



## Archival management of educational staff in improving administrative services in senior high schools

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### ABSTRACT

Well-organized archival management is a crucial element in supporting the efficiency of school administrative services. This study employed a qualitative descriptive approach to describe and analyze the implementation of educational archival management by administrative staff at SMA N 1 Sleman. Data were collected through observation, interviews, and documentation from January to March 2025. The findings indicate that archival management at SMA N 1 Sleman has been carried out systematically through the stages of planning, organizing, actuating, monitoring, and evaluating. The entire process, from receipt to record destruction, is conducted in an orderly manner according to established procedures and plays a strategic role in enhancing the quality of administrative services. Adequate facilities, staff training, and the leadership of the head of administration support the success of this management. However, challenges such as the school's flood-prone location, limited storage space, and uneven staff competence remain obstacles. Improvement efforts, including digitization, the organization of document classification systems, and staff competency development, continue to be undertaken to enhance administrative efficiency and support the learning process.

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### ABSTRAK

Manajemen kearsipan yang terorganisasi dengan baik merupakan salah satu unsur penting dalam mendukung efisiensi pelayanan administrasi sekolah. Penelitian ini menggunakan pendekatan deskriptif kualitatif untuk mendeskripsikan dan menganalisis pelaksanaan manajemen arsip pendidikan oleh staf administrasi di SMA N 1 Sleman. Data dikumpulkan melalui observasi, wawancara, dan dokumentasi pada periode Januari-Maret 2025. Hasil penelitian menunjukkan bahwa pengelolaan kearsipan oleh tenaga kependidikan SMA N 1 Sleman telah dilaksanakan secara sistematis melalui tahapan perencanaan, pengorganisasian, pelaksanaan, pengawasan, dan evaluasi. Proses mulai dari penerimaan hingga pemusnahan arsip dijalankan secara tertib sesuai prosedur, dan berperan strategis dalam meningkatkan mutu layanan administrasi sekolah. Keberhasilan pengelolaan arsip didukung oleh fasilitas yang memadai, pelatihan tenaga kependidikan, serta peran kepala tata usaha. Namun, kendala seperti lokasi yang rawan banjir, keterbatasan ruang penyimpanan, dan kompetensi staf yang belum merata masih menjadi tantangan. Upaya perbaikan melalui digitalisasi, sistem klasifikasi arsip, dan pengembangan kompetensi staf terus dilakukan untuk mendukung efisiensi administrasi dan proses pembelajaran.

**Kata Kunci:** layanan administrasi; manajemen arsip; sekolah menengah atas; staf kependidikan

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## **INTRODUCTION**

In the era of rapid digital development and globalization, the demand for swift, accurate, and reliable administrative services in the education sector has become increasingly crucial. Schools, as formal education entities, should not only concentrate on instructional activities but also develop an efficient administrative system that serves as a crucial foundation for executing their management responsibilities (Pisriwati et al., 2024). School administration includes the management of student data, teacher records, facilities, and infrastructure, as well as other important documents (Yirci et al., 2023). One of the crucial components in this administrative system is records management, where archives serve as a data source for decision-making (Gerola & Meimban, 2023). Therefore, professional and well-structured archival management is necessary to ensure that administrative services in schools operate optimally, efficiently, and with accountability. Archival management is not merely a technical process of document storage, but a strategic component of effective school governance. Archives play a crucial role as a source of information, a means of accountability, and a record of institutional history, which is helpful for reporting, evaluation, and school program planning (Virgana & Lapasau, 2019).

When archive management is carried out carelessly or without a systematic approach, it can lead to various problems such as slow administrative services, data errors, and the loss of important documents that can harm both the school and its students. Thus, structured archive management becomes an urgent need, and the educational staff responsible for it must possess adequate competence in this field. Educational staff, especially administrative officers, play a central role in school archive management. They are responsible for receiving, recording, storing, organizing, and maintaining important documents in an orderly and secure manner (Shaturaev, 2023). However, in reality, many schools still lack an ideal archive management system. Common challenges include the absence of Standard Operating Procedures (SOP) for archiving, limited storage facilities, insufficient technical training for staff, and excessive workloads (Apriwulan et al., 2025). These issues hinder the optimal function of archives and can reduce the quality of administrative services. As a result, the administrative process becomes inefficient, negatively affecting the school's overall performance. SMA Negeri 1 Sleman, as a senior secondary educational institution dedicated to providing excellent service to students and the broader community, must prioritize the quality of archival management as a crucial element in supporting an effective administrative system.

Evaluating archival practices carried out by educational staff is highly relevant. It is essential to determine whether the educational staff at this school has implemented fundamental archival management principles, including document classification, code-based filing systems, document maintenance procedures, and periodic record disposal. Additionally, it is crucial to assess whether the school has leveraged technology in its archival system, such as the implementation of digital archiving applications that can expedite information access (Asad et al., 2022). Schools have a significant opportunity to develop digital archiving systems as a solution to the challenges of conventional archive management. Archive digitization can accelerate document retrieval processes, save storage space, and enhance work efficiency and security (Mulyadi & Mardiana, 2022). However, the success of this digital

transformation does not solely rely on the availability of technological devices but also the readiness of human resources, particularly the educational staff responsible for managing school archives. These staff members need to possess basic digital skills and understand digital archiving procedures to ensure a smooth and effective transition (Beurden et al., 2024).

Educational staff play a crucial role in archive management, which is an integral part of the school's administrative services. Proper and organized archive management supports faster, more transparent, and more efficient administrative services (Chen, 2024). On the contrary, disorganized archiving can hinder administrative processes and diminish trust from school stakeholders (Susiani et al., 2023). Therefore, it is essential to assess the extent to which the educational staff at SMA N 1 Sleman can effectively perform archiving functions as part of delivering quality administrative services in education. In the context of classroom learning, digital archiving systems also contribute to the smoothness of the teaching and learning process. For example, teachers can more easily access essential documents such as syllabi, lesson plans, or evaluation reports without being hindered by manual processes. Moreover, effective document management can serve as a practical example for students of the importance of orderly and efficient information management in the digital era (Rofiah et al., 2024). Thus, the digital transformation of archive management supports not only the administrative aspect but also fosters a modern and productive learning environment.

## LITERATURE REVIEW

### Archival Management

Archival Management is the process of systematically and strategically managing records, from creation and receipt to maintenance, storage, and disposition, whether in physical or digital form (Santos & Sousa, 2024). Records serve as sources of information, legal evidence, and decision-making tools within organizations, including schools. Proper archival management can improve the efficiency of administrative workflows and enhance institutional credibility (Ismagilova et al., 2022). In the education sector, records such as student data, financial reports, curriculum documents, and official correspondence must be managed using professional archival principles to avoid errors or the loss of important information. With the advancement of technology, traditional archiving systems are gradually transforming into digital systems, which facilitate data access and accelerate administrative services in schools.

Furthermore, records management involves not only technical aspects but also institutional and governance dimensions. Well-organized records reflect the quality of institutional governance and increase accountability to the public (Patricia & Riyanti, 2024). The importance of implementing Standard Operating Procedure (SOP) in records management to ensure consistency and information security has been emphasized by the Ministry of Education and Culture of the Republic of Indonesia. Poor archival management contributes to the provision of low-quality administrative services and potential legal violations due to the loss of critical documents (Juma & Kyule, 2023). Therefore, schools must enhance the capacity and competence of human resources, as well as provide supporting infrastructure to ensure sustainable and technology-adaptive records management.

## **Educational Personnel**

Educational personnel play a vital role in supporting the educational process through administrative, technical, and managerial services within schools. Educational staff consists of various professional roles, where school administration staff have the primary responsibility for managing school data and archives systematically, following the provisions. In the context of records management, educational personnel serve as the executors of activities such as collecting, recording, storing, and distributing documents to relevant stakeholders. The performance of educational personnel is significantly influenced by training, workload, workplace facilities, and the technological support available for administrative processes (Firman et al., 2025). Consequently, the quality of administrative services in schools is highly determined by the competence of educational personnel in carrying out these responsibilities.

In addition to technical competence, educational personnel are also expected to demonstrate integrity, responsibility, and commitment to their administrative duties (Okonkwo, 2024). Effective records management cannot be achieved without human resources who understand the importance of document governance as part of the institution's information system (Phakamach et al., 2023). However, in practice, many schools still face challenges such as the lack of specialized training in archival management, the absence of standardized procedures, and minimal use of digital technology in archiving processes. These issues hinder the optimal contribution of educational personnel to the efficiency and effectiveness of administrative services (Karakose et al., 2021). Therefore, school management must pay serious attention by providing continuous training, adequate supporting facilities, and a professional work environment to empower educational personnel.

## **Administrative Services**

Administrative services in schools are an integral part of managerial activities aimed at achieving educational goals effectively and efficiently (Yilmaz et al., 2025). Educational administration encompasses various services, including personnel management, student data management, financial administration, facilities and infrastructure management, and records management. The quality of administrative services has a significant impact on the smooth operation of teaching and learning activities, school community relations, and the school's accountability to the public (Ibrahim et al., 2024). In delivering these services, speed, accuracy, and precision are key indicators of a successful administrative system (Tarso et al., 2025). Achieving these standards requires a well-structured workflow, standard procedures, and sufficient technological support, enabling authorized personnel to manage and access information effectively.

In practice, the quality of administrative services is highly dependent on the school's managerial capabilities and the active role of educational personnel. Inefficient, disorganized, or non-transparent services can lead to dissatisfaction among students, teachers, and parents (Permatasari & Tandiayuk, 2023). Therefore, schools need to regularly evaluate their administrative systems, including records management, as an essential component of their information systems. The integration of information technology, such as school management

applications and document digitization, can streamline service processes and enhance the efficiency of administrative staff. Thus, strengthening administrative services is not only a functional necessity but also a strategic effort to improve the overall quality of school governance.

### **The Role of Records Management in Education and Learning in Schools**

Records management is an integral part of effective school administrative governance. Proper records management enables the timely and accurate availability of information for decision-making, including in the context of educational policies and learning processes (Isiaku et al., 2024). Records such as curriculum documents, lesson plans, student assessment reports, and teacher and student attendance records serve as essential data sources that support the smooth implementation of educational activities. When records are well-organized and easily accessible, teachers can plan their lessons more efficiently, principals can evaluate performance more effectively, and students can experience a more structured learning environment. A systematic records management system also helps create a professional and accountable school climate (Aulia et al., 2025).

Conversely, poor records management can negatively impact the quality of education. Disorganized document storage may lead to the loss of essential data, delays in decision-making, and difficulties in monitoring and evaluating learning processes (Sitthiworachart et al., 2022). These challenges can hinder educational innovation and result in unstructured teaching and learning activities. Schools that implement digitized record systems and technology-based management tend to have learning management that is more responsive and adaptive to change (Matitaputty et al., 2024). Therefore, it can be concluded that records management has a significant influence on education and learning in schools. An effective records management system not only supports administrative continuity but also plays a crucial role in realizing high-quality and sustainable education.

### **METHODS**

This study employs a descriptive qualitative approach aimed at describing and analyzing the implementation of educational archive management by administrative staff at SMA N 1 Sleman. The research was conducted at SMA N 1 Sleman from January to March 2025, with the administrative staff, the head of administration, and the principal serving as the primary informants, directly involved in archive management. Data were collected through observation of the archive management process, from planning to evaluation, as well as through interviews with informants to explore archive management practices, facility support, human resource competencies, and challenges faced. Additionally, documentation related to archives and management policies was collected. Data analysis was conducted qualitatively through data reduction to filter important information, data presentation in the form of descriptive narratives, and verification through conclusion. The research procedure began with administrative preparation, followed by data collection, analysis, and the preparation of a report containing recommendations for improving archive management and administrative services at SMA N 1 Sleman.

## **RESULTS AND DISCUSSION**

### **Educational Archival Management in Enhancing Administrative Services at SMA N 1 Sleman**

The implementation of archival management by educational staff at SMA N 1 Sleman is carried out through several systematic main stages, starting from planning, organizing, actuating, controlling, and evaluating. These stages include the process of receiving archives, which involves all forms of data or documents received by the Administration Office from both internal and external sources of the school. Once received, the archives are meticulously recorded, including both incoming and outgoing letters. This recording aims to ensure that documents are well-documented and easily traceable. The archival management process concludes with the destruction of archives, which involves eliminating documents that have lost their value, following applicable policies and regulations.

Archival management plays a strategic role in providing direction and a basis for evaluating previously implemented systems. In this context, the administrative staff holds a key responsibility as the primary executor, determining the success of the archival management implementation. With optimal execution, the quality of school administrative services can be significantly improved. Stakeholder satisfaction can be achieved if the administrative services provided meet their expectations. Therefore, the implementation of archival management at SMA N 1 Sleman has followed appropriate procedures to ensure the effectiveness of the service.

The Head of Administration at SMA N 1 Sleman fully understands the importance of having a structured and professional archival management system. He recognizes that achieving the goals of an educational institution is greatly influenced by the smooth handling of administrative document management. Proper documentation and storage of archives have become one of the main priorities, including the utilization of digital technology and user satisfaction as a supporting medium in the archival system. The use of electronic media is considered very helpful in creating orderly, efficient, and standardized archive management (Nailalmarom et al., 2025; Setiawati et al., 2024). Thus, archiving activities not only fulfill administrative needs but also become an integral part of achieving the school's overall goals.

### **Implementation of Archival Management by Educational Staff in Improving Administrative Services at SMA N 1 Sleman**

The implementation of archival management by educational staff at SMA N 1 Sleman is carried out through several systematic key stages, starting from planning, organizing, actuating, controlling, and evaluating. These stages involve the process of receiving archives, which includes all forms of data or documents received by the Administration Office from both internal and external sources of the school. Once received, these archives are meticulously recorded, including both incoming and outgoing letters. This documentation process aims to ensure that all documents are correctly recorded and easily traceable. The archival management process concludes with the destruction of archives, which involves eliminating documents that have lost their utility value, following established policies and regulations.

Archival management plays a strategic role in providing direction and a foundation for evaluating the previously implemented system. In this context, administrative staff hold a vital responsibility as the primary implementers who determine the success of archival management practices. With optimal implementation, the quality of school administrative services can significantly improve. Stakeholder satisfaction can be achieved if the administrative services provided align with their expectations. Therefore, the implementation of archival management at SMA N 1 Sleman has followed appropriate procedures to ensure the effectiveness of services.

The Head of Administration at SMA N 1 Sleman fully understands the importance of a structured and professional archival management system. He acknowledges that the efficiency of administrative document management heavily influences the achievement of educational institution goals. Proper documentation and storage of archives have become one of the top priorities, including the utilization of digital technology as a supporting tool in the archiving system. The use of electronic media is considered highly beneficial in creating an orderly, efficient, and standardized archival management process (Potter, 2022). Thus, the archiving activities carried out not only fulfill administrative needs but also serve as an integral part of achieving the school's overall objectives.

### **Supporting Factors of Archival Management by Educational Staff in Improving Administrative Services at SMA N 1 Sleman**

Several supporting factors play a crucial role in achieving effective archival management by educational staff, aiming to enhance administrative services at SMA N 1 Sleman. One of the main factors is the support from the principal, who actively facilitates the needs of the administrative staff. The principal provides various electronic equipment, such as computers and printers, as well as fulfills physical archival needs, including filing cabinets, stationery, notebooks, and paper. These facilities greatly support the smooth operation of archival management processes and form an essential foundation for efficient administrative governance. In addition to facilities, human resource competence is also a significant factor. The administrative staff at SMA N 1 Sleman has participated in specialized training on archival management. These training sessions have enhanced their knowledge and insights regarding the proper and systematic management of school archives. With the skills gained, staff can perform their duties more professionally and are better equipped to adapt to technological advancements and the evolving needs of school administration.

The work experience of the Head of Administration also contributes to establishing an organized archival management system. With extensive practical knowledge in document handling and administrative procedures, the experienced Head of Administration can make informed decisions regarding archive-related matters and promote efficiency in administrative services. Such expertise ensures that the archiving process is faster, more orderly, and easily accessible when needed by both internal and external stakeholders. However, the success of archival management in an educational institution does not rely solely on one party. At SMA N 1 Sleman, success has been achieved through the synergy and collaboration among all school components, particularly the principal's role as the chief administrator. The principal not only provides moral and facility-based support but also actively offers guidance and instructions to the Head of Administration and staff to

collaboratively create a systematic and efficient archival system (Mala et al., 2025). This collective effort is key to improving the overall quality of administrative services at the school.

### **Inhibiting Factors of Archival Management by Educational Staff in Improving Administrative Services at SMA N 1 Sleman**

In the implementation of archival management by educational staff at SMA N 1 Sleman, several factors inhibit the smooth operation of administrative processes. One major obstacle is the school's geographical location in a flood-prone area. During flooding events, a significant number of archives become wet, damaged, or even lost, as the storage system is not fully protected from such natural disasters. This condition severely impacts the integrity and continuity of important school documents, ultimately hindering administrative services due to difficulties in retrieving documents in usable condition. Aside from environmental factors, internal challenges also arise from the lack of adequate archival storage facilities. The limited and insufficient filing cabinets, compared to the volume of documents that need to be stored, result in unorganized document accumulation. Stacked archives without systematic grouping slow down the retrieval process and increase the risk of damage from folds, tears, or misplacement. The lack of specialized folders, tiered shelves, and modern cataloging systems further exacerbates the state of archival management at the school.

Another challenge is the low competence of some administrative staff in archival management. Not all employees have educational backgrounds or training aligned with archival tasks, resulting in a poor understanding of proper archival techniques. This results in less effective administrative processes, as documents are not stored according to archival standards, such as classification by category, year, or document type. Weak skills in archival management also hinder efforts to digitize and modernize the school's administrative system. Due to these various constraints, archival management activities at SMA N 1 Sleman cannot be carried out optimally, despite ongoing managerial efforts and improvements. These challenges pose a significant obstacle to the school's achievement of its target for enhanced administrative services. This condition indicates that, despite the implementation of archival management, notable shortcomings persist, resulting in suboptimal outcomes (Palah et al., 2022). Therefore, comprehensive improvements are necessary, ranging from infrastructure development and human resource capacity building to managerial policy reforms, in order to create a more effective and efficient archival system in the future.

### **Steps in Archival Management by Educational Personnel to Improve Administrative Services at SMA N 1 Sleman**

To overcome various obstacles and challenges in archival management by educational personnel in improving administrative services at SMA N 1 Sleman, the first step that needs to be taken is the duplication of archives into a digital format using computers. Through this method, the archives are not only stored as physical documents, which are vulnerable to loss or damage, but also preserved in a more secure and easily accessible electronic format. Additionally, the physical arrangement of archives should be considered, with important documents placed on elevated surfaces to minimize the risk of damage from flooding. This

effort is a crucial strategy for maintaining the integrity of the archives so that administrative services are not disrupted by physical document deterioration. The next step is to organize the archives systematically and in a well-structured manner based on their respective groups or categories. Classified documents should be neatly arranged and stored in order, so that when needed, the retrieval process can be carried out quickly without wasting time.

A structured filing system will greatly assist administrative staff in managing documents and expediting administrative services to all school stakeholders. Thus, archive management becomes more efficient and effective, ultimately improving the quality of administrative services within the school environment. Furthermore, the presence of competent personnel in the field of archiving is essential to ensure that archival management is carried out correctly, following their roles, functions, and responsibilities. Employees who possess knowledge and skills in archiving will be able to apply proper and standardized document management methods, thereby minimizing the risk of document loss or damage. Therefore, training and competence development for educational personnel responsible for managing archives should be conducted on a regular basis. With expert human resources, archival management can run optimally and significantly support the enhancement of administrative services at SMA N 1 Sleman.

### **The Role of Archive Management in the Implementation of Teaching and Learning at SMA N 1 Sleman**

The research conducted at SMA N 1 Sleman revealed that effective archive management plays a significant role in supporting the smooth implementation of teaching and learning activities. Based on observations and interviews with educational staff and teachers, it was found that the digitization of documents such as syllabi, lesson plans, and classroom administrative records allows for faster and more efficient access to information. Teachers can save time in locating and preparing teaching materials, enabling them to focus more on meaningful instructional planning. Well-organized digital archives also minimize the risk of data loss and the misplacement of important documents (Patricia & Riyanti, 2024).

Furthermore, structured archive management supports the principal and the management team in monitoring and evaluating the teaching and learning process. Supervision data, learning activity reports, and documentation of instructional programs can be easily accessed for regular evaluation purposes. This contributes to faster, data-driven decision-making, ensuring that educational policies are more targeted and accountable (Gaftandzhieva et al., 2023). In addition, easy access to archives enhances transparency and coordination among teachers and educational staff.

In terms of impact on students, proper archive management fosters a more organized and professional learning environment. Teachers who are supported by an efficient archiving system can provide more consistent and higher-quality instructional services (Prakash, 2024). Moreover, several teachers at SMA N 1 Sleman have started to involve students in simple administrative tasks, such as archiving project outcomes or assessments, as a form of digital literacy education and responsibility-building. Thus, archive management functions not only as an administrative tool but also as an integral part of an effective and adaptive learning support system in the digital era.

## **Discussion**

As previously outlined, the implementation of archival management by educational personnel at SMA N 1 Sleman demonstrates the importance of applying systematic management stages, starting from planning, organizing, actuating, supervising, to continuous evaluation. Consistent and structured application of these stages forms a strong foundation for creating an orderly and efficient school administrative system. Well-structured archival management is a fundamental pillar supporting the smooth operation of school administration (Nailalmarom et al., 2025). The detailed process of receiving and recording archives, including both incoming and outgoing correspondence, not only ensures proper documentation of records but also facilitates the tracking of archives when needed. Thus, a sound archival system is a key indicator of the effectiveness of school administrative services. Archival management plays a strategic role in providing evaluative direction towards the ongoing administration process. The involvement of administrative staff as primary executors holds a crucial role in the success of archival management (Rosana, 2022; Waziana et al., 2022). The success of archival management implementation is directly correlated with the improvement of administrative service quality, which in turn impacts stakeholder satisfaction. This study reinforces the theory that optimal management can produce responsive services that meet expectations, thereby fostering a harmonious relationship between the school and its stakeholders.

The utilization of digital technology in archival management at SMA N 1 Sleman is also a significant milestone marking the advancement of archive handling in the modern era. The use of electronic media in archiving enhances efficiency, orderliness, and document security (Paul et al., 2023). Through archive digitization, the risk of loss or physical damage to documents can be minimized. Therefore, innovation in the use of information technology is an essential aspect that must continuously be developed so that archival management not only functions as an administrative tool but also becomes an integral part of achieving the school's vision and mission. Supporting factors for the success of archival management at SMA N 1 Sleman, such as facility support from the principal and human resource competence, are also reinforced by various studies. Adequate facilities and specialized training for administrative staff are primary determinants of successful school archive management (Khotimah et al., 2024). The extensive work experience of the head of administration also contributes significantly to the efficiency of the archiving process. The active support and guidance from the principal as the institutional leader emphasize the importance of leadership in driving collaboration and synergy among all school elements to achieve an effective management system.

However, obstacles such as the school's flood-prone geographical location and limited physical facilities pose real challenges that are also commonly reported in other studies (Cholifah & Faelasup, 2024; Aini et al., 2022). Archival damage caused by natural disasters, as well as insufficient space and archiving equipment, can compromise the quality of administrative services. Furthermore, the low competency of some administrative staff in archival management highlights the need to improve human resource capacity through ongoing training. These challenges remind us that infrastructure and human resources must work in tandem to create an effective archival system. As a solution, strategic steps such as archive digitization, systematic archive arrangement, and staff competency enhancement need to be implemented consistently. Digitization and training serve as ways to overcome

the limitations of traditional archiving (Amado et al., 2022). Thus, a more modern and organized archive management system will be able to significantly improve the quality of administrative services at SMA N 1 Sleman. In conclusion, effective archival management requires comprehensive support from various aspects to support educational goals holistically.

Efficient archival management makes a significant contribution to the smooth implementation of teaching and learning processes at SMA N 1 Sleman. In the context of a senior high school with a high level of administrative complexity, systematic archive management enables the quick and accurate availability of essential information, such as curriculum data, teaching materials, student learning evaluation results, as well as teacher attendance and activity records (Kilag et al., 2023). This supports teachers in designing more targeted lesson plans and assists the principal in continuously monitoring and evaluating teaching performance. At SMA N 1 Sleman, the implementation of a digital archiving system has simplified document access and accelerated academic administrative processes that were previously manual and time-consuming. Research conducted at SMA N 1 Sleman revealed that effective archive management plays a crucial role in supporting the smooth implementation of teaching and learning activities. Based on observations and interviews with educational staff and teachers, it was found that the digitization of documents such as syllabi, lesson plans, and classroom administrative records enables faster and more efficient access to information. Teachers can save time locating and preparing instructional materials, allowing them to focus more on meaningful lesson planning. Well-organized digital archives also reduce the risk of data loss or the misplacement of important documents.

Moreover, structured archive management supports the principal and the management team in monitoring and evaluating the teaching and learning process. Supervision data, reports on learning activities, and documentation of educational programs can be easily accessed for periodic evaluation purposes (Sukmara et al., 2023). This facilitates quicker, data-driven decision-making, making educational policies more targeted and accountable. At SMA N 1 Sleman, efforts to enhance the quality of archiving have been undertaken through staff training and the utilization of cloud-based platforms, thereby promoting data transparency and institutional accountability. As a result, the teaching and learning process has become more organized, as teachers no longer face difficulties in accessing previous instructional documents, and students receive more responsive educational services (Oo et al., 2023; Smit et al., 2023). From the students' perspective, proper archive management helps create a more professional and organized learning environment. Teachers supported by an efficient archival system can deliver more consistent and high-quality teaching services. Additionally, some teachers have begun involving students in simple administrative tasks, such as archiving project outcomes or assessments, as part of digital literacy education and fostering a sense of responsibility.

## CONCLUSION

This study demonstrates that the archival management implemented by the educational staff at SMA N 1 Sleman has been carried out through systematic stages, including planning, organizing, execution, supervision, and evaluation. The entire process, from receiving, recording, storing, to the destruction of archives, is conducted in an orderly manner and

following established procedures. This archival management plays a strategic role in enhancing the quality of the school's administrative services by supporting efficiency, accuracy, and document traceability. Success factors include the principal's support in providing facilities, adequate human resource competence through training, and the expertise of the head of administration. However, challenges such as the school's flood-prone location, limited archive storage facilities, and the relatively low competency of some administrative staff remain. Improvements have been made through archive digitization, organizing document classification systems, and increasing staff competence. Besides improving administrative services, archival management also supports the learning process by facilitating access to learning documents and academic supervision. This study opens opportunities for further investigation into the relationship between archival management and learning quality improvement, as well as exploring the effectiveness of digital archive system implementation in other schools.

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