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## STUDENT REGISTRATION ARCHIVES MANAGEMENT MALANG STATE UNIVERSITY

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# STUDENT REGISTRATION ARCHIVES MANAGEMENT MALANG STATE UNIVERSITY

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# **STUDENT REGISTRATION ARCHIVES MANAGEMENT MALANG STATE UNIVERSITY**

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## **ABSTRACT**

This research aims to describe the management of State University of Malang (UM) student registration archives includes the acquisition of archives UM student registration, processing of UM student registration files, preservation of registration files UM students, and access and service of UM student registration archives. Student registration archives are important to be kept by universities as a form of the university's national responsibility. This research was conducted using a qualitative descriptive research method. The data of this study is data that can describe the management of UM student registration archive which consists of data related to the acquisition of the registration archive UM students, data related to the processing of UM student registration archives, data related to the preservation of UM student registration archives and data related to access and services of UM student registration archives sources of data in this research are the coordinator and staff of the UM Archives Unit, and staff from the Registration & Statistics UM Subdivision work unit. Data collection techniques using observation, interviews, and documentation studies. The research instruments used in this research are observation guidelines, interviews guidelines, and documentation research guidelines. The analysis used is to reduce data, present data systematically, and draw conclusions. The results obtained are the acquisition of UM student registration archives by indirect verification to obtain an orderly archive. Processing of student

registration archive UM uses the principle of original rules and the creation of archive lists as a means of archive retrieval. Preservation that is carried out is preventive preservation by doing prevention in terms of archive storage facilities and archives UM student registration themselves. Access to the archives provided is closed and the UM Archives Unit prepares services to consist of archive retrieval facilities, record keeping, and archive control.

**Keywords:** Records Management, Static Archives, Student Registration

## **INTRODUCTION**

Archival storage in universities is important to do, given the existence of Archives is very important for the sustainability of the institution. The existence of archives can provide evidence existence is used as a memory center and a decision-making tool (Fathurrahman, 2018). In higher education institutions, archives are important assets that can be used as evidence of accountability for higher education performance and can reflect the achievement of the tri dharma of higher education (Mutmainnah et al., 2020). Based on this, a university archival institution was formed called the College Archives. College Archives have obligations management of static archives originating from higher education work units and the academic community (Dikopoulou & Mihiotis, 2012).

UM Archives Unit as university archives owned by the State University of Malang formed to support the implementation of the archives and as the provision of evidence national accountability. The UM Archives Unit was formed in 2006 based on Rector's Decree Number 0398/KEP/J36/OT/2006. One of the efforts made by the UM Archives Unit is: manage UM student registration archives. The archive records data information on student personality. Personal archives from the academic community must be owned by the College Archives Height (Allman, 2013). This is because the existence of universities is a student. Students can contribute to the running of the college (Kotler and Fox, 1995). With the registration archive UM, students, the UM Archives Unit can provide authentic evidence as evidence of national responsibility.

The UM student registration archive comes from the Registration & Statistics Subdivision. The archive was created because of new student registration activities. Sulisty Basuki stated that the archive is created from an activity that is created and accepted

by the institution (Basuki, 2014). Files student registration has archive retention. Based on PERKA ANRI No. 13 In 2014, retention of student registration archives for 5 years and permanent. Registration archive UM, students are kept by the Registration & Statistics Subdivision as the archive creator. When retention the archive runs out, then the archive is moved to the UM Archives Unit (Archive Institute). After transfer, then the management becomes the full responsibility of the UM Archives Unit.

The acquisition is used by archival institutions to increase the treasury of their static archives. Acquisition of static archives is the process of adding static archives to archival institutions that are carried out through the transfer or submission of static archives and archive management rights submitted to the archival institution (PERKA ANRI Number 31 of 2011, 2011). After getting the static archive from the acquisition activity, then the archive processing is carried out. Static archive processing is an activity to process static archives based on the principles of archive processing and the creation of archive retrieval facilities. Static archive processing aims for an organized arrangement so that retrieval becomes easier (Masci et al., 2018). Static archives have a high use value and are stored for a long time, so their existence needs to be preserved or preserved. Paper-based archive preservation is preventive and curative. Preventive preservation includes the selection of facilities and equipment archive storage infrastructure, regulating temperature and humidity, giving camphor or silica gel, environmental cleaning, and fumigation. While curative preservation is repairing archives that are damaged using lamination, encapsulation, and so on (Zega, 2014). The last stage, Archive access is the availability of archives as a result of legal and regulatory authorities' legal and the existence of supporting facilities to facilitate the discovery of archives and the use of archives (PERKA ANRI Number 28 of 2011, 2011). The purpose of archive access is to achieve archive service activities. Archive service activities are the provision of information owned by archival institutions that can be presented (Widyarsono, 2014).

Similar research related to student registration files has been carried out by Saputra (2015) with the title "Processing of Diploma Program Student Registration Archives at the Academic Directorate "Universitas Gadjah Mada" shows that the processing of registration files carried out by the work unit, namely the UGM Academic Directorate, focuses on the physical processing of archives and processing digitally. The novelty that the author does in this research lies in the types of archives and archive processing organization/institution. Saputra's research is a student registration file that is included in the category of dynamic archives and processing organization is the UGM Academic Directorate which acts as a work unit. While what is done by researchers

is an archive registration of students who fall into the category of static archives and the processor is the Archives Unit UM which acts as the College Archive.

Student registration archives contain personal data from students, research similar to the personal archive by Byantoro & Krismayani (2018) with the title "Analysis of Individual Archives Acquisition Strategy (Case Study at the Archives and Library Service Central Java Province)" indicates that the acquisition strategy is carried out by approaching the archival creator. Acquisition of individual archives is carried out to save archives and add to the archives in Central Java Province. The novelty that the author did in the research lies in the types of archives and stages of archive management. Study Byantoro and Krismani are individual archives that can contribute to the area of Central Java Province, while this research is an archive of students who are able to contribute to the State University of Malang. From stages archive management for individual archives, research by Byantoro and Krismayani to the acquisition stage. While this research covers all stages of archive management static.

## **LITERATURE REVIEW**

### **Student Registration Archives**

Archives are files, scripts, or manuscripts that are owned and stored systematically by the organization (Umam, 2017). Meanwhile, according to the KBBI, registration means recording or registration. Registration is the process of filling out several things that are used to complete the requirements to participate in an activity (Kurniawan, 2010). Based on both with this definition, it can be seen that the student registration file is the file used to complete the requirements as a student kept by the organization, institution, or institutions that are stored systematically. By article 27 paragraph (4) of Law Number 43 concerning archives, archives tertiary institutions are required to carry out archive management that is accepted in the university environment tall. Student registration archives are archives created in a college environment high and classified as individual archives of the academic community. Personal archives/personal archives are created by the academic community who have a strategic role in the implementation of social, national, and state life in the university environment high (Juliet et al., 2013). Student registration archives can provide related information to the student. This concept is in line with Johari opinion which states that registration is able to provide information related to members owned (Johari, 2011).

Any type of archive stored has a usage time, storage time. In the archive world, this is known as the archives retention schedule. An archives retention schedule is a list that contains the shelf life of the archive, as well as the ultimate fate of the archive being destroyed or permanent (Irawan, 2014). Likewise with student registration files. As for student registration has a shelf life of 5 years and the final fate of the student registration file is to keep it permanent. Student registration archives that are no longer used in daily activities day can be transferred to an archive depot or an authorized archival institution (Handayani, 2019).

## **Static Archive Management**

### **Archive Acquisition**

In simple terms, the acquisition activity is known as collection activities or collecting archives at archival institutions (Rakhmawati et al., 2018). Archive acquisition has the purpose of striving to save, preserve, and bequeath archives that have a collective memory and national identity (Wakimoto et al., 2013). Added static archive as a collection of historically valuable archive collections and their retention has run out (Rachmaji, 2016). For the regional archives office, individual archives/personal archives are an important asset that needs to be protected which is tied to the collective memory of the nation (Gilliland, 2017). On this basis, student personal archives need to be acquired to maintain assets and as evidence of higher education national responsibility. College archives high is obliged to keep static archives originating from work units or civitas academics (Dolan-Mescal et al., 2014).

### **Archive Processing**

Static archive processing activities aim at an organized arrangement so that retrieval back becomes easier (Indriati, 2018). In regards to Azmi opinion, processing static archives are activities that produce a means of retrieving archives that are based on archival rules (Azmi, 2014). With the availability of these facilities, archives can facilitate discovery in a fast time (Beis et al., 2019). The success of archive retrieval is influenced by the archive storage system that is applied. Archival processing has a basic principle, namely the principle of origin and original rules. Principle origin is the principle that keeps records organized in one archive creator. Whereas the principle of the original rule is the principle of archive processing which is carried out to maintain archive authenticity the arrangement that has been done by the archive creator when the archive has a frequency high usage (Sattar, 2020).

This basic principle is the basis for all archiving activities at archival institutions (The National Archives, 2016). In addition, there are alternative principles that are carried out if the Archives does not find the two principles tree above.

### **Archive Preservation**

Given the static archives accepted by the College Archives have retention long storage. So that preservation is needed to maintain the integrity of the archive. Archive preservation is an effort to protect archives against damage and repair archives on files damaged parts to preserve the availability of archives (PERKA ANRI Number 23 of 2011, 2011). Preservation is done by looking at the media or archival materials. The personal archive stored mostly material. Standards of preservation carried out on facilities and infrastructure for paper archives have a storage room temperature of  $20^{\circ}\text{C} \pm 2^{\circ}\text{C}$  and has a humidity of  $50\% \text{ RH} \pm 5\%$  (Sattar, 2020). While the preservation of paper materials, namely, Preventive preservation that is often done as the prevention of archives from dust by cleaning or vacuuming and providing archive wrapping covers with a low ph low (Gusda & Rahmah, 2013). The most common curative preservation is restoration to repair filing paper from damage caused by mildew or damage holes and torn (Ibrahim, 2017).

### **Access and Archive Service**

In simple terms, archive access is a right or opportunity given by archivists to find, use, and retrieve information contained in archives (Griffin, 2009). Restrictions on archive openness have the aim of keeping records so that they are the information contained is not leaked and remains intact. In addition, having a goal to protect the archive physically or the information contained in the archive; and personal rights contained in the archive can be protected. Such activities can also be termed as information security, namely the protection of archives against people who have no rights access to archives (The National Archives, 2016). While the archive service is a gift availability of archives owned for use by authorized archive users as well as provide a copy of the archive when needed with the applicable terms (PERKA ANRI Number 28 of 2011, 2011).

Previous studies that are relevant to this research are by Saputra (2015) with the title "Processing of Program Student Registration Archives" Diploma at the Academic Directorate of Gadjah Mada University". The research has a focus to dig deeper related to the processing of student registration archives by processing physical and digital. The method of data collection is done using observation, interviews, and literature study. The results showed that the processing of registration archives carried out by the

work unit, namely the Gadjah Mada University Academic Directorate, focuses on physical processing archives and digital processing. However, the processing is not optimal due to constraints limited facilities, record centers, and human resources. Byantoro & Krismayani (2018) research on "Archive Acquisition Strategy Analysis Individual (Case Study at the Office of Archives and Libraries of Central Java Province)". This research has a focus on exploring archive acquisition strategies in individual archives and obstacles faced in acquisition activities. The method used is qualitative with a case study approach. The results of this study indicate that the acquisition strategy is done in various ways, one of which is by approaching the creator character files. The acquisition of individual archives carried out by the agency is a serious effort carried out to save archives and increase archival treasures in Java Province Middle.

## **RESEARCH METHODS**

This study uses a descriptive type of research with a qualitative approach. So that can describe existing data in the field systematically through data collection, data classification, and data analysis. The data referred to in this study are data that able to describe the management of UM student registration archives carried out by the UM Archives Unit. From these data, it can be detailed as follows.

1. Data related to the acquisition of UM student registration files.
2. Data related to processing UM student registration files.
3. Data related to the preservation of UM student registration archives.
4. Data related to access and service of UM student registration archives.

The data in this study are divided into two, namely primary data and secondary data. Data primers were used in this study.

1. Results of interviews and documentation studies related to the acquisition of student registration file UM.
2. Results of observations, interviews, and documentation studies related to archive processing UM student registration.
3. Results of observations, interviews, and documentation studies related to the preservation of registration archives UM students.
4. Results of interviews and documentation studies related to access and registration archive services UM students.

While the secondary data in this study are data obtained through books, journals, articles, and documents that support registration archive management activities for UM students. Secondary data acquisition is done by reading and studying and exploring the literature related to the problems raised in the study. The purpose of this research is to systematically describe the data related to archive management Malang State University (UM) student registration managed by the UM Archives Unit can be appropriate facts and data in the field. This study uses data collection techniques by observation, interviews, and documentation studies. The object of this research is the UM student registration archive in the UM Archives Unit. While the subject of this study used informants from the Archives Unit Coordinator and Staff UM, and the Registration & Statistics Subdivision Work Unit. Informants in qualitative research is a person who can provide information, situations, and conditions related to problems being researched (Moleong, 2014). So that this study involved several 6. Informants people, consisting of 4 people from the UM Archives Unit and 2 people from the Registration & Registration Subdivision. Statistics. The number of informants considers obtaining information from various sources corner. Determination of the subject is considered adequate when the data obtained reaches a saturation point. The analytical technique used in the research is data reduction, in reducing data researchers make a summary on certain aspects and is expected to make it easier for further data collection. Presentation of data, carried out in the form of a brief description so that makes it easier to understand what's going on. Drawing conclusions, researchers are trying to understand, analyze, and seek meaning from the data that has been collected to obtain a conclusion. The conclusion will be followed by verification of testing for truth the data that has been obtained. The validity of the data in this study involved the UM Archives Unit Staff and the Work Unit Registration & Statistics Subsection. Test the validity of the data in the study, namely triangulation of sources and data method.

1. Triangulation of sources, checking the validity of the data to obtain information from various perspectives on student registration file management while at the Unit UM archives or when in the Registration & Statistics Subdivision.
2. Triangulation method: checking the validity of this research data using 3 Data collection techniques are observation, interviews, and documentation to obtain complete and credible data.

## **RESULTS AND DISCUSSION**

The principle of archive storage applied at the State University of Malang is the principle of combined. Based on the results of the interview, "The combination of centralization and decentralization." (Interview, March 23, 2021). The characteristics of the organization using the combined principle according to Muhidin & Winata (2018) states that active files are stored in the work unit and inactive archives are stored in the office archive units. This feature applies to the UM student registration file when the archive or file UM student registration has a high frequency of use and is stored in the Registration & Statistics Subdivision. Based on the results of the interview, "We keep the active registration archive for the student validation process and put it in our tendons" (Interview, 28 July 2021). According to Mudalsih & Gunarto (2014), states archives that still have use for completing administrative activities are kept by the Work Unit. Registration archive storage UM students are stored in the Registration Subdivision for new student administration purposes.

Archives can be moved to the College Archives if the archive is a static archive. UM student registration archives are classified as static archives whose retention has run out and permanent fate. Archives that have historical use-value, retention is exhausted, and the permanent fate is the static archive (Ardiana & Suratman, 2021). Based on the results interview, "Yes, higher education products are students, the initial student data is obtained from registration. So this archive is a static archive." (Interview, April 01, 2021). University stakeholders are those who can make a major contribution to the sustainability of the university, one of which is students (Kotler and Fox, 1995). Static archive criteria are also based on the use-value of archives that are capable of serving as national accountability and evidence. Archives that have value secondary use is an archive that can be used as a national responsibility, evidence, and information (Ulwan & Hermintoyo, 2017).

### **Acquisition of UM Student Registration Archives**

The UM Archives Unit adds to the archives using archive acquisition. In practice, the UM Archives Unit uses a queuing system for archive acquisition. Based on the results of the interview, "We use a queuing system to avoid a pile-up here." (Interview, 01 April 2021). Queue strategy according to Crosby & Bryson (2005) is assessed as an effort to utilize a strategy that is systematic, logical, and rational. The queuing system has a great influence on the acquisition of student registration files UM. Until now, the

acquisition of UM student registration files has been carried out 3 times stage and stage 4 is still running. Phase 1 Acquisition carried out in August 2015 – November 2015, Acquisition phase 2 was carried out in August 2016 – November 2016, Acquisition phase 3 was carried out in September 2017 – December 2017, and phase 4 was implemented in September 2019 and is still running. Stage 4 acquisition is still not completed due to the Covid-19 pandemic.

The acquisition of UM student registration files cannot be transferred directly. Case This is because the archive does not meet the acquisition principle. Principles of acquisition, the regularity of records, and the registration of static archives are very necessary for acquisition activities (Duranti & Franks, 2015). Based on the results of the interview, "In this one folder, there are archives whose retention runs out but are still stored. So we need to sort it out again." (Interview, April 01, 2021). Based on point of view registration subsection, "We don't dare to destroy archives whose retention runs out." (Interview, 28 July 2021). From the interviews, it can be seen that the sorting or Archive assessment is started or carried out by the UM Archives Unit. This kind of acquisition model can be categorized as indirect verification. The category has processes archive assessment based on primary use value and secondary use value and manufacture list of static archives (PERKA ANRI Number 31 of 2011, 2011).

Sorting UM student registration files using an assessment based on primary use value and secondary use-value. If the contents of the UM student registration archive have a primary use-value, then the archive is destroyed. While the registration file UM, students who have secondary use-value, the archive is stored permanently. In general, the UM student registration file contains biodata, a statement letter as follows: student, participant number, photo, photocopy of the diploma, photocopy of SKHUN, photocopy of the report card, deed birth, family card, registration card, proof of payment, health certificate, and letter of good character. Based on the results of observations, each student registration file has different data sets. Based on the results of the interview, "Complete in one" different maps. So, what we permanently store are biodata, birth certificates, cards family, diploma, and EBTA or SKHUN scores. In particular, if he was accepted through non- High school or the achievement track, supporting documents are kept as evidence." (Interview, April 01, 2021). And strengthened by the following interview results, "We prioritize biodata, birth certificate, diploma or the like, family card. The rest is looking at the entrance" (Interview, July 30, 2021).

From the results of the interview above, the contents of the UM student registration archive are stored permanently consisting of biodata, birth certificates, family cards, diplomas, and EBTA or SKHUN scores. Biodata is useful information because it contains

information related to the students used for historical purposes other than the creator, namely the Registration Subdivision. Use value Informational concerns information related to people, places, objects, or phenomena that are used for research and historical purposes outside the creator's organization (Wardah, 2016). So that the biodata in the personal archive needs to be stored because it contains information personality of the student. Then the birth certificate, family card, diploma, and EBTA score or SKHUN is valuable for proof because it contains information that can be proven directly law or very strong evidence. Archives that have a use-value of evidence are archives that can provide strong facts and information related to a matter (Zulhairi et al., 2013). So the archive needs to be stored to strengthen the origins of UM students. Deed birth and family cards are legal documents issued by the Disdukcapil, while the diploma and the value of EBTA or SKHUN are legal documents issued Ministry of Education or Culture concerned.

In addition to the archives above, namely the archive of affidavits as a student, participant numbers, photos, photocopy of the report card, registration card, proof of payment, health certificate, and letter good behavior is not stored permanently. The archive will be destroyed because it has administrative use-value. The archive was created to support the implementation of activities for student registration. Archives that are of administrative value cannot be stored permanently because have short retention. Based on PERKA ANRI Number 22 of 2017 (2017) states that records of administrative value have a retention of 2 years. Until the archive cannot be permanently stored on the UM Archive Unit. Archives are destroyed by chopping and melting. Based on the results interview, "It was collected and then chopped together with a chopper. Then We take the chopped up to a paper factory to smelt it." (Interview, April 01, 2021). And other archivists follow the process of amalgamation of archives in third parties. Here are the results of the interview, "That's right, we use the services of a paper mill to smelt at once I see the process until the archive is completely melted." (US). It was concluded that the destruction of the archive UM student registration is carried out by enumeration to eliminate missing information recorded on the archive and use a 3rd party to merge the archive. And during the process of destruction of archives on a 3rd party, there is an accompanying archivist. According to Ahli, archivists need to accompany the extermination process carried out with the help of a 3rd party to ensure that the information in the archive is not leaked and the archive has been merged (Ahli, 2020).

### **Processing of UM Student Registration Archives**

Determination of the principle of processing needs to be done on the processing of static archives. Principle archive processing is useful for simplifying the archive retrieval process and making it easier for archive process work (Pamungkas & Jumino, 2019). In practice, the model of the arrangement of the UM student registration archives in the UM Archives Unit is the same as the arrangement in the subdivision registration. Based on the results of the interview, "We are principled by the arrangement of the Subdivision" Registration, departments are arranged, so that processing is easier." (Interview, April 07, 2021). And strengthened by the results of interviews with the Registration Subdivision, "Yes, our arrangement is appropriate" with majors." (Interview, 02 June 2021). Based on the interview, processing UM student registration archives carried out by the UM Archives Unit are the same as the processing in the registration subdivision. This principle of archival processing can be known as the original rule principle. The original rule principle is used to make it easier to group files created by the archive creator (Sweeney, 2008).

Static archive processing can be done in several stages. The process of introducing static archives carried out by archival institutions is identification files. Identification of UM student registration files is carried out simply, namely archive survey and interact with physical archives. Based on the results of the interview, "Introduction during the survey" archive and view and open this archive." (Interview, April 07, 2021). And archivist others also followed the steps of the UM Archives Unit Coordinator. The following is the result of the interview, "Down" to the field to survey and open the archives one by one." (Interview, August 02, 2021). Based on these interviews, archive surveys conducted by archivists can determine the condition of the archives and arrangement patterns carried out by the Registration Subdivision Work Unit. And to clarify the introduction to UM student registration files, archivists open archives UM student registration one by one and evaluate the archives. In this simple way, the goal of archive identification is achieved. According to Sattar (2020) states the purpose of archive identification is to find out the type of archive, the condition of the archive, and the management system archive while in the archive creator.

The UM student registration archive does not have an archive regularity so that activities reconstruction needs to be done to get an orderly archive. According to Suhendro & Jumino (2020), disorganized archives are more focused on reconstructing archives than regular archives. In practice, the archivist of the UM Archives Unit performs archive reconstruction along with archive assessment. Based on the results of the interview, "When Simultaneously, we assessed the archives by sorting. After obtaining a proper archive, we rearrange like the original arrangement." (Interview, April 07, 2021). From the result In the interview, it was found

that the reconstruction of the UM student registration archives was carried out to group the files that have been sorted into one group according to the settings in the file Registration Subdivision. For archive reconstruction, namely rebuilding archives to become whole again as when the archive was still active (Suhendro & Jumino, 2020). Static archive processing needs to carry out activities of providing archive identity. Every archive managed by archival institutions needs to be given an identity or identification of the archive. Archival numbering is an attempt by archival institutions to provide identity to the archives it manages. According to PERKA ANRI Number 27 of 2011 (2011), the numbering archives are assigned a unique identity. The unique identity that the UM Archive Unit assigns to archives UM student registration is the Student Identification Number. Student Identification Number of one student with other students are not the same, so the NIM is used to provide identity to the archive student registration. By assigning a unique file number, the archive retrieval process will be easier (Cahyaningrum & Islaminingsih, 2016). In addition to the Student Identification Number, the UM Archives Unit provides a serial number on the archive which aims to create archive regularity in the archive list. The result of archive processing is the availability of archive retrieval facilities. Means UM student registration file retrieval is a list of archives. The UM Archives Unit provides a list of archives in print and computerized. Based on the results of the interview, "Meetings" return to using a list of archives, we provide soft file excel and in print and per- In the box, we provide a list of archives according to their contents." (Interview, June 14, 2021). Invention archive retrieval was created to make it easier to find archives quickly and precisely through the code given (Diani & Suwanto, 2018).

The purpose of an archive retrieval system is to bring together user thoughts to search the archives needed (Febriyanto & Dewi, 2017). Meeting system archives need to pay attention to 3 things, namely representation to represent information, query as a tool to find information from user queries, and match function as a matching function between representation and query (Wang et al., 2012). Representation of the UM student registration archive list in printed and electronic soft files excel can provide information related to the UM student registration archive which consists of names student, nim, year of entry, study program, and save location. Query from the archive list UM student registration in print is not available and the excel soft file is not optimal. The search tool in excel is only able to detect the correct keywords, if there is an error in writing the keyword then the data or archive information is not found. The match function on the printed list of UM student registration files and excel soft files cannot be running because

the query is not optimal. So that the list of UM student registration files is printed and excel soft files are less effective for use as a means of retrieving archives.

### **Preservation of UM Student Registration Archives**

Before the occurrence of damage, it is necessary to have prevention. Archive preservation is an effort taken to preserve archives, both media and information contained to be stored and last forever (Daryana, 2014). UM Archive Unit carries out preventive preservation for UM student registration files. The main goal of Preventive preservation is prevention or efforts to slow down damage to archives (Sattar, 2020). Preventive action is divided into two, preventive action on infrastructure and to the UM student registration archive. The following are preventive preservation measures for facilities and equipment infrastructure. The archive storage building at UM is protected from possible disasters. Disasters that are likely to occur are floods because Malang City has heavy rainfall high during the rainy season. Based on the results of the interview, "The building was never flooded, for fires we prepare fire extinguishers." (Interview, April 21, 2021).

Prevention carried out by the UM Archives Unit ensures safety from fire hazards. According to Detzner (2015), building security can be guaranteed by paying attention to the environment, application of fire alarms, fire safety, entry points, and provision of human resources security. The UM student registration file storage room has good air circulation and adequate lighting. Based on the results of the interview, "We did not provide the room many archives to provide air circulation and light entering this building is not too hot." (AW, Interview, April 21, 2021). Archives with paper media at the UM Archive Unit are enough to be given good air circulation and adequate lighting. When the archive room does not have measuring instruments, the room must have a well-insulated building construction (Larsen et al., 2014). All UM student registration files are arranged on archive racks made of solid wood thick. The rack can withstand the load of UM student registration files. Based on the results interview, "The shelf is made of solid wood and can withstand the weight of the registration file UM students. (Interview, August 02, 2021). According to its function, the shelf the selected archive storage must be able to withstand the load of the archive until the archive is stored reached full (PERKA ANRI Number 31 of 2015, 2015). Shelf selected by Unit UM archives is by standards because they can withstand the burden of UM student registration files which number in the thousands. In addition to resistance to archive loads, archive storage racks need given

the distance from the floor and the distance from the ceiling. Based on the results of observations, the shelves UM student registration archive storage has been given a distance from the floor and ceiling.

The next UM student registration file storage facility is the archive box. Based on the results of observations, the file box used is made of cardboard and contains a small hole that is useful for air circulation. File boxes are also provided with air circulation to keep it moist. The humidity of the archive storage area is an external factor capable of destroying archives (Daryana, 2014). In addition to humidity, destructive external factors archive is the presence of insects or the like. Efforts made by archivists are giving silica-gel in the UM student registration file box and maintaining the cleanliness of the room by removing adhering dust. The following are preventive actions against UM student registration files. The UM student registration archive has been stored in the warehouse for a long time so that a lot of dust is stuck in the archive. Efforts made by archivists are cleaning up dust by using a duster and vacuum cleaner. Based on the results of the interview, "When Sorting is easier using a duster, and if it's already in the box, use a vacuum cleaner more effective." (Interview, April 21, 2021). From the results of the interview above, it can be seen that the use of dust cleaners for archives needs to be adapted to the running conditions. Archive cleaning with a vacuum cleaner can overcome the dust that sticks with it fast and effectively (Saputra & Rahmah, 2013). The next effort is the UM student registration archive covered with Samson paper. "Samson's paper as a wrapper for this archive can protect" archive of dust." (Interview, August 02, 2021). The use of wrapping paper in archives can protect archives from dust (Gutarowska et al., 2012).

The next thing that needs special attention is the treatment of the adhesive material in contact with the paper. The most frequently used adhesives in registration files UM students are strapless iron or paper clip iron. Based on the results of observations, archives UM student registration which has rust stains are not treated specifically. Instead, if there are multiple records, the archivist chooses the best archive. Because it's constrained the cost, time, and effort of cleaning rusty iron stains in the UM student registration file is not done.

### **Access and Service for UM Student Registration Archives**

Giving access to static archives openly or closed to the public can be done by an archival institution based on the contents of the archive. The UM student registration archive has closed access due to having someone's personal information. Based on the

results interview, "Access is closed, to protect the information contained is personal" (Interview, April 21, 2021). Supported by other archivists' responses "The archives are personal we provide closed access." (Interview, June 14, 2021). From result From the interview above, it can be seen that archivists make efforts to protect personal archives. The closed access of static archives aims to protect archives from physical and its contents and protect personal information (Sattar, 2020). As is closed or restricted access, information from student registration archives can be protected. Classification of parties who have the right to access archives aims to ensure confidentiality information contained in the archive (PERKA ANRI Number 26 of 2016, 2016).

There is no specific procedure for the UM student registration archive service, so that service procedures use static archive services in general. Based on In practice, the UM student registration archive has never had an archive request service. However, regarding the preparation of the UM student registration archive service, the following have been carried out preparations that have been made. First, search for UM student registration files using the archive list on the computer or printed. Archive retrieval occurs because the archive is needed to be accessed by users (Xue et al., 2008) So that the means of retrieving archives UM student registration is very important to be prepared for archive services. Second, the recording of the UM student registration archive that is accessed by the user will be recorded in the book guest list. This is because the UM Archives Unit applies all service records to one book. Third, archive control, UM student registration files cannot be accessed directly free. So that archivists check the identity of people who want to access them. Archivists can find out and monitor the extent to which archives are accessed from recording and control carried out (Sattar, 2020) So that with the preparation of recording and archive control carried out by the UM Archives Unit is expected to be able to monitor the extent to which archives accessed and who has access.

## **CONCLUSION**

College Archives must manage existing archives in the College Environment. The UM student registration archive is one of the archives that are important for the College Archives to own and maintain. This is because the archive student registration contains student personal data and students themselves have an important role in the sustainability of Higher Education. So that the student's data must be owned by universities as evidence of national responsibility. Files Universities that implement a combined archive storage system between centralization and decentralized, perform inactive and static archive management. Management

static archives at the College Archives include archive acquisition, archive processing, archive preservation, and access and archive services. The acquisition of the static archives was carried out by the College Archives to add to the treasures of archives owned by way of submission of archives and submission of rights archive management. The UM student registration archive has been submitted from the work unit to the archives higher education through static archive acquisition and student registration file management UM has been submitted to the College archives. The static archive acquisition is carried out using indirect verification. College archives on the acquisition process making and compiling a list of UM student registration files with adjusting to the physical archive received. Static archive processing is carried out to organize archives that have been acquired and produce archive retrieval facilities. Archive processing UM student registration is done by using the original rule principle. Archive setup UM student registration is based on the storage model of the previous work unit, for the easy retrieval process. The final process of the processing stage is the formation of an archive list UM student registration as a means of retrieving archives, which are available computerized and manuals. College archives provide computerized archives carried out to facilitate the process of retrieving archives effectively and keeping up with the times. College archives need to carry out preservation activities for archives that have value high use. Preservation is done to protect archives in the long term. Preservation of UM student registration files is carried out using prevention or preservation preventive. Preventive preservation that is considered in infrastructure facilities is the archive building, storage room, storage, shelves, and storage boxes. While preventive preservation in the registration archive UM students are cleaning from dust and stains. Archive access is used to provide archive availability based on the results of legal authorities and legal authorities in the use of archives. UM student registration archives have closed access to protect student personal data. The static archive service is carried out by providing information presented in general or in particular. UM student registration archives do provide the stages of preparation for the implementation of services properly which consists of searching archives using archive lists, recording archives recorded in books, and controlling records by checking the user's identity. Overall static archive management of registration archives UM students have been managed properly and can be used as evidence of accountability national.

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