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Optimizing archival management through an internship program at Sekretariat Jenderal DPR RI

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ABSTRACT

Archival management plays an important role in supporting administrative functions in government institutions. However, it often faces various challenges, particularly in managing inactive dynamic records that are infrequently used but may need to be retrieved when required. This community service aims to analyze the optimization of archival management through an internship program undertaken by students in the archival field at the Sekretariat Jenderal DPR RI. The study employed a qualitative descriptive approach using observation, documentation, and literature review. The findings indicate that students actively contributed to archival management, particularly in records arrangement, archival media conversion, archival handling, data entry via the Sistem Informasi Kearsipan Nasional (SIKN) website, and the development of innovative projects through information repackaging. The conclusion indicates that the internship program makes a positive contribution to archival management within the institution. Despite several technical constraints, the internship activities were conducted effectively and provided students with new insights and skills in the field of archives. To enhance the effectiveness of future archival management, this community service recommends harmonizing archival guidelines and increasing attention to the physical condition of records to prevent damage.

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ABSTRAK

Pengelolaan arsip memiliki peran penting dalam mendukung penyelenggaraan administrasi pada lembaga pemerintahan. Namun, pengelolaan arsip masih sering menghadapi berbagai kendala, khususnya dalam mengelola arsip dinamis inaktif yang frekuensi penggunaannya jarang, tetapi sewaktu-waktu dapat dicari kembali ketika dibutuhkan. Pengabdian ini bertujuan untuk menganalisis optimalisasi pengelolaan arsip melalui kegiatan magang yang dilakukan oleh mahasiswa pada bidang kearsipan di Sekretariat Jenderal DPR RI. Metode yang digunakan adalah pendekatan deskriptif kualitatif melalui observasi, dokumentasi, serta studi pustaka. Temuan pengabdian menunjukkan bahwa mahasiswa berkontribusi aktif dalam pengelolaan arsip, terutama dalam penataan arsip, alih media arsip, manuver arsip, penginputan arsip melalui website (Sistem Informasi Kearsipan Nasional) SIKN, serta pembuatan proyek inovasi berupa kemas ulang informasi. Kesimpulan menunjukkan bahwa program magang memberikan kontribusi positif dalam mendukung pengelolaan arsip pada lembaga terkait. Meskipun terdapat beberapa kendala teknis, kegiatan magang terlaksana secara efektif dan memberikan wawasan serta keterampilan baru di bidang kearsipan bagi mahasiswa. Dalam meningkatkan efektivitas pengelolaan arsip ke depannya, pengabdian ini merekomendasikan agar lembaga terkait menelaraskan pedoman kearsipan yang digunakan serta meningkatkan perhatian terhadap kondisi fisik arsip guna mencegah kerusakan.

Kata Kunci: arsip dinamis inaktif; pengelolaan arsip; program magang mahasiswa; SIKN

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INTRODUCTION

An institution, whether government or private, must carry out administrative activities which will eventually produce documents for the benefit of the organization (Zuliyanti, 2021). In government institutions, documents, or what are often called archives, play an important role as a source of data and information— Sekretariat General of the People's Representative Council of the Republic of Indonesia (*Setjen DPR RI*). As a government institution, the Sekretariat General of the Indonesian House of Representatives (DPR RI) serves as the Institution's Sekretariat. As a government institution, the Sekretariat General of the DPR RI has various duties and functions, one of which concerns the management of archives. The Archives Section is under the coordination of the Deputy for Sessions and within the scope of the Protocol and Public Relations Bureau.

The purpose of archiving in the Archives Section of the Indonesian House of Representatives is to maintain the authenticity, integrity, security, and safety of the DPR RI archives. Furthermore, *Peraturan Sekretaris Jenderal Nomor 26 Tahun 2021* regarding the Implementation of Archives of the Indonesian House of Representatives states that

“Unit Kearsipan DPR RI memiliki tugas untuk menyusun kebijakan di bidang kearsipan; melaksanakan pengelolaan arsip inaktif dari unit pengolah; menyelenggarakan penyimpanan arsip inaktif yang dilakukan pada sentral arsip inaktif (Record Center) sebagai tempat penyimpanan arsip inaktif pada bangunan yang dirancang untuk penyimpanan arsip; mengolah arsip dan menyajikan arsip menjadi informasi; mengkoordinasikan usulan pemusnahan arsip; mempersiapkan penyerahan arsip statis kepada ANRI; melaksanakan pemusnahan arsip yang tidak berguna setelah memperoleh persetujuan dari ANRI; mengusulkan penyerahan arsip statis yang bernilai guna kesejarahan kepada ANRI; melaksanakan koordinasi pembuatan arsip terjaga; melakukan pemberkasan dan pelaporan serta penyerahan salinan autentik ANRI; dan melaksanakan pembinaan, pengawasan, dan evaluasi dalam rangka penyelenggaraan kearsipan.”

Archives can be defined as a collection of documents, whether in the form of written notes, electronic documents, images, and important recordings produced by various official institutions, to be then managed and stored systematically and maintained so that when needed, they can be easily found again (Putri *et al.*, 2023; Raudah & Radawiyah, 2023). However, many institutions still do not understand the importance and benefits of archives in everyday life, so their management has not become a primary concern. This creates major challenges, including inappropriate archive organization and inefficient document retrieval processes (Atmaja & Yanti, 2024). This condition can make it difficult for institutions and organizations to locate documents when needed, and the situation becomes even more dangerous if the documents they seek are lost or fall into the hands of irresponsible individuals (Darmansah *et al.*, 2024).

Archive management is an activity carried out by various agencies, organizations, and individuals, both government and private, to support the implementation of activities as needed (Hapsari & Suharso, 2021). Therefore, archives management plays a crucial role in supporting government institutions, particularly as a source of data and information for public service provision. Archives management requires archivists with the competency, knowledge, and archival skills to support administrative, educational, research, preservation, and development functions (Hayatunnufus & Setiawati, 2025; Triana & Putra, 2023). To improve understanding and competence in archival management, students implemented an internship program.

The Certified Independent Study and Internship Program (MSIB) is an internship program that aims to prepare prospective graduates comprehensively by providing opportunities for students from all universities in Indonesia who have met the requirements to study outside of college (Satyahadewi *et al.*, 2024). The MSIB provides students with the opportunity to gain experience as Assistant Archivists at the

Secretariat General of the Indonesian House of Representatives. Students gain various experiences during their internships, including managing dynamic and electronic archives, reducing archives, and developing archives. Several previous studies have shown that student-led internships and community service activities positively affect archival management within institutions. Internships assist institutions or agencies in managing archives, both physically and digitally.

Other research confirms that through internship programs, students gain practical experience in supporting administrative services in government institutions (Lestari *et al.*, 2022; Sholeha & Widagdo, 2025; Sobri & Umar, 2023). However, most studies examining students' roles in optimizing archive management remain limited and offer less specific explanations. Therefore, this community service article provides a more in-depth analysis regarding how to optimize archive management, especially inactive dynamic archives, in government institutions. The purpose of this community service article is to describe how students contribute to archive management in the archival sector at the Secretariat General of the House of Representatives of the Republic of Indonesia, starting from archive organization, archive media transfer, archive maneuvering, archive input through the National Archives Information System (SIKN) website, to contributions in the creation of information repackaging projects.

Literature Review

The Role of Inactive Dynamic Archives

Based on their function, archives can be classified into two types: static and dynamic archives (Jamilah & Pahlevi, 2021). Static archives are those no longer used in daily office activities, whereas dynamic archives are still frequently used in such activities (Ikrimah *et al.*, 2023). In addition, dynamic archives are classified into two types: active and inactive. Active archives are those whose frequency of use remains high or is used continuously. In contrast, inactive archives are those whose use frequency has decreased and are managed by the central unit of an organization or a related agency (Andhika & Irawati, 2023; Saputro & Fitri, 2021). Although the frequency of use has decreased, the possibility that these documents will be needed again at any time remains, so they must be stored properly and systematically (Rismawati & Lestari, 2023). Archives play an important role in every administrative activity and in the production of policies by government agencies (Fatkhuriza & Putra, 2024). In government institutions, inactive dynamic archives play administrative, legal, and informational roles; therefore, their management must adhere to the principles of order, security, and usability (Trisna & Husna, 2025).

Inactive Dynamic Archive Management

Dynamic archive management is divided into several categories: vital, active, and inactive archives. Inactive dynamic archive management is typically undertaken when use frequency has decreased, and the material is deemed to have no historical value to the institution. Therefore, the institution must follow up on their maintenance, whether to file them for patenting or to destroy them (Putri & Rodiah, 2025). Effective archive management enables the organization to operate and make decisions (Fu'adah *et al.*, 2022). In general, archive management is a systematic process that encompasses the creation, organization, storage, and destruction of documents in accordance with the principles of the archive life cycle (records lifecycle) (Rahmawati *et al.*, 2025). Therefore, several activities are involved in the management of inactive dynamic archives, including transferring, arranging, storing, borrowing, rediscovering, maintaining, securing, and reducing archives (Mulyapradana *et al.*, 2021).

METHODS

The community service program is conducted through the Certified Independent Study and Internship Program (MSIB), which provides students with the opportunity to work as Archivist Assistants at the Secretariat General of the Indonesian House of Representatives for four months. The internship period runs from September 6 to December 20, 2024. The stages and analysis of the community service conducted during the internship are as follows.

Pre-Internship Implementation Stage

The internship begins with onboarding on September 6, 2024, conducted online via Zoom and live-streamed on YouTube. Then, on September 9-13, 2024, students attend an in-person introductory orientation. Students have the opportunity to learn about the history and work environment of the archives department of the Indonesian House of Representatives. Afterward, students participate in a mentoring session on September 16-20, 2024, online via Zoom Meeting. During this activity, students receive guidance on work program design, are introduced to mentors who will support them throughout their internship, and are introduced to other students interning in the Archives Department.

Internship Implementation Stage

The internship will run from September 23 to December 12, 2024. During the internship, the main activities undertaken by students include organizing and managing archives, transferring archival media, entering archival records via the SIKN website, and developing innovative projects through information repackaging. Students also frequently attend and assist in preparing public lectures and audiences. From December 10 - 12, 2024, students will begin working on a presentation for the final report of their internship in the field of archives at the Secretariat General of the Indonesian House of Representatives.

Post-Internship Stage

The internship concluded with a final report presentation using PowerPoint on December 12, 2024, attended by mentors, the Head of the Archives Section of the Indonesian House of Representatives, and several staff. Students presented their duties, challenges, and competencies acquired during their time as Assistant Archivists, as well as recommendations for relevant institutions. From December 16 – 20, 2024, all interns participated in a farewell and closing ceremony at the Secretariat General of the Indonesian House of Representatives.

RESULTS AND DISCUSSION

Inactive Dynamic Archive Arrangement

Organizing inactive dynamic archives is undertaken to ensure systematic document management, facilitate search, and maintain archive integrity. Generally, the organization process begins with creating a numbering or coding system, storing archives in appropriate folders or containers, and recording relevant information in a list or catalog (Darmansah *et al.*, 2024). The use of an information system, in the form of a website, for archive management facilitates the retrieval of archive information as needed (Setaiwati *et al.*, 2024). The archive arrangement activities carried out by students include organizing conventional

dynamic inactive archives for administrative and professional staff decrees, dynamic inactive archives for new cassette media, and dynamic inactive archives for new miniDV media.



Figure 1. Documentation of Inactive Dynamic Archive Arrangement
Source: Author's Documentation, 2024

In **Figure 1**, it is shown that students carry out archiving procedures in accordance with Persekjen Nomor 26 Tahun 2021 on Archiving Management. The procedure includes creating an archive list, organizing physical archives, and numbering and labeling boxes. The archive list is structured according to a predetermined format and arranged chronologically. This format includes information about the processing unit; archive/file number; archive classification; archive type; time period; development level; quantity; description; definitive folder and box number; storage location; storage period and final fate; and archive category. The physical arrangement of the archive is carried out in accordance with the archive list created. This arrangement begins with the inspection and verification of the transferred archives to ensure their completeness and conformity with the archive list. The verified physical archives are then placed in boxes or storage racks, labeled, and stored in a storage cabinet in the DPR RI Record Center room.

Inactive Dynamic Archive Media Transfer

Based on *Peraturan Sekretaris Jenderal DPR RI Nomor 3 Tahun 2020* on Media Transfer Guidelines, media transfer is defined as the process of transferring archival media from one medium to another to facilitate access to archives. The mechanism for archival media transfer is regulated in Article 17, namely the selection or assessment of archives, the conduct of the media transfer process, the creation of minutes and lists of archives resulting from the transfer, and the authentication of such archives. The process of selecting or assessing archives involves considering the condition of the archives and the value of the information they contain. Three criteria for archives must be addressed: archives in fragile condition/vulnerable to physical damage; electronic archives containing legacy data formats that require updating to newer versions; and information stored on other media that is no longer systematically updated due to technological developments.

Archive media transfer activities involve converting archives from their original form to digital form (Devianto & Sukowo, 2023; Nabila, 2025). To facilitate the transfer of archive media, a method is needed

to simplify the process. In Article 9 of *Peraturan Sekretaris Jenderal DPR RI Nomor 3 Tahun 2020 on the Media Transfer Guidelines*, three methods are used for media transfer: scanning, conversion, and migration. Scanning is typically performed on conventional paper archives, whereas conversion transforms original files, such as text, images, analog audio, or analog video, into other file formats. Migration is the process of moving or transforming data from one context to another, with a different format or data structure, in accordance with technological and information developments.



Figure 2. Inactive Dynamic Archive Media Transfer Documentation
Source: Author's Documentation, 2024

In **Figure 2**, it is shown that students are transferring inactive dynamic archive media, such as transferring conventional archive media regarding the decree of the administrative staff of members of the Indonesian House of Representatives which is carried out using an electronic scanner which is stored in PDF format, then transferring new media archive media cassettes regarding *RUU Pornografi Tahun 2008* which is done using a converter tool and saved in MP3 format, as well as the media conversion of miniDV cassette archives which is done using a converter tool and saved in MP4 format. After these archives have been converted, students prepare minutes and a list of converted archives.

Creating a report and archive list after transferring cassette archives is an important step in officially documenting the transfer process, ensuring the validity and accuracy of the transferred archive information, and facilitating future archive searches. The transferred archives are then authenticated. The authentication process for transferred archives is an important step in ensuring that they are consistent with and authentic to the original archives, thereby enabling legal recognition and meeting the standards of validity in archive management.

Archive List Maneuver Translation

Archive management usually begins with processing archival information and physical archives (Rizki & Putra, 2025). According to the Secretary General Regulation Number 26 of 2021, archive maneuvering is an archive management process consisting of two main stages: description card maneuvering and physical maneuvering. Description card maneuvering involves combining description cards or archive data

with similar issues, sorting them according to a predetermined scheme, and assigning definitive numbers to the description cards, which serve as file storage numbers. Meanwhile, physical maneuvering is the process of arranging archive files according to their assigned definitive numbers, in accordance with the archive management scheme.

Both processes aim to create a neat, structured archive management system that facilitates document access. The archive list maneuvering work practice that students undertake involves translating archive list maneuvers. This process of archiving involves combining archive items by file and then sorting them chronologically. During the archive list-manipulation work practice, students learn systematic techniques for managing archives to improve efficiency and orderliness in archival storage. Students also understand how to identify archives based on similar issues or themes, sort archives chronologically, and assign unique identifiers for storage and retrieval.

Entering the Archive List via the SIKN Website

SIKN is an information service system, implemented as a website, that collects and manages archives from various network nodes (Lolytasari & Dirsanala, 2023). Website ini dikembangkan oleh National Archives of the Republic of Indonesia (Arsip Nasional Republik Indonesia, ANRI) to collect archival data from government agencies, institutions, and organizations in Indonesia. SIKN also functions as a centralized system that facilitates the management, preservation, and access to archives at the national level.

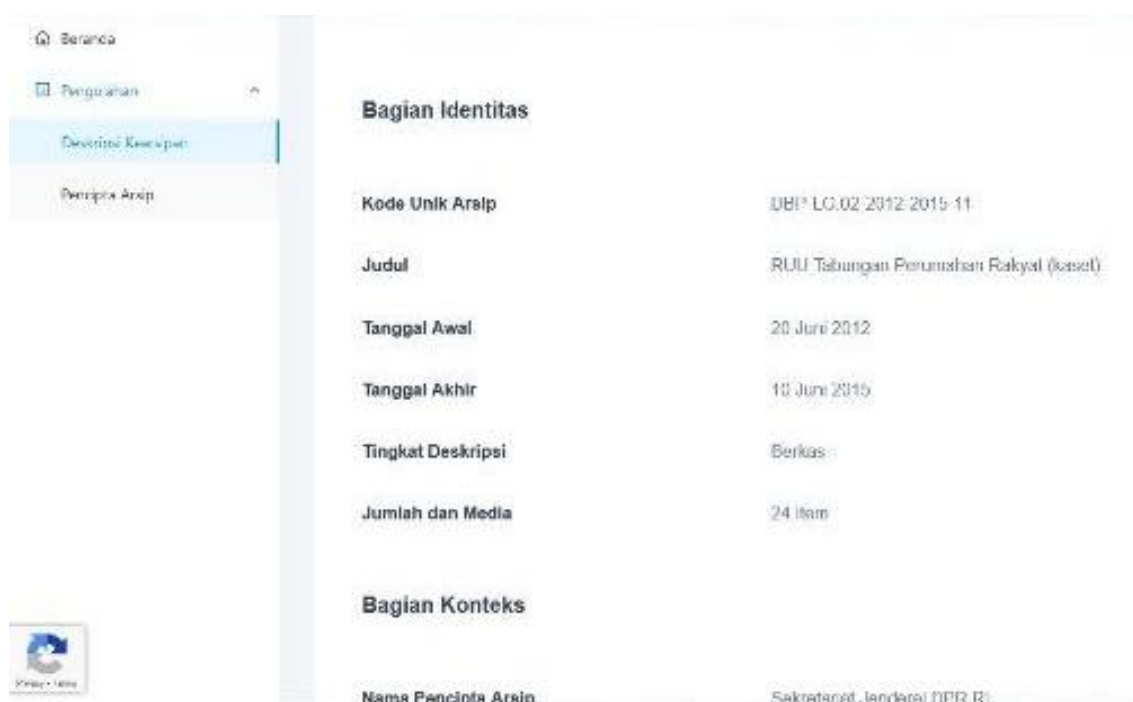


Figure 3. Documentation of the Input of the Archive List to SIKN
Source: Author's Documentation 2024

The SIKN practice undertaken by students involved entering a list of archives from the new cassette media archives into the SIKN website (see **Figure 3**). This process involved entering detailed, accurate data to ensure that the archives were properly recorded in the SIKN platform. In practice, students also encountered obstacles in the form of disruptions to access to the SIKN website. However, these obstacles were resolved when the website returned to normal or became accessible.

Student Contribution in Archives Management

Overall, the internship provides students with experience as archivist assistants. In addition to assisting with the management of inactive archives, students also contribute to innovation projects.



Figure 4. Innovation Project
Source: Author's Documentation 2024

The innovation project involved repackaging information on the digital flow of DPR RI Archives services using the Genially website, based on the SOP for the DPR RI Archives Section's services (See **Figure 4**). This innovative project, which was created directly, was presented to mentors and the head of the archives section of the Indonesian House of Representatives. Following the presentation, students received several recommendations regarding the chosen design and the remaining formats to be completed in the Google Form to request archival data and information.

Discussion

The internship program demonstrated that students actively contribute to optimizing archival management within the archives department of the Secretariat General of the Indonesian House of Representatives. Through this internship program, students not only serve as technical implementers but also as partners in providing solutions or recommendations to address various obstacles and challenges in archives management. This finding aligns with previous research showing that internships can help address issues in archival management (Anggraeni & Novianti, 2025). During the internship of organizing inactive dynamic archives, students gained a deep understanding of the importance of systematic and efficient archive organization. The organization of inactive dynamic archives should be carried out from the archive's

creation, as these archives are collections of active archives that have undergone assessment and reduction, thereby decreasing their frequency of use (Sundari & Lawanda, 2023).

In their contributions, students gain experience in identifying, classifying, and organizing archives according to established guidelines, including grouping by category, coding, and placing archives in appropriate locations. In the aspect of archive media transfer, students gain valuable insights into the process of converting physical archives to digital formats to support information preservation and accessibility. Media transfer is typically performed using digital cameras, scanners, or other conversion tools (Arwana *et al.*, 2024). Through their contributions, students learned to use high-resolution scanners to ensure the quality of digitization, to provide metadata to archives to facilitate classification and retrieval, and to understand the importance of authentication in digital archive storage. Students also contributed to the archives maneuvering process.

Archival practices provide students with hands-on experience in the importance of accuracy, organizational skills, and an understanding of archival classification systems. Suboptimal archival maneuvers can hinder the government's efforts to provide prompt, transparent, and accountable public services (Pasha & Pribadi, 2025). Therefore, student contributions to this archival management initiative help improve the structure of archival management, simplify access, and ensure that documents are stored securely and remain readily accessible when needed. Regarding archives digitization, digitization activities are undertaken to support the modernization of archives management and enhance efficiency (Yulianti & Kusuma, 2024). In this case, the Secretariat General of the Indonesian House of Representatives is using SIKN to modernize archiving in the face of technological developments.

Through their contributions, students help ensure that archives are managed effectively, transparently, and efficiently, thereby supporting their availability as sources of accurate and reliable information for the public and stakeholders. This article emphasizes that the internship program is not only a learning tool for students, but also a form of strategic collaboration between the university and the archival institution as the beneficiary. This internship also provides students with new insights and skills in managing archives, including experience in organizing dynamic and electronic archives, transferring archival media, managing archives, and developing archives. The success of this internship program also proves that students can have a sustainable impact on more effective and efficient archives management.

CONCLUSION

During their internship as archivist assistants at the Secretariat General of the Indonesian House of Representatives (DPR RI), students gained valuable experience in managing archives, both manually and digitally. The activities they undertook included organizing inactive dynamic archives, transferring legislative archive media, maneuvering archive lists, and inputting archive data into the National Archives Information System (SIKN). Each of these processes provided a deep understanding of the importance of systematic, accurate, and technology-based archive management to support the effectiveness of legislative administration. Despite several technical challenges, including limited access to digital systems, these obstacles were overcome, and students were taught the importance of patience and flexibility in their work. This experience enriched students' knowledge of archiving, improved their administrative skills, and strengthened their readiness to contribute to archives management in the future. Based on the internship, several recommendations were made to enhance it. First, in archive management activities, all DPR RI Archives staff should adhere to the same regulations, namely the Secretariat General's regulations and ANRI regulations. This is necessary to avoid miscommunication between staff working in the Archives Section on the second floor and those in the Record Center. Second, the Archives Section of the Indonesian House of Representatives (DPR RI) should establish an information media to facilitate internal DPR RI parties' access to the information contained in the archives they manage. Third, the Archives

Section of the DPR RI should pay more attention to the physical condition of the cassette archives in the Record Center. This is because many cassettes are stained with adhesive residue, which is feared to damage their contents. Finally, in the process of creating archives, the DPR RI processing unit must adhere to the rules of the DPR RI Official Manuscripts and understand the format of the archive list as regulated in *Persekjen Nomor 26 Tahun 2021 About Archives Management*. This is necessary to ensure that the archive management process in the DPR RI operates effectively and efficiently.

AUTHOR'S NOTE

Penulis menyatakan bahwa tidak ada konflik kepentingan terkait publikasi artikel ini. Penulis menegaskan bahwa data dan isi artikel bebas dari plagiarisme.

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