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**The digitization of cassette archives in the House of Representatives of the Republic Indonesia**

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**ABSTRACT**

Archives are recordings of information with historical, administrative, and legal value that must be preserved to maintain the sustainability of information. In the House of Representatives of the Republic of Indonesia, cassette archives containing meeting recordings hold significant value as inactive dynamic documents that require proper management. The media transfer of archives, especially from analog cassettes to digital formats, is an effective solution to increase accessibility, extend the lifespan of archives, and promote transparency within legislative institutions. This service employs a mentoring method conducted by practitioners, after which the practical results are analyzed following regulations governing media transfer and research on related topics. The service results indicate that the primary challenges in media transfer are technological limitations, physical degradation of cassettes, and a lack of understanding of standards and regulations among employees. The proposed solutions include investing in modern technology, conducting routine physical maintenance of cassettes, and training employees to understand the guidelines for transferring archive media. Proper implementation of this process supports the preservation of archives and facilitates access to information for various parties so that archives remain relevant and valuable in the digital era.

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**ABSTRAK**

Arsip merupakan rekaman informasi yang memiliki nilai historis, administratif, dan legal yang perlu dilestarikan untuk menjaga keberlangsungan informasi. Dalam konteks Dewan Perwakilan Rakyat (DPR) Republik Indonesia, arsip kaset yang berisi rekaman rapat memiliki nilai penting sebagai dokumen dinamis inaktif yang harus dikelola dengan baik. Alih media arsip, terutama dari kaset analog ke format digital, menjadi solusi efektif untuk meningkatkan aksesibilitas, memperpanjang umur arsip, dan mendukung transparansi lembaga legislatif. Pengabdian ini menggunakan metode mentoring yang dilakukan oleh praktisi, kemudian hasil praktis yang dilakukan dianalisis berdasarkan peraturan-peraturan mengenai alih media dan penelitian dengan topik terkait. Hasil pengabdian menunjukkan bahwa tantangan utama dalam alih media adalah keterbatasan teknologi, degradasi fisik kaset, serta kurangnya pemahaman standar dan regulasi oleh pegawai. Solusi yang diusulkan meliputi investasi teknologi modern, perawatan fisik kaset secara rutin, serta pelatihan pegawai untuk memahami pedoman alih media arsip. Implementasi yang tepat terhadap proses ini mendukung pelestarian arsip dan mempermudah akses informasi bagi berbagai pihak, sehingga arsip tetap relevan dan bermanfaat di era digital.

**Kata Kunci:** alih media arsip; arsip kaset; digitalisasi; pengelolaan arsip

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## INTRODUCTION

Archive management in this day and age is an important thing to do. Archives are likened to the life or legality of the sustainability of an organization. An archive is a record of information that has historical, administrative, or legal value that is stored as evidence of the activities of an organization or individual. Archives play an important role in maintaining the continuity of information, both for operational purposes and as a source of history in the future (Faturrahman, 2018). In the modern era, like today, the development of technology and information is advancing very rapidly. These developments have a significant impact on the increasingly diverse needs of information. In the context of archive management, these technological and information developments have an impact on the complexity of archive management such as the emergence of various archive storage file formats, increasing threats to the security of data and information contained in an archive, and increasing archive volume which causes complexity in its management (Darmansah *et al.*, 2024).

One type of archive that has a strategic role is the archive produced by legislative institutions, such as the House of Representatives of the Republic of Indonesia. The archives of the House of Representatives of the Republic of Indonesia include important documents, such as meeting minutes, laws, and various other documents that are the basis of governance. This archive is not only proof of the responsibility of the House of Representatives of the Republic of Indonesia to the public, but also a valuable study material for academics, researchers, and the public to understand the dynamics of politics and legislation in Indonesia. In an effort to maintain the sustainability of archives and improve their accessibility, the transfer of archive media is a significant solution. Media transfer processes, such as document digitization, allow archives to be stored in a more durable and accessible electronic format. Especially for the archives of the House of Representatives of the Republic of Indonesia, media transfer not only helps preserve documents that are at risk of damage due to age or environmental factors, but also facilitates the distribution of information to the public, thereby supporting the transparency and accountability of the legislative institution (Shekgola & Ngoepe, 2025).

The cassette archive in the House of Representatives of the Republic of Indonesia, which was transferred by the media, is an inactive dynamic archive. The tapes contain recordings of meetings conducted by members of the House of Representatives of the Republic of Indonesia. To maintain the value of the information contained in the tape archive, it is necessary to preserve the archive. Dynamic archive preservation can be done through preventive preservation, which includes measures to prevent damage, such as environmental control and routine maintenance (Khaeruddin *et al.*, 2023). In addition, it is important to transfer media by digitizing archives so that they can be easily accessed and extend the life of archives. Good storage in a suitable environment, as well as periodic maintenance of archives that show signs of deterioration, are also important steps in maintaining the preservation of dynamic archives in the era of digital technology. Digitization of archives can increase public accessibility to the information contained in archives and protect archives from the risk of damage such as fading ink, yellowing paper, and others (Kartikasari *et al.*, 2024). Archive digitization can be one of the efforts in preserving archives that have historical value so that they can be managed properly and can be accessed in the future by the next generation (Azizah & Nalole, 2023). In addition, digital archive management can help in speeding up administrative processes, improving employee work efficiency, and overcoming physical storage issues (Priatna, 2021).

Based on previous research, this article examines the process and challenges of digitizing tape archives in the House of Representatives. This article aims to find out the process of transferring cassette archive media of the House of Representatives of the Republic of Indonesia and the challenges faced in transferring cassette archive media.

## Literature Review

### Archive Digitization

Digitization or transfer of archival media is a process carried out to transform conventional archives into archives that can be accessed in digital format (Lolytasari & Dirsanala, 2023). This process aims to facilitate access to archives anytime and anywhere. Digitization can also help preserve archives from media that may be damaged over time, so that archives with historical value are maintained and accessible to the public (Siregar, 2019). In addition, digitization supports efficiency in archive management, allows for safer storage, and improves information accessibility for users.

The concept of archive digitization not only focuses on the process of transforming the physical form of archives into digital form, but also involves the management of an integrated archive system, such as the management of electronic archives as a result of the digitization process (Henriksen-Hagen, 2023). Archives that have been digitized need to be further managed with an integrated system, such as the SRIKANDI application. SRIKANDI (Integrated Dynamic Archive Information System) is an integrated archive management application in government agencies developed by ANRI. So the digitized archives are stored in an integrated archiving application so that they can be managed and used effectively and efficiently.

In the implementation of digitization or media transfer, implementation regulations are required. This is necessary so that digitized archives can be guaranteed authenticity and in accordance with applicable legal procedures (Rodin *et al.*, 2022). The process of transferring archival media in the House of Representatives of the Republic of Indonesia is guided by Chapter V of the National Archives Regulation of the Republic of Indonesia Number 9 of 2018 concerning Guidelines for the Maintenance of Dynamic Archives, and the Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 26 of 2021 concerning the Implementation of Archives.

### The Importance of Digitizing Archives

The Secretariat General of the House of Representatives of the Republic of Indonesia is a fitting device of the council that has duties and functions as a supporting element of the House of Representatives. When council members carry out their duties and functions, the Secretariat General of the House of Representatives of the Republic of Indonesia plays a role in providing technical, administrative, and expert assistance to council members (Noviar *et al.*, 2024). One of the elements of the council fittings from the Secretariat General of the House of Representatives of the Republic of Indonesia is the archives. The archives in the House of Representatives of the Republic of Indonesia are legislative. These archives play a very important role for the House of Representatives of the Republic of Indonesia. One type of archive is an inactive dynamic cassette archive. Most of the tape archive recordings in the House of Representatives contain recordings of meetings and trials in the House of Representatives. Therefore, the digitization of inactive dynamic cassette archives plays a very important role for the House of Representatives of the Republic of Indonesia. By digitizing the tape archive, the House of Representatives of the Republic of Indonesia can preserve information that contains historical value in the tape archive (Prabowo & Rukiyah, 2019).

Digitization of cassette archives can also provide easy access to information for the public (Cunningham & Phillips, 2005). The digitized archives are then processed again to be included in an integrated system that can be easily accessed by the public through *online platforms* (Moles, 2022). However, for some archives that are limited and confidential, they can only be accessed if there is a request accompanied by a letter of request to the Secretariat General of the House of Representatives of the Republic of Indonesia.

Archive digitization also has a significant impact on the efficiency of archive management. In the scope of government, archive digitization helps in increasing the speed and accuracy of searching for information, reduces the use of physical space to store archives, and provides opportunities for government agencies to collaborate so as to facilitate the process of auditing or supervising archives (Mosweu & Ngoepe, 2021). In addition, archive digitization also makes it easier for employees to transfer archive information online. The process of transferring archival information online can save costs because it does not need to use paper and does not require physical storage facilities, and increases the work efficiency of employees (Lian *et al.*, 2022).

### **The Role of Archivists in Digital Archive Management**

In the management of digital archives, the role of archivists is certainly not spared. Archivists play a very important role in the sustainability of digital archive management. Archivists are responsible for managing archives in institutions or institutions, and maintaining archives (Ardyawin, 2017; Putri, 2022). Before carrying out management and maintenance, archivists must have competence and skills in conducting digital management so that information accessibility can run efficiently and archivists can face the challenges of managing digital archives (Netshakhuma, 2021).

Archivists also have a very important role in integrating information technology in the management of digital archives (Packalén & Partanen, 2024). The integration of technology and information in the management of digital archives is urgently needed to improve management efficiency, make it easier for employees to search archives, support archive preservation, and ensure that digitized archives can be accessed by the public (Kallberg, 2012; Setiawati *et al.*, 2022). The archive security system is also the responsibility of the archivist in the management of digital archives. Archivists play a role in establishing access controls, securing sensitive information, securing copyright-protected information, and ensuring that only authorized users can access certain information (Kalarikkal *et al.*, 2024). Therefore, a good *website* information system that is easy to operate by archivists is also one of the things that need to be considered in archive management (Setiawati *et al.*, 2024).

## **METHODS**

The method used in this service is mentoring carried out by practitioners. Mentoring involves a process that aims to provide direct experience gained from practitioners regarding the activities that are the focus of the service activities. The data used in this article were collected through observation methods carried out during the media transfer of nine tapes of the 2008 Pornography Bill in internship activities. The first procedure carried out was to carry out the direct practice of transferring the archival media of the caste in the House of Representatives of the Republic of Indonesia. The second procedure is to make observations during the practice of media transfer. The third procedure is to record the information that has been collected and then process it into a provisional report. After the data was collected, an analysis was carried out, which was strengthened with regulations regarding media transfer and research on similar topics.

## RESULTS AND DISCUSSION

### Results

#### The Process of Transferring Archival Media of the House of Representatives of the Republic of Indonesia

According to the Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 3 of 2020 concerning Media Transfer Guidelines, media transfer is defined as the activity of transferring archival media from one type of media to another in order to facilitate access to archives. In line with the above definition, media transfer is the activity of transferring information from textual to electronic form without reducing the content of the information, with the note that the new media used guarantees that the results are more efficient and effective (Arwana *et al.*, 2024).

The mechanism for transferring archival media is regulated in Article 17, namely conducting archive selection or assessment, conducting the media transfer process, making minutes and archive lists of media transfers, and authenticating archives resulting from media transfers. The archive selection or assessment process is carried out by paying attention to the condition of the archive and the value of the information contained in it. Three criteria for archives must be transferred, namely 1) Archives with fragile conditions/vulnerable to physical damage; 2) Electronic archives with old version data formats that need to be updated with new versions; 3) Information contained in other media where the media is systematically no longer updated due to technological developments.



**Figure 1.** Media Transfer Process  
Source: Author Documentation 2024

**Figure 1** shows the process of transferring the media. In transferring archive media, a method is needed to simplify the process. In Article 9 of the Regulation of the Secretary General of the House of Representatives of the Republic of Indonesia Number 3 of 2020 concerning Media Transfer Guidelines, there are three methods used in conducting media transfer, namely scanning, conversion, and migration. The scan is usually done on a conventional paper-based archive. Conversion is used to convert the initial file in the form of *text*, *image*, analog audio, or analog video into another *file* form. Migration is used to move or transform data from one context to another with different forms/data structures according to technological and information developments. The method used in the transfer of cassette archive media is the conversion method. Audio tape archives in the form of analog audio are converted using an MP3 *player* and computer readers into digital or MP3 form.

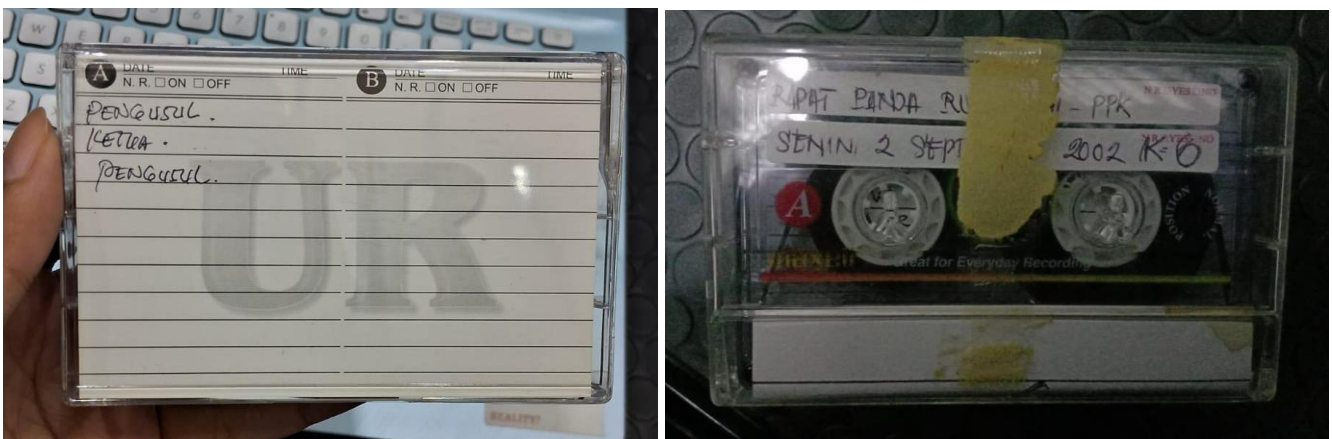
After the tapes were transferred to the media, the minutes and lists of archives that had been transferred to the media were made. The creation of minutes and archive lists after transferring archival media is an important step to document the process of officially transferring media, ensure the validity and accuracy of the archival information that has been transferred, and facilitate future archival searches. Then, after

that, the archives that have been transferred to the media are authenticated. The process of authenticating archives that have been transferred to media is an important step to ensure that the archives that have been transferred to media have compatibility and authenticity with the original archives, so that they can be legally recognized and meet the standards of legitimacy in archive management (Sutrisno & Christiani, 2019).

## Challenge

One of the main challenges in transferring cassette archive media is the limitations of appropriate technology and equipment. Many tapes use outdated formats, making it difficult to find a compatible player device (see **Figure 2**). In addition, the low quality of the equipment can reduce the accuracy of media transfer results. This challenge is also increasingly complex because the success of media transfer not only depends on the availability of technology but also the competence of the human resources involved (Martini, 2021). Then the next challenge is that there are some tapes that undergo physical degradation, such as tapes that are worn, broken, or lose sound quality. Of the total nine tapes that were transferred to the media, there were five tapes that suffered physical degradation, such as traces of glue attached to the cassette case, and there was 1 cassette that could not be played because the tape was moldy.

Recommendations for solutions that can be done are to conduct an inventory of the necessary devices and collaborate with parties who have special technology to read old formats. In addition, investing in modern equipment that can digitize various cassette formats is also critical to support this process. In addition to technology procurement, it is also necessary to carry out training, socialization, and education for related parties regarding the management of digital archives. This activity can include simulations in practicing digital archive management, digital archive storage steps, and providing an understanding of the benefits of digital archive management (Rahmayanti *et al.*, 2022).



**Figure 2.** Broken Cassettes and Cassettes with Glue Stains on Cassettes  
*Source: Author Documentation 2024*

This condition can make it difficult to transfer to digital media without losing important information. Recommended solutions that can be done are to do regular cassette maintenance, such as cleaning the tape, maintaining the temperature of the cassette storage room, and using an adhesive tool that does not leave marks on the cassette case. The maintenance and preservation of archives within the House of Representatives of the Republic of Indonesia must be taken seriously. This needs to be done because archives can become cultural heritage for future generations, to maintain the age of the information

contained in the archives, and to prevent damage to important archives related to state affairs (Rakemane & Mosweu, 2021).

Another challenge is the lack of understanding or application of standards and regulations in the media transfer process. There are several employees of the Archives Section of the House of Representatives of the Republic of Indonesia who still do not understand the guidelines for the transfer of archival media, namely the Regulation of the Secretary General of the House of Representatives Number 3 of 2020 concerning Guidelines for Media Transfer. This can cause the archives transferred by the media not to meet standards, and their authenticity is doubtful and complicating the integration process into the digital archive management system. Recommendations for solutions that can be done to overcome these challenges are to conduct coaching related to media transfer regulations, and repackage information about media transfer regulations into media that is easier to understand.

The last challenge is that employees do not understand the use of technology for media transfer. Recommended solutions that can be done are to provide assistance in the use of media transfer technology. Assistance in the use of technology can have a very good impact on archive management in the Archives Section of the House of Representatives of the Republic of Indonesia, namely increasing the capacity of employees in managing digital archives, employees have awareness and skills in managing the security of digital archive information, and can hone employees' abilities in identifying opportunities and challenges in digital archive management (Ilhadi *et al.*, 2024).

The development and improvement of archivist skills are urgently needed in the management of archives, especially digital archives. Archivists need to study policies related to archive digitization so that archives that have been transferred to the media can be guaranteed authenticity and procedures in accordance with applicable laws. In addition, the development and improvement of archivist capabilities in the field of technology and information is also very necessary so that archivists can integrate *archives online* and provide easy accessibility of *online* archives to the public (Johare & Noorman-Masrek, 2011).

## Discussion

The process of transferring the archival media of the cassette by the House of Representatives of the Republic of Indonesia is an important step to preserve archives that have historical and administrative value. The cassette archive containing recordings of meetings and sessions of the House of Representatives of the Republic of Indonesia has invaluable documentary value for the understanding of politics and legislation in Indonesia. Digitizing the tape archive not only reduces the risk of physical damage, such as the degradation of the tape that can lead to loss of information, but also improves the efficiency of archive accessibility for the public. By changing the physical format of archives to digital, the information contained in them can be accessed more easily and faster, which supports transparency and accountability of the legislative institutions (Čtvrtník, 2021; Hersperger *et al.*, 2022). However, the implementation of this archival media transfer is not without challenges. One of the main challenges is the limited technology available, given the large number of cassette archives that use legacy formats that are no longer supported by modern devices. This has the potential to hinder the media transfer process and cause the quality of the information being transferred to be not fully inaccurate. It is important for the House of Representatives of the Republic of Indonesia to invest in more sophisticated digital equipment and coordinate with third parties that have the technology to read the old format, to ensure that the digitization process can be carried out with optimal results.

Another challenge in the process of transferring the media of the tape archive is the physical degradation of the tape archive itself. Tapes that have been aged for a long time are prone to damage, such as worn, moldy tape, or even a *damaged* case (Bressan & Canazza, 2013). Damage to the tape can affect the quality of the stored footage and complicate the digitization process (Cain *et al.*, 2021). It is important to

carry out preventive care of the tape archive, including regular maintenance and storage in appropriate conditions, so that the physical condition of the archive can be maintained (Rakemane & Mosweu, 2021). With proper care, the tape archive can last longer before the media transfer process is finally carried out, thus reducing the potential for more severe damage. On the other hand, although media transfer offers various advantages, there are challenges in terms of understanding and implementing applicable regulations related to the management of digital archives. For example, there are still employees in the archives section of the House of Representatives of the Republic of Indonesia who do not fully understand the guidelines for media transfer as stipulated in the Regulation of the Secretary General of the House of Representatives Number 3 of 2020. A lack of understanding of these regulations risks resulting in non-standard archives and hindering the integration of digital archives into the broader archive management system. There needs to be intensive training and coaching for archive employees so that they can manage digital archives more efficiently and by applicable legal procedures. With the increase in the capacity of human resources in terms of digital archive management, the media transfer process in the House of Representatives of the Republic of Indonesia can run more smoothly and produce legal, accessible, and safe archives for the public interest.

## **CONCLUSION**

The process of transferring archival media in the House of Representatives of the Republic of Indonesia, especially for cassette archives containing recordings of meetings and trials, is a crucial step in maintaining the sustainability of information that has historical and administrative value. Digitizing tape archives not only reduces the risk of physical damage, such as tape degradation, but also improves the accessibility of archives for the public by providing a more efficient and accessible digital format at any time. Using the conversion method, archives that were previously only physically accessible can now be easily accessed in digital format through an integrated system, which supports transparency and accountability of the legislature.

Some of the key issues faced include the limitations of the technology available to convert cassette archives to old formats, as well as the physical degradation of some cassette archives that hinders optimal digitization. In addition, the lack of understanding of applicable regulations and the application of technology by employees in the archives department is also an obstacle to managing digital archives efficiently. Therefore, investment in more advanced technology and intensive training for archive employees is needed to increase their capacity in managing digital archives, so that the media transfer process can run smoothly and produce archives that can be accounted for and easily accessible to the public. With proper implementation, the transfer of archival media not only maintains the preservation of information but also supports the transparency and accountability of the House of Representatives of the Republic of Indonesia in the management of archives. This effort also strengthens the sustainability of archives as a source of reference and documentation for the public, researchers, and the government.

## **AUTHOR'S NOTE**

The author declares that there is no conflict of interest related to the publication of this article. The author emphasizes that the data and content of the article are free from plagiarism.

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