



## Archival service practices at Kantor Pelayanan Kekayaan Negara dan Lelang (KPKNL) Bandung

Alifa Baiduri Hayatunnufus<sup>1</sup>, Linda Setiawati<sup>2</sup>

<sup>1,2</sup>Universitas Pendidikan Indonesia, Bandung, Indonesia

[alifahaa@upi.edu](mailto:alifahaa@upi.edu)<sup>1</sup> [lindasetiawati@upi.edu](mailto:lindasetiawati@upi.edu)<sup>2</sup>

### ABSTRACT

Archives, in their use within institutions, have evolved from physical to digital formats. This indicates that the archival system must be more organized, more effective, and Information Communication and Technology (ICT)-based, particularly in organizing auction minutes and in archival borrowing and return services. Librarian Professionalism Internship Program aims to provide direct learning experiences for students and to enhance the effectiveness of archival management at partner agencies. This activity was conducted as a one-semester internship at the Kantor Pelayanan Kekayaan Negara dan Lelang (KPKNL) in Bandung. The methods employed span the pre-implementation and implementation stages, with a hands-on field approach that includes data collection, data structuring, archival numbering, archival services, and the application of ICT. The findings indicate that the use of spreadsheet-based databases, Google Forms for archival borrowing, barcode creation, and archival shelf numbering can increase information retrieval efficiency, facilitate archive monitoring, and reduce the burden of manual record-keeping. This activity provides dual benefits, namely improving student competence and optimizing archive management at KPKNL Bandung.

### ARTICLE INFO

#### Article History:

Received: 7 Aug 2025

Revised: 21 Nov 2025

Accepted: 26 Nov 2025

Publish online: 23 Des 2025

#### Keywords:

archives; archive management;  
archive services

#### Open access

Dedicated: Journal of Community Services (Pengabdian kepada Masyarakat) is a peer-reviewed open-access journal

### ABSTRAK

Arsip dalam penggunaannya di sebuah instansi mengalami berbagai macam perkembangan mulai dari arsip yang berbentuk fisik hingga arsip yang berbentuk digital. Hal tersebut menandakan bahwa sistem kearsipan harus lebih tertata, efektif, dan berbasis Teknologi Informasi Komunikasi (TIK) khususnya dalam pengorganisasian arsip risalah lelang serta layanan peminjaman dan pengembalian arsip. Librarian Professionalism Internship Program bertujuan untuk memberikan pengalaman belajar langsung kepada mahasiswa sekaligus membantu meningkatkan efektivitas pengelolaan arsip di instansi mitra. Kegiatan ini dilaksanakan dalam bentuk kegiatan magang satu semester di Kantor Pelayanan Kekayaan Negara dan Lelang (KPKNL) Bandung. Metode yang digunakan meliputi tahapan pra-pelaksanaan dan pelaksanaan, dengan pendekatan praktik langsung di lapangan yang mencakup pendataan, penataan, penomoran arsip, layanan arsip, serta penerapan TIK. Temuan dari kegiatan ini menunjukkan bahwa penerapan database berbasis spreadsheet, penggunaan Google Form untuk peminjaman arsip, pembuatan barcode dan penomoran rak arsip mampu meningkatkan efisiensi temu balik informasi, mempermudah pemantauan arsip, serta mengurangi kendala pencatatan manual. Kegiatan ini memberikan manfaat ganda, yaitu peningkatan kompetensi mahasiswa dan optimalisasi pengelolaan arsip di KPKNL Bandung.

**Kata Kunci:** arsip; layanan arsip; pengelolaan arsip

### How to cite (APA 7)

Hayatunnufus, A. B. & Setiawati, L. (2025). Archival service practices at Kantor Pelayanan Kekayaan Negara dan Lelang (KPKNL) Bandung.

*Dedicated: Journal of Community Services (Pengabdian kepada Masyarakat)*, 3(2), 653-664.

### Peer review

This article has been peer-reviewed through the journal's standard double-blind peer review, where both the reviewers and authors are anonymised during review.

### Copyright



2025, Alifa Baiduri Hayatunnufus, Linda Setiawati. This an open-access is article distributed under the terms of the Creative Commons Attribution-ShareAlike 4.0 International (CC BY-SA 4.0) <https://creativecommons.org/licenses/by-sa/4.0/>, which permits unrestricted use, distribution, and reproduction in any medium, provided the original author, and source are credited. \*Corresponding author: [alifahaa@upi.edu](mailto:alifahaa@upi.edu)

## INTRODUCTION

Archives constitute one of the essential fields required by every institution in its daily operations, encompassing documents that may serve as evidence, such as receipts, reports, or even specific regulations. Archives are collections of recorded information, both physical and digital, used to store, shape, and interpret memory, knowledge, and power relations within research and societal contexts (Blanke, 2024). This definition indicates that archives are a crucial component in sustaining the continuity of an institution or organization, whether at an individual level or within a state. In practice, archives have evolved from physical formats to digital forms. Such diversity has inevitably led to the widespread adoption of Information and Communication Technology (ICT), which can be used in archival practices. The implementation of an Archive Management System (AMS), for example, represents one approach to facilitating archival management. AMS demonstrates that such systems not only enhance the speed and efficiency of archival management but also provide a better user experience, lower error rates, and higher levels of system security and stability (Li & Wang, 2025).

Universitas Pendidikan Indonesia (UPI), as a Lembaga Pendidikan Tenaga Kependidikan (LPTK), strives to improve the quality, efficiency, and relevance of education by implementing the tridarma perguruan tinggi, particularly in the fields of education and teaching. UPI also contributes to addressing globalization through human resource development, industry collaboration, and support for national development. The Library and Information Science Study Program contributes to these efforts through a one-semester experiential learning internship. One of its flagship programs is the Librarian Professionalism Internship Program, which is mandatory for seventh-semester students. This program is designed to be practical and applicable, enhancing students' hard and soft skills, with an internship duration equivalent to a 20-credit workload (20 SKS), thereby preparing students to enter the professional workforce.

Archival management activities are conducted to facilitate institutional performance and organizational effectiveness. All indicators applied, ranging from examination, indexing, labeling, sorting, to archival storage, demonstrate proper and systematic implementation (Nasrullah *et al.*, 2023). The application of ICT within archival principles constitutes a direction for future development (Colavizza *et al.*, 2021; Sakir, 2024). Likewise, the implementation of this program aims to advance archival management within an institution by examining how physical archives can be digitized and how management can be simplified through the integration of ICT. The program was conducted at the Kantor Pelayanan Kekayaan Negara dan Lelang (KPKNL) Bandung, specifically in the archival division located at Jl. Asia Afrika No. 114, Bandung, West Java, where the participant served as an archivist at KPKNL Bandung.

The scope of work undertaken at this institution included developing an information retrieval system using Google Spreadsheet, creating archival numbering systems, designing Google Forms for borrowing and returning auction minutes archives, and generating barcodes for borrowing, returning, and auction minutes data. This article aims to examine the activities carried out by students in the Librarian Professionalism Internship Program, particularly in the areas of archival organization, archival services, collection preservation, professional development of archivists, archival management, and the application of ICT in archival practices.

### Literature Review

#### Archival Management

Archives constitute a highly important source of information for various activities, comprising collections of documents that provide information about particular matters (Husnita & Kesuma, 2020). Archives

comprise records of activities in various forms created by institutions, organizations, or individuals. The forms of archives generally include letters, records, deeds, charters, books, and other documents (Octaviona *et al.*, 2020). Archival activities are a crucial component of office management; therefore, managers must possess specific archival management skills to ensure the smooth execution of duties and facilitate workflow for all members of the organization or institution (Sari & Putra, 2022). Archival management must also be supported by a clear organizational structure within an institution or agency to ensure that management processes are focused and well-organized rather than disordered.

Archival management has undergone significant changes due to the development of ICT, including the emergence of electronic archives that can be accessed only via digital devices such as computers and, over time, require an Internet connection for distribution and sharing. From a security perspective, electronic archives are vulnerable to virus attacks and to rapidly obsolete formats that become difficult to read. Although they can save storage space, the ease of creating and disseminating electronic documents has led to rapid growth in the volume of archives (Darmansah *et al.*, 2024). The development of digital technology has transformed both the form and management of archives, shifting from conventional archives to electronic archives that can be processed, stored, and accessed through digital media. This transformation requires archivists to possess technological competence and adaptability in order to manage archives effectively (Putri, 2022). With the advancement of ICT, archival governance will continue to evolve; institutions and organizations must study these developments to prevent regression in archival management practices.

### **Digital Archives and the Development of Information and Communication Technology (ICT)**

The development of ICT has had a significant impact on the archival field, generating major innovations, particularly in the adoption of digital archives (Setiawati *et al.*, 2022). Currently, both government and private institutions need to manage digital records, as they can reduce storage space requirements, facilitate data recording, simplify archival tracking and monitoring, and ensure that institutional documents are more systematically organized (Anisah *et al.*, 2021). The convenience offered by digital archives provides substantial opportunities for institutional growth; however, this does not eliminate the inherent limitations of archives if implementation is not properly managed. One of the challenges in digital archival implementation lies in the shortcomings of current digitization methods, which may fail to provide structured, integrated, and easily analyzable archival data (Hawkins, 2022). While the use of digital archives undoubtedly offers convenience, it must be accompanied by proper digital archival management to maximize effectiveness.

Efforts to enhance the quality of archival management inevitably require robust ICT, as valuable documents must be safeguarded through appropriate technological support. The use of technology aims to make archival management more dynamic. Activities involved in dynamic archival management include the creation, use, maintenance, and disposition of records (Ratnasari & Rohmad, 2024; Syukriah *et al.*, 2024). The implementation of ICT also requires competent individuals in the field to ensure that its utilization is optimized.

Human resources, hardware, software, and physical space are essential components of archival management. The use of digital systems can reduce paper and printing ink consumption. It can also minimize the time needed to access data, reduce human resource burdens, and lower the risk of data damage. Archival professionals should manage archives to achieve optimal results (Sari, 2025). Among software applications for archival management, one of the simplest is Google Forms, which facilitates record-keeping for archival borrowing, incoming archives, and related activities.

## **METHODS**

This article was prepared using a qualitative descriptive method with a case study approach. The Librarian Professionalism Internship activities were conducted at the Kantor Pelayanan Kekayaan Negara dan Lelang (KPKNL) Bandung. Data were obtained through direct observation, documentation, and activity records during both the pre-implementation and implementation stages of the internship. The scope of work involved archival activities at KPKNL Bandung. The program was divided into pre-implementation and implementation phases.

The pre-implementation stage began with the formal submission of the internship permission letter, delivered in person, followed by an initial confirmation discussion on the internship activities with representatives of KPKNL Bandung. Upon approval, the activities proceeded with the implementation of archival management for 40 effective working days until the completion of the internship period.

## **RESULTS AND DISCUSSION**

### **Archival Organization**

The first activity undertaken, prior to more detailed tasks, was archival organization. The archival data collection process involved gathering information about the institution's archives. The information collected included the types and time span of the archives. This activity was conducted to systematically identify and record archival data, thereby facilitating future management and access. Furthermore, proper organization preserves the integrity of archives, ensuring that the information they contain remains well-maintained and accessible when needed. Well-organized archives also simplify maintenance and monitoring of their physical condition. Subsequently, archival shelf numbering was implemented to facilitate the identification and placement of archives. Each shelf was assigned a number corresponding to the archival classification system, thereby improving storage and retrieval efficiency. With shelf numbering in place, archives can be stored and located quickly without requiring time-consuming manual searches. This system also contributes to better organization of archival storage space, ensuring a more structured and systematic arrangement.



**Figure 1.** Archival Organization  
*Source: Author's Documentation, 2025*

With proper data recording, archives can be managed more systematically, reducing the risk of loss and facilitating retrieval. Archival organization also involves additional stages, including the arrangement of existing archives (**Figure 1**). This activity involved grouping and organizing archives in accordance with applicable archival standards. The process involved classifying or selecting by year and archive type, and preparing protective storage containers to ensure that archives are neatly arranged, easily retrievable, and properly safeguarded. Furthermore, proper arrangement preserves the integrity of archives, ensuring that the information they contain is well-maintained and readily accessible when needed. Well-organized archives also facilitate maintenance and monitoring of their physical condition.



**Figure 2.** Archival Numbering  
*Source: Author's Documentation, 2025*

Subsequently, archival shelves were numbered (Figure 2) to facilitate the identification and placement of archives. Each shelf was labeled according to the archival classification system, thereby improving storage and retrieval efficiency. With the implementation of shelf numbering, archives can be placed and located quickly without the need for time-consuming manual searches. This system also assists in organizing archival storage space in a more structured and systematic manner.

### **Archival Services**

Archival service activities include borrowing and returning archives, which involve recording detailed information, such as the borrower's name, archive number, and borrowing date. Additionally, this process ensures that archives are returned in good condition and within the specified time frame. The objective of this activity is to maintain the integrity of archives and ensure their availability for other users. Through proper record-keeping, archival managers can monitor the status of borrowed archives, prevent loss or damage, and facilitate efficient archival retrieval.



**Figure 3.** Preparation of the Cover Letter for the Copy of Auction Minutes  
*Source: Author's Documentation, 2025*

Another activity undertaken was the preparation of a cover letter for the copy of the auction minutes (**Figure 3**). This activity involved drafting an official letter, accompanied by a copy of the auction minutes, for delivery to the relevant parties. The cover letter serves as a supporting document explaining the

purpose and intent of transmitting the copy. The presence of a cover letter facilitates clearer, more structured communication among the parties involved. It also helps confirm that the recipient has properly received and understood the copy of the auction minutes.

### **Implementation of Information and Communication Technology (ICT)**

The implementation of ICT began with the creation of a new archival email account for KPKNL, as the previous account was no longer accessible. The establishment of this new archival email account aimed to centralize the collection, creation, and distribution of archival information through a single account. Furthermore, retrieving archival information became easier and faster because all relevant data were consolidated in the KPKNL archival email account. The archival data compiled in this account included the auction minutes database, archival borrowing records, archival return records, and the Google Form for archival borrowing.

In addition to borrowing records, the management of archives required the development of an auction minutes database. The creation of this database was intended to facilitate the classification and organization of archives based on specific categories. Moreover, the database enables faster archival retrieval through quick-search features and provides digital copies of archival data that can be easily stored and updated. The archival database developed consisted of the KPKNL auction minutes for 2022–2024, compiled in a spreadsheet. The database included the auction minutes number, the date of the auction minutes, the auction officer, the seller, the auction status, and the shelf location. A total of 13,693 records were successfully transferred into the Spreadsheet database.

The implementation of ICT in archival practices also encompassed all aspects related to borrowing and returning archival data. The ICT application involved inputting borrowing and return data into a digital system by transferring previously manual records from logbooks into a spreadsheet. Prior to this initiative, borrowing and return data were recorded manually in books, resulting in less effective information retrieval and monitoring of borrowing status. Subsequently, a Google Form for archival borrowing was developed, as the previous manual recording method was considered inefficient and ineffective. The information included in the Google Form consisted of the borrower's email, official memorandum file (nota dinas), borrower's name, date of archival borrowing, borrower's section of origin, WhatsApp number for confirmation purposes, and detailed archival information, including the number, date, and applicant's name of the auction minutes.

The introduction of this new borrowing method via Google Forms offers several advantages, including structured storage of borrowing information without manual recording, reduced risk of transcription errors, and improved monitoring of archival borrowing status. Additionally, an A4-sized poster containing a QR code for archival borrowing was created to facilitate staff members' access to the auction minutes archives. When the QR code is scanned, users are directly redirected to the previously developed Google Form for archival borrowing. The poster was placed in the auction room, the general subdivision office, the internal compliance division, and the legal and information division.

### **Constraints, Challenges, and Alternative Solutions in the Internship Activities**

During the implementation of archival management activities, several constraints and challenges were encountered. One of the primary issues was the absence of numbering on each archival shelf, which led to prolonged search times when retrieving archives. Additionally, the recording of archival borrowing and returns was still conducted manually through logbooks, which made monitoring archival status and searching for data less effective, as it required reviewing pages one by one. Another challenge concerned the limitation of human resources. Only one staff member was assigned to manage the

archival room, and this staff member also had additional responsibilities outside the archival unit. Consequently, the staff member was not always present in the archival room, which hindered the processes of borrowing, returning, and storing new archives. Personnel responsible for archival management should possess adequate educational backgrounds and competencies in archival management (Styowati & Handayani, 2024). Furthermore, the unpredictable nature of tasks, such as the irregular arrival of new archives and borrowing and return activities that do not occur daily, created fluctuating workloads. At times, there was idle time due to the absence of new archives or borrowing; however, at other times, a surge in workload occurred when a large number of archives arrived simultaneously with increased borrowing and returns.

To address these challenges in archival management, several alternative solutions can be implemented. Assigning numbers to each archival shelf can accelerate the search process, thereby reducing the time required to locate archives. Moreover, the development of a borrowing and return database can enhance management effectiveness, as data retrieval and monitoring of archival status would no longer rely on manual logbooks. The addition of human resources is also necessary, specifically by appointing dedicated staff in the archival section to ensure that borrowing and return activities continue smoothly even when one staff member is assigned duties outside the archival room. In addition, periods of idle time resulting from the absence of new archives or daily borrowing and return activities can be utilized productively, such as by reorganizing the archival room and monitoring the status of currently borrowed archives.

## **Discussion**

This activity, conducted through the Librarian Professionalism Internship at KPKNL Bandung, yielded tangible benefits for archival management and services. The archival organization carried out through data collection, classification, physical arrangement, and shelf numbering succeeded in establishing a more structured storage system. Archival organization is designed to support effective and efficient archival management processes (Naja & Akbar, 2024). This had a positive impact on facilitating archival retrieval, reducing search time, and preserving the integrity and physical condition of archives. With well-organized archives, maintenance and monitoring processes can be carried out more optimally. Archives can also be categorized as active or inactive, and both active and inactive management involve considerations such as storage, resource availability, and procedures. Archival management encompasses various stages, including classification, recording, storage, maintenance, and disposition. Proper and secure archival disposition constitutes an essential component of archival governance that must be carefully considered by every organization or company (Tabina, 2024). All of these archival activities are undertaken to ensure the continuity of information within an organization (Nabila, 2025).

This activity also contributed to enhancing the quality of archival services. The systematic implementation of borrowing and return recording helped maintain archival integrity and ensure user availability. A common issue observed in many companies is that ICT utilization remains partially manual, with staff managing archives and documentation through computer folders and compiling data using spreadsheet applications (Firmansyah & Ernawati, 2023). Archival management is a crucial element in a company's operational activities, as archives function as a source of information for both internal needs and external service provision. The value of information is determined by five primary characteristics: accuracy, timeliness, completeness, conciseness, and relevance, all of which contribute to the smooth execution of organizational tasks (Raudah & Radawiyah, 2023). The preparation of cover letters for copies of auction minutes further supported administrative order and clarified communication flows among the parties involved. Consequently, archival services became more orderly, accountable, and easier to monitor. As stated, an archival management system is essential for an organization to

ensure that all activities proceed in an orderly and efficient manner, thereby enabling the achievement of previously established objectives (Basya & Puspasari, 2021).

Another significant benefit was observed in the implementation of ICT in archival management. The transition from a manual recording system to databases via spreadsheets and Google Forms enhanced the efficiency and accuracy of archival data management. The development of the auction minutes database facilitated faster and more integrated classification, retrieval, and updating of archival data. The adoption of ICT was accelerated by management system changes that occurred more rapidly than previously predicted as a result of the COVID-19 pandemic (Lestari, 2022).

The use of QR Codes for archival borrowing also provided staff with easier access to services and reduced the risk of recording errors, thereby improving archival retrieval processes. This is consistent with the notion that, in the digital era, archival practices no longer rely solely on paper-based media but also use various digital storage media, such as CDs, flash drives, external hard disks, and Google Drive (Sumarsono *et al.*, 2023). Application-based archival management further facilitates administration and access to stored documents and important information, enabling faster and more accurate archival retrieval and information utilization (Delfia *et al.*, 2022; Midriyan *et al.*, 2024).

*The Librarian Professionalism Internship helped address several challenges previously faced by the institution, including lengthy archival retrieval processes, inefficiencies in manual record-keeping, and limited human resources. Inefficient data flow in the recapitulation and archiving of student violation records within the student affairs division, for example, has been shown to slow down implementation due to continued reliance on manual recording and archiving systems (Hartono et al., 2021).* A more organized and ICT-based archival management system can assist archival staff in performing their duties more efficiently, even with limited personnel. Archival issues have not yet received adequate attention from many institutions. Numerous organizations still lack sufficient understanding of the urgency and benefits of archives in supporting daily activities and decision-making processes (Fu'adah *et al.*, 2022). Adaptation to digital technological developments begins with improving the ability to manage and utilize digital documents or files within the internal organizational environment (Oktaviana *et al.*, 2024). In addition, ethical issues in digital archival management represent an important consideration for archivists, particularly regarding sensitive records at KPKNL Bandung (Jaillant & Rees, 2023). Overall, this activity provides sustainable benefits for KPKNL Bandung in supporting more effective, efficient, and modern archival governance. The systems and innovations implemented are expected to continue to be used and further developed as part of ongoing efforts to enhance the quality of archival management within government institutions.

## CONCLUSION

Based on the implementation of the Librarian Professionalism Internship, it can be concluded that this activity made a tangible contribution to enhancing students' competencies through direct workplace learning experiences. The program not only equipped students with hard and soft skills but also fostered professionalism in archival management through a structured, collaborative approach with partner institutions. The implementation of the Librarian Professionalism Internship at KPKNL Bandung demonstrates that students were able to play an active role in archival organization, archival services, and the application of ICT, particularly in developing the auction minutes archival database and improving the archival borrowing and return system. Therefore, the Librarian Professionalism Internship serves as a relevant and practical learning platform in preparing students to enter the professional workforce.

## AUTHOR'S NOTE

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

## REFERENCES

- Anisah, A., Wahyuningsih, D., Helmud, E., Suwanda, T., Romadiana, P., & Irawan, D. (2021). Rancang bangun sistem informasi manajemen arsip digital. *Jurnal Sisfokom (Sistem Informasi dan Komputer)*, 10(3), 419-425.
- Basya, M. R., & Puspasari, D. (2021). Analisis pengelolaan arsip di kantor Kecamatan Bungah Kabupaten Gresik. *Jurnal Pendidikan Administrasi Perkantoran (JPAP)*, 9(2), 439-453.
- Blanke, T. (2024). Reassembling digital archives—strategies for counter-archiving. *Humanities and Social Sciences Communications*, 11(1), 1-12.
- Colavizza, G., Blanke, T., Jeurgens, C., & Noordegraaf, J. (2021). Archives and AI: An overview of current debates and future perspectives. *ACM Journal on Computing and Cultural Heritage (JOCCH)*, 15(1), 1-15.
- Darmansah, T., Nur, A. M., Suryadi, H. S., & Nurarfiansyah, L. T. (2024). Tantangan dan solusi dalam pengelolaan arsip di era digital. *Jurnal Ekonomi dan Bisnis Digital*, 2(1), 16-20.
- Delfia, D., Johan, R. C., Setiawati, L., Hadiapurwa, A., Ardiansah, A., & Nugraha, H. (2022). Penggunaan aplikasi Sistem Informasi Kearsipan Dinamis (SIKD) oleh sivitas Universitas Pendidikan Indonesia (UPI). *Diplomatika: Jurnal Kearsipan Terapan*, 6(1), 69-77.
- Firmansyah, D., & Ernawati, S. (2023). Rancang bangun sistem informasi manajemen arsip kerja sama pada PT. Kelola Teknologi Informasi. *Bios: Jurnal Teknologi Informasi dan Rekayasa Komputer*, 4(2), 54-64.
- Fu'adah, A. A., Sholihah, N., & Masthuroh, M. (2022). Pengelolaan arsip dalam menunjang layanan informasi pada bagian tata usaha di Madrasah Aliyah Negeri. *Munaddhomah: Jurnal Manajemen Pendidikan Islam*, 3(1), 57-69.
- Hartono, B., Danang, D., & Tofik, M. (2021). Sistem informasi arsip digital kartu catatan siswa berbasis web. *Jurnal Teknologi Informasi dan Komunikasi*, 12(2), 1-11.
- Hawkins, A. (2022). Archives, linked data and the digital humanities: Increasing access to digitised and born-digital archives via the semantic web. *Archival Science*, 22(3), 319-344.
- Husnita, T. J., & Kesuma, M. E. K. (2020). Pengelolaan arsip sebagai sumber informasi bagi suatu organisasi melalui arsip manual dan arsip digital. *Jurnal El-Pustaka*, 1(2), 27-41.
- Jaillant, L., & Rees, A. (2023). Applying AI to digital archives: Trust, collaboration and shared professional ethics. *Digital Scholarship in the Humanities*, 38(2), 571-585.
- Lestari, A. D. (2022). Pemanfaatan teknologi informasi pada pengelolaan arsip dinamis di bidang pencatatan sipil Disdukcapil Kabupaten Karanganyar. *Al-Kuttab: Jurnal Kajian Perpustakaan, Informasi dan Kearsipan*, 4(2), 13-23.
- Li, J., & Wang, J. (2025). Intelligent archive management based on deep learning technology driven by artificial intelligence. *IEEE Access*, 13(1), 42377-42387.

- Midriyan, A., Rahmawati, R., & Apriliyani, N. V. (2024). Efektivitas Sistem Informasi Manajemen Arsip Dinamis (SIMARDI) pada pengelolaan arsip. *Karimah Tauhid*, 3(8), 9368-9380.
- Nabila, N. (2025). The digitization of cassette archives in the House of Representatives of the Republic Indonesia. *Dedicated: Journal of Community Services (Pengabdian kepada Masyarakat)*, 3(1), 47-56.
- Naja, S., & Akbar, R. (2024). Sistem informasi pengelolaan arsip digital pada kantor Dinas Pertanian Provinsi Aceh berbasis web. *Jurnal Sistem Komputer (Siskom)*, 4(2), 60-71.
- Nasrullah, M., Amalia, D. S., & Arhas, S. H. (2023). Effectiveness of archive arrangement in the Barru Regency Regent's Office. *Pinisi Journal of Education and Management*, 2(3), 307-315.
- Octaviona, E., Kesuma, M., & Basyori, A. (2023). Kesiapan arsiparis menggunakan e-arsip dalam tata kelola kearsipan Fakultas Tarbiyah dan Keguruan UIN Raden Intan Lampung. *Jurnal El-Pustaka*, 1(1), 86-99.
- Oktaviana, R. S., Kurniawati, L., Putri, S. A., & Utami, L.A. (2024). Pelatihan penggunaan appsheet untuk pengelolaan arsip digital organisasi di JPRMI DKI. *Jurnal Pengabdian Kolaborasi dan Inovasi IPTEKS*, 1(2), 1040-1046.
- Putri, F. A. (2022). Peran arsiparis dalam pengelolaan otomatis arsip di era digital. *Abdi Pustaka: Jurnal Perpustakaan dan Kearsipan*, 2(2), 53-57.
- Ratnasari, T., & Rohmad, R. (2024). Peningkatan kemampuan administrator dalam pengelolaan arsip dinamis berbasis teknologi informasi MTS Negeri 2 Mejobo Kudus. *Dharmakarya: Jurnal Aplikasi Ipteks untuk Masyarakat*, 13(2), 260-267.
- Raudah, S., & Radawiyah, R. (2023). Pengaruh pengelolaan arsip terhadap kinerja pegawai di Kantor Pertahanan Kabupaten Balangan. *Jurnal Bisnis dan Pembangunan*, 12(1), 64-72.
- Sakir, A. R. (2024). Tinjauan literatur: Pemanfaatan teknologi informasi untuk meningkatkan mutu pelayanan publik. *Jurnal Administrasi Publik dan Bisnis*, 6(2), 165-171.
- Sari, M. P. (2025). Memanfaatkan teknologi untuk penyimpanan arsip. *Senandika: Jurnal Ilmu Perpustakaan dan Informasi*, 1(1), 47-52.
- Sari, R. S. F., & Putra, R. S. (2022). Literature review sistem pengelolaan arsip di kantor Kelurahan Keboledan Kecamatan Wanasari Kabupaten Brebes. *Mizania: Jurnal Ekonomi dan Akuntansi*, 2(1), 116-126.
- Setiawati, L., Aulia, E. S., Johan, R. C., Hadiapurwa, A., & Ardiansah, A. (2022). Studi analisis website Sistem Informasi Kearsipan Dinamis (SIKD) Universitas Pendidikan Indonesia dengan metode webqual 4.0. *Khazanah: Jurnal Pengembangan Kearsipan*, 15(1), 84-97.
- Styowati, R. A., & Handayani, N. S. (2024). Implementasi penggunaan aplikasi Simanis dalam pengelolaan arsip di kantor Desa Ngrejo Kecamatan Bakung Kabupaten Blitar. *Jurnal Pustaka Budaya*, 11(2), 88-98.
- Sumarsono, R. B., Kusumaningrum, D. E., Zulkarnain, W., Prestiadi, D., Ubaidillah, E., Bhayangkara, A. N., & Indrawanto, D. W. (2023). Pelatihan pengelolaan surat dan arsip berbasis teknologi informasi bagi tenaga administrasi sekolah dasar. *Abdimas Pedagogi: Jurnal Ilmiah Pengabdian Kepada Masyarakat*, 6(2), 128-134.
- Syukriah, S., Rosdiana, R., Asran, A., & Yusuf, E. (2024). Pendampingan teknologi informasi berkelanjutan dalam peningkatan pengembangan digitalisasi dibidang pelayanan publik dan kearsipan. *Jurnal Malikussaleh Mengabdi*, 3(1), 121-129.

Tabina, G. (2024). Analisis sistem pengelolaan arsip inaktif di PT Prima Mitra Elektrindo. *Student Scientific Creativity Journal*, 2(1), 48-62.