions to be creative and innovative in providing the services people need (Murphy et al., 2021). The activity of managing an event-based archive collection can be used as a source of the collection which can then be broken down into smaller units based on the goals of the archives management

organization (Niu, 2015). As an institution that produces information on the Covid-19 pandemic, Radio Republik Indonesia Kota Ende has also made various efforts to manage the existence of dynamic archives of the Covid-19 pandemic.

Management of dynamic archives is carried out as a form of RRI's contribution to saving the nation's historical records. Historical research helps us think about the direction of policy decisions as well as provides insight into our shared vulnerabilities, the roots of social conflict, the impact of injustice, and an appreciation of human resilience (Jones et al., 2021). The dynamic archive at this institution comes from the broadcast work unit and is used directly by the broadcasting team. This is in line with the opinion of Basir Barthos (2016) which explains that dynamic archives are archives that are used directly in various processes of organizational activities, both planning, organizing, and state administration.

Observations made at the Republic of Indonesia Radio Station in Ende City showed that, in general, the process of managing pandemic dynamic archives has similarities with the management carried out on other dynamic archives (Anggraeni et al., 2021). The high demand for pandemic archives makes pandemic archive management activities more focused and differentiated at several stages such as use, shrinkage, and archive storage. The process of managing the dynamic archives of the Covid-19 pandemic has also not fully carried out management activities optimally due to several factors. These factors include unorganized storage space, the absence of a written policy from RRI Ende regarding archive management, the absence of a special archivist, the absence of a retrieval instrument, and the process of archive shrinkage that has not been directed.

Similar research on dynamic archive management has been conducted by (Fajri & Syahyuman, 2012) which states that archive management at the Library, Archives, and Documentation Office of Pesisir Selatan Regency has been going well even though the borrowing system is still simple. The difference with the research that the author did lies in the focus of the archives being managed. The research (Fajri & Syahyuman, 2012) focused on active dynamic archives in general, while the author's research focused on the Covid-19 pandemic dynamic archives. A similar study was also conducted by (Zulmi, 2015) who stated that the management of archives at the Pekalongan Regional Water Company was not maximized due to human resource factors that did not come from archivists. The difference with the research that the author did lies in the management theory used in the research. Research (Zulmi, 2015) uses Wursanto's theory which focuses on archive management at the stages of receiving, recording, storing,

organizing, maintaining, and shrinking archives, while research conducted at Radio Republik Indonesia Kota Ende uses the main theory of Muhidin and Winata (2016) which focuses on managing pandemic dynamic archives. Covid-19 at the stage of creation, use, maintenance, depreciation, and storage.

Based on the background and explanation of the problem above, the purpose of this study is to find out the process of managing the dynamic archives of the Covid-19 pandemic at the Radio Republik Indonesia broadcasting unit in Ende City which includes the stages of creation, use, maintenance, storage to depreciation.

LITERATURE REVIEW

Research on dynamic archive management has generally been conducted by (Fajri & Syahyuman, 2012) and (Zulmi, 2015) who focused on dynamic archives in general with research objects in government institutions, while research on archive management conducted by the authors focused on the dynamics of the Covid-19 pandemic. 19 on broadcasting institutions.

Covid-19 Pandemic Dynamic Archives

Archives are manuscripts or records made by organizations, both private and individual, regarding an event in their life that has a specific function and is stored systematically so that if needed it can be provided easily and quickly (Puspitasari et al., 2016). Apart from providing information and evidence, archives can be used as memories, a sense of community identity, ideas, inspiration, and guides for future action (Rozenberg, 2021). The archive type that is often used is a dynamic archive. Dynamic archives are archives that are used directly in the process of creator activities and are stored for a certain period (Muhidin & Winata, 2016). In its use, these archives are divided into two, namely active dynamic archives and inactive dynamic archives.

Dynamic archives develop again according to events that occurred in their time. Archives that have developed during this pandemic have produced various types of archives, including dynamic archives of the Covid-19 pandemic. This archive is an archive that was produced during the pandemic and has information about the Covid-19 pandemic. Based on the regulations of the National Archives of the Republic of Indonesia regarding the strategy for saving Covid-19 pandemic archives, these files are used as material for performance accountability and legal evidence in the management of Covid-19 pandemic archives.

Covid-19 Pandemic Dynamic Archive Management

Records management is the process of controlling various types of archives, both textual and non-textual, at the archive processing unit within the agency (Asriel, 2018). Following the times and archival technology, the types of archives have developed, one of which is producing dynamic archives. Dynamic archives have an important role in leadership decision-making, so they need to be managed according to procedures agreed by the organizational team (Riau et al., 2021). The dynamic archive management process includes the process of creating, using, maintaining, shrinking archives, and storing archives (Muhidin & Winata, 2016).

Dynamic Archive Creation

Archive creation is an activity to produce archives, either through activities in recording information contained in certain media which are then communicated to carry out the duties and functions of the organization as well as activities originating from outside parties. Records creation management ensures the creation of correct records specifically of the contents of the information held so that those who have rights and obligations can see them (Fang-Ming, 2015). The process of creating archives is the initial part of archive management, which requires several supporting instruments including the official script used to regulate the type, format, preparation, security, as well as the media used in official communication, incoming letters to provide information from unit to unit or organization. others to other organizations as well as outgoing letters to produce the best letters to achieve goals and objectives appropriately (Muhidin & Winata, 2016).

Use of Dynamic Archives

The use of archives is an activity to present archives for the benefit of the organization and to maintain the authenticity, integrity, security, and safety of archives (Muhidin & Winata, 2016). Archive use activities require strong controls to protect them from unauthorized access, modification, copying, and destruction (Nengomasha, 2013). The process of using archives is divided into the process of borrowing and retrieving archives. The procedure for borrowing records requires several steps, namely requesting, searching, retrieval of records, recording records, controlling, and storing back. Furthermore, in the retrieval process, there is a retrieval support system in the form of an archive code and index or identification (Muhidin & Winata, 2016).

Dynamic Archive Maintenance

Archival maintenance is an activity to clean up archives to prevent damage due to several causes (Yoriana, 2018). Factors that organizations need to consider in making decisions in maintaining records are operating costs, technological suitability, and human resources (McLeod & Gormly, 2017). Furthermore, the archive maintenance process can be carried out by taking into account the scope, including archive storage that needs to be specifically designed to meet the needs of archival preservation, the existence of restrictions on borrowing access, digital media transfer activities to secure the original archives and finally carry out disaster planning to allow archival institutions to respond to disasters more quickly and efficiently to minimize archive damage (Muhidin & Winata, 2016).

Dynamic Archive Shrink

Archival shrinkage is an activity to reduce the number of archives by transferring inactive archives from the processing unit to the archiving unit. "The depreciation process is devoted to archives that are rarely used directly by carrying out a retention process and archive assessment" (Muhidin & Winata, 2016). The archive retention process is carried out by designing an Archives Retention Schedule (JRA). Implementing a retention schedule can create a balance between newly created records and files that are no longer needed, thus saving storage space and time for managers to search for archival records (Kalusopa & Ngulube, 2012). Furthermore, there is an archive assessment process which is "the process of determining the value of archives from the aspect of function, the

substance of the information as well as their physical characteristics or intrinsic value which is carried out systematically through regulatory technical steps to determine the archives to be destroyed" (Muhidin & Winata, 2016). Assessing archives can be viewed from the value of archives, the weight of archive information, and the frequency of use of archives.

Dynamic Archive Storage

Archive storage is one of the functions of archive management in terms of ensuring that the recovery of archives and their use can be easily found again (Asari et al., 2020). In carrying out the storage process, there is a storage system that regulates management activities so that they run smoothly. The storage system is classified into the Alphabet or Alphabet System, subject system, number system, date and time sequence system, as well as regional or regional systems where the system is adapted to the principle of storage at the archives existence institution (Muhidin & Winata, 2016).

RESEARCH METHODS

This study uses qualitative research with a descriptive approach. Qualitative research is a type of research where the author positions himself to feel what the subject experiences in his daily life (Farida Nugrahani, 2014). The data in this study are primary data and secondary data that describe the process of managing dynamic archives of the Covid-19 pandemic by the Republic of Indonesia Radio Broadcasting Unit, Ende City. Primary data in the form of archive management information from the stages of creation, use, maintenance, depreciation to storage obtained directly from informants. Secondary data is obtained through books, journals, articles, and documents that support dynamic archive management activities for the Covid-19 pandemic. Secondary data was obtained by reading and studying and exploring the literature related to the research focus (Mahdi et al., 2020). The data collection techniques used were observation, interviews, and documentation with the object of research in the form of dynamic archives of the Covid-19 pandemic, both active and inactive at the Republic of Indonesia Radio Broadcasting Unit, Ende City. The subjects of this study used informants from broadcast unit administrators, heads of broadcast sections, and fellow broadcasters related to the management of dynamic archives of the Covid-19 pandemic on Radio Republik Indonesia Kota Ende. Informants in

qualitative research are people who can provide information, situations, and conditions related to the problems being studied (Moleong, 2015). The analysis technique used in the research is data reduction, data presentation, and conclusion. Test the validity of the data in the study, namely triangulation of sources and methods.

RESULTS AND DISCUSSION

The process of archiving the archives of the Covid-19 pandemic can be adjusted to the goals and organizational scope of the institution. Based on the interview, “The archives in this unit are managed or divided into several stages starting with the activity of creating, we type the archive files and then they are used by the brothers and sisters here, stored back in their place, our process is to maintain or care for them until finally, they need to be depreciated (MNR , personal communication, 19 October 2020)”. The archive management is in line with the management system according to (Muhidin & Winata, 2016) which includes the process of creating, using, maintaining, shrinking archives, and storing archives as an archive management function in ensuring that archive recovery and use can be easily recovered.

Dynamic Archive Creation

Based on observations made at the broadcast unit, the creation of dynamic archives begins with the process of creating archives that do not use the official script instrument regarding the process of creating dynamic archives for the Covid-19 pandemic. This is because there is no written policy from the central RRI Public Broadcasting Institute (LPP) regarding the management of dynamic archives for the Covid-19 pandemic. Based on the interview, “In terms of the official script system for managing dynamic archives, there are general ones. But for special archives for this pandemic, there is no written policy regarding the creation and format of pandemic dynamic archives here. We made this archive management because many fellow broadcasters often access archives related to covid. So I consulted this with the head mother and she and her friends agreed. So now the pandemic dynamic archive is placed in a different place from other archives (MNR, personal communication, 19 October 2020)”. This is contrary to the statement of Muhidin and Winata (2016) who explained that an instrument is needed to assist the work process, namely the

availability of official document arrangements (TND) within the organization. The official script system is used to regulate the type, format, arrangement, security, and media used in official communication.

Creation of archives at institutions of archive creation instruments used such as incoming and outgoing letters by following procedures for checking letters, reading and giving notes, submitting letters to leadership, disposition of letters to other departments, and answering letters when the leadership is not in place. The issuance of letters at this institution is in line with the theory of (Muhidin & Winata, 2016) which says that the procedure for issuing letters includes preparing concepts, grouping, recording, and sending letters.

The results of various instruments produce dynamic archives of the Covid-19 pandemic such as the Broadcast Program List (DAS), news scripts, and various letters written during the Covid-19 pandemic. The existence of the dynamic archive of the pandemic is in line with the interview "The archives created in this broadcast unit are generally general archives related to the broadcasting process such as the broadcast program list (DAS), various reports and official texts. However, during this pandemic period, many archives related to the pandemic have been created, such as a list of broadcast programs on the development of covid, study program scripts at RRI, as well as various information related to the pandemic (MNR, personal communication, 19 October 2020)". Furthermore, according to the head of the broadcast unit, "The archive that was made during the Covid period was the first one that Miss Print usually used, namely DAS. Then, the second one is a news script. This is a row of the latest news about Covid. It is almost the same as the watershed, only the difference is that the watershed is complete with time schedules, information, and information, while the news script is only news information. Then, most of the incoming and outgoing letters (ML, personal communication, October 21, 2020)".

Based on the explanation above, it can be concluded that at the stage of creating dynamic archives for the COVID-19 pandemic, various creation processes include creating archives without using official scripts, so it is necessary to consider their use in the manufacturing process. Furthermore, there is the making of outgoing letters and receipt of incoming letters which are run by the existing theory.

Use of Dynamic Archives

The use of dynamic archives at this institution is divided into a borrowing and retrieval process. This is in line with the theoretical statement (Muhidin & Winata, 2016) regarding the use of archives as an activity to present archives for the benefit of the organization and to maintain the authenticity, integrity, security, and safety of archives through the borrowing and retrieval process. In contrast to other dynamic archives that carry out recording activities on borrowed archives, borrowing activities carried out on pandemic archives are only carried out by remembering the person who borrowed the archive. This was done because the number of pandemic archives was still small compared to other dynamic archives. "Employees or broadcasters who want to borrow archives usually come and borrow from me. Then tell the file what you want to borrow. Then regarding the recording here, I don't use a special book to record the names of the borrowed files, just remember. Because there is indeed trust between me and my borrowed friends (MNR, personal communication, 19 October 2020)". This statement was also confirmed by the archive user, namely the broadcast work unit partner.

The archive retrieval system during the pandemic only uses the help of administrative records to record incoming and outgoing letters during the pandemic. Based on observations, other COVID-19 pandemic dynamic archives such as watersheds and news scripts do not yet have a special retrieval facility. Archives are found using the help of chronologically generated archive creation timestamps. "If there is a classification guideline for the general ones. Rich for staffing, administration. But if the classification of this pandemic archive does not yet exist because the sub-problem is not as much as the general archive, so it is easy for the retrieval process, just by looking at the time. Only if the general archive outside of the pandemic period is for letters, it is here using administrative records for incoming and outgoing mail records (MNR, personal communication, 19 October 2020)". This information contradicts the theory (Muhidin & Winata, 2016), which explains that dynamic archives related to the COVID-19 pandemic can be found in an easier and faster time by paying attention to several things that facilitate the process, namely classification, archive code, and archive index.

From the various explanations above, it can be concluded that the process of borrowing archives is carried out without a clear borrowing procedure. The borrowing process that only relies on the manager's memory will become complicated when the pandemic archive increases in number. Furthermore, there is a process of recovering archives that is carried out chronologically without having classification guidelines, because the sub-problem of pandemic archives is not as much as general archives. The increase in pandemic archives should be used as a basis for making a list of classifications, codes, and archive indexes in the environment of the Radio Republik Indonesia pandemic archives in Ende City, considering that the use of archives requires strong controls to protect them from unauthorized access, alteration, copying, and destruction (Nengomasha, 2013).

Dynamic Archive Maintenance

The maintenance process is carried out simultaneously on pandemic dynamic archives and other dynamic archives because they are in one work unit. Every maintenance sector in theory (Muhidin & Winata, 2016) has been done well. This is by the interview conducted with the informant “The most frequent maintenance is cleaning with a broom or duster. Then we also have a fumigation schedule that is carried out every three months not only for pandemic archives but also for archives in general. The fumigation process is carried out under my supervision as the archive manager so that dust and insects that destroy archives can be reduced by later recording the results of their activities. I also re-arranged the archives that have been borrowed in their place (MNR, personal communication, 19 October 2020)”. The user informant also shared the information “Maintaining the archives are the responsibility of all of us here, so it's not just Ikhsan. When we use up our archives, we organize them again so they don't get scattered. Then we also have something called fumigation, usually under Ikhsan's supervision during the process. We keep the room from getting damp. That's why you see when the air conditioner is damaged, the live broadcast unit coordinates with the infrastructure department to immediately repair it. So those are some efforts to keep archives safe (ML, personal communication, 21 October 2020)”.

In the pandemic dynamic archive, there have been no digitalization maintenance activity due to the relatively small number of archives and limited supporting facilities. Based on the interview, “We only make digitalization into dynamic archives outside of the pandemic because there are so many of them. There are some pandemic archives that we digitized but not all. Tools and personnel for digitizing are also limited so that if all archives are digitized, it will take a long time, so efforts are being made so that all archives

can be digitized (MNR, personal communication, 19 October 2020)". This information contradicts the theory (McLeod & Gormly, 2017) which explains the importance of human resources and technology in the archive maintenance process.

From the various explanations above, it can be concluded that the maintenance of dynamic archives for the COVID-19 pandemic, starting from archive storage, archive handling, archive control, access, and disaster planning, is carried out properly to ensure the existence of archives that are maintained in good condition. The increasing number of pandemic archives and their high frequency of use need to be considered in the procurement of archivist resources and archive digitization to minimize physical damage to archives.

Dynamic Archive Shrink

The existence of the Covid-19 pandemic dynamic archive is stored for one year with a high frequency of use and does not yet have an archive retention schedule (JRA). This is by data obtained from interviews with archive managers. Maybe later, wait together with the general archives at the age of three to five years, then the MNR will be depreciated or reduced, personal communication, 19 October 2020)". This is in contrast to the theory of Muhidin and Winata who explain the importance of the archive retention schedule as a list containing the period of archive storage with a recommendation as to whether the archive will be destroyed, reassessed, or made permanent.

From the various explanations above, it can be concluded that at the stage of shrinking the dynamic archive of the Covid-19 pandemic, it has not been implemented by the sustainability of the existing theory, because it is still relatively new with a high frequency of use. The depreciation process is only focused on the activities of assessing records in terms of administrative, legal, or general evidence without using the Archives Retention Schedule (JRA). The existence of an Archive Retention Schedule needs to be used as a depreciation instrument so that pandemic archives that will increase in number can be selected for depreciation.

Dynamic Archive Storage

The dynamic archive of the pandemic is arranged chronologically according to the order in which it was created. Based on the interview, "What is done here is the storage area, one of which can be seen by arranging the archives in chronological order. The pandemic archives here have only been collected in a matter of one year, so the time sequence is still from April to December, so it's easier to find if someone wants to borrow (MNR, personal communication, 19 October 2020)". This is in line with the theory (Muhidin & Winata, 2016) which states that there are five archive storage systems including the alphabet system, subject system, number system, chronological system, and regional or regional system.

The principle used in the storage activities carried out is the principle of decentralization due to the implementation of management taking place in each organizational unit. The various information is by the data obtained from the informant. "The storage here is not centralized so that each unit is responsible for managing them and has archives. For example, the reporting unit has its archive, the technical unit has its own as well as the broadcast unit. The archives here are stored in a room that is united with the employee's workspace including the dynamic archive of the Covid-19 pandemic. It's just that there is a difference between the places where public archives and pandemic archives are stored, but they are still in one workspace (MNR, personal communication, 19 October 2020)". This is by Muhidin and Winata's theory which explains that the principle of decentralization is the principle with which the implementation of management takes place in each organizational unit.

From the various explanations above, it can be concluded that the dynamic archive storage process for the COVID-19 pandemic has been carried out properly by the theory (Muhidin & Winata, 2016) which explains the existence of a chronological system and the principle of decentralization in the archive storage process. This archive, which is still relatively new, is in the same workspace as other general archives but is segmented by placement following the chronological form of storage. Implementation of management located in each organizational unit, making archive storage in this unit can be classified as applying the principle of decentralization in its activities.

CONCLUSION

The management of dynamic archives for the Covid-19 pandemic at Radio Republik Indonesia in Ende City is a form of the role of broadcasters in keeping the history of the pandemic archive awake. Archives that are still relatively new with a small number make various management processes ranging from creation, use, maintenance, depreciation to archive storage run with a lack of supporting instruments. The ongoing pandemic period should be used as a reference for the Radio Republik Indonesia City of Ende institution in overcoming various inhibiting factors to achieve an optimal Covid-19 pandemic dynamic archive management process.

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