

TEXTUAL ARCHIVES MAINTENANCE MODEL AT THE OFFICE OF THE BARRU REGENCY OF LIBRARY AND CIVILITY

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Abstract

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This study aims to determine: the model of textual archive maintenance at the library and archives office of Barru Regency. And to find out the role of textual archives at the library and archives office of Barru Regency. Sources of data obtained by means of interviews and observations. Data Analysis Using Data Reduction, Data Presentation, Drawing Conclusions and Verification. The results of this study indicate the maintenance model for textual archives at the library and archives office of Barru Regency seen from the aspect of the maintenance model for textual archives is very good. the archivist provides a maintenance model, namely a camperization archive maintenance model, archive maintenance which is carried out by cleaning the archive first, followed by cleaning the archive box and roll o'pack by ending with sufficient camphor or camphor and treatment is carried out once a week.

Keywords: Archives, Service, Library, Maintenance

1. INTRODUCTION

Recognizing the importance of archives as memories and sources of information, the Indonesian government enacted the Law of the Republic of Indonesia Number 43 of 2009 concerning archives that guarantee safety which guarantees the safety of materials for national accountability regarding the planning, implementation and implementation of national life, which must be maintained in its integrity, security and safety.

Related to the existence of a special law on archives, archives in an organization/institution are material for certain accountability and have use value for the administration of the government. Therefore, an institution / archive creator has a responsibility in the field of dynamic archive management. Because dynamic archives are archives that are still used or used directly in daily activities, the institution concerned is expected to be able to maintain dynamic archives for a certain period. Every institution or agency in carrying out daily administrative activities cannot be separated from the process of creating archives. , because basically the archive is a record or recording of every activity carried out. These notes are generally called manuscripts or documents or recorded information, which in reality can be in the form of writing, images or sound.

Records are known written facts about the events and activities of the organization. It can be in the form of letters, data, goods, printed cards, data sheets, books in which facts are included. (Susilawati, 2015). Archives are the basis for maintaining letters, archives, containing the process of compiling and storing letters in such a way that the letters/files can be found when needed. (Sugiarto, 2015.2).

Archives are the basis for maintaining letters, archives, containing the process of compiling and storing letters in such a way that the letters/files can be found when needed. (Sugiarto, 2015.2).

According to Law No. 7 of 1971 article 1 concerning the Basic Provisions of Archives, archives are defined as follows:

1. Manuscripts drawn up and accepted by state institutions and government agencies in any form and style, either singly or in groups in the context of government activities.



2. Manuscripts made and accepted by private bodies or individuals in any form, both in single and in groups, in the implementation of national life. (Law No.7 of 1971 concerning Basic Archival Provisions).

In Law No. 7 of 1971, archives are also distinguished according to their function, namely dynamic archives and static archives. Dynamic Archives are archives that are used directly in the planning, implementation and implementation of national life in general or used directly in the administration of state administration. (Suhardi, Archival Terminology).

Due to the high value of information contained in the archives, the Office of the Archives and Documentation Library Kab. Barru requires an activity or effort to maintain and save the physical archive so that the information can be saved as well. Maintenance is an activity to store and protect the physical archive from damage and maintain the condition of the archive to keep it good and make repairs to the damaged archive so that the information is maintained. According to the Law of the Republic of Indonesia Number 43 of 2009 concerning Archives, Chapter I General Provisions Article 1 points 3 to 7 explain the types of archives.

Based on the type, archives can be divided into several types depending on the type of review.

1. Textual/paper archives

Textual archives are archives whose descriptions of information are in the form of writing or text and made of paper.

2. Photo archive

Photo archives are the results of shooting in the form of film negatives (cliches) and positive images (prints / printouts) that are worthy of being stored after going through the selection stage.

3. Video Archive

Video archives are archives whose information content is in the form of moving images.

4. Movie archive

Film archives are archives whose information is in the form of moving images, recorded in a series of photographic images, graphics and sound on film based materials whose creation uses technical and artistic designs with special equipment.

5. Film Micro Archive

Film micro archives are archives whose information is recorded on a transparent plastic sheet covered by an emulsion layer in the form of a reel containing recorded images or text in micro size according to the format.

This Dynamic Archive is located in government institutions, private sector or community organizations, because it is still used directly in the planning, implementation and implementation of daily administrative activities. In other words, dynamic archives are closely related to the interests of the organization directly as an archive creator institution. Meanwhile, according to the Indonesian Archives Dictionary, static archives are defined as archives that are not used directly for planning, organizing national life in general or for carrying out daily administration. In other words, archives that are no longer used by archive creator organizations but whose information is of high value (Rusdawati and Ardoni, 2014).

2. METHOD

The type of research used in this study is descriptive research with a qualitative approach that will provide an overview of how the management of dynamic archives at the Regional Library and Archives Service Office of the district. Barru. Descriptive research is a research method that is shown to describe existing phenomena, which are currently or in the past (Sukmadinata, 2011: 147).





Figure 1 Research Flowchart

3. RESULTS AND DISCUSSION

1. Textual Archives Maintenance Model at the Barru Regency Archives and Documentation Library Service Office

As for the implementation of this research. Researchers obtained data by conducting direct interviews with related sources, observing and also searching for data through internet media to meet the data. The research findings will be clear and complete by the researcher. The archival treatment model used camphorization or camphor.

The camperization archive maintenance model is archive maintenance that is carried out by cleaning the archive first, followed by cleaning the archive box and roll o'pack by ending with sufficient camphor or camphor and treatment is carried out once a week. The treatment method is to put camphor in the archive box in the box there are 2 camphor but this one can also be done depending on the conditions because the camphor has a pretty pungent smell but they use camphor which doesn't smell bad. This treatment is done because the budget is affordable but can only be used for a period of 3 months, unlike other treatment models that have a large budget, they can last up to 1 or 2 years.

Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10.00, the library and archive service of the Barru district, Mr. Darhan regarding the textual archive maintenance model used in the library and archives office of Barru district as follows:

"We have a limited budget. There are good ones such as fumigation but the budget can be up to 50 million, the treatment is a kind of white medicine that is given into the room, some are outside the building so we use camphor because camphor is affordable, camphor is given in a box, but camphor is there which has a strong odor but what we use is camphor which does not smell strong, namely camphor which has color. There are many types of camphor because there is also camphor for the dead and it is not recommended, the election model is also carried out every week, cleaned on a broom and the archives are first removed and dusted. The term of use of camphor is only 3 months".

a. How to manage textual archives at the Barru district archives and documentation library office.



The archives in the Barru district archives and documentation library service office are never lost and also damaged because they are very careful in managing these archives and are also neatly arranged and they also clean every week so that the archives in the archive library do not experience damage.

Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10:00, the library and archives service of the Barru district, Mr. Darhan regarding the missing archives

“So far, textual archives have never been lost as long as we have managed them with a never-lost system, there are indeed archives that we throw away if the archive is not important and duplicate it if the form is discarded, but if it is an important archive, it is stored properly. The archive storage area is always locked and the only employees in the archive library hold the key.”

Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10:00, the library and archives service of Barru district, Mr. Darhan, related to damaged archives

"The archives that are managed have never been damaged because they are cleaned every week and we also manage them using camphor, it's different if a disaster occurs it's a different story but thank God we've never experienced anything like that here"

b. How to manage wet textual archives.

How to repair wet or leaky textual files using restoration with several steps, first cleaning again using clean water and then spraying a 70 percent alcohol or ethanol solution all over the archive surface and then breaking down the archive sheets very carefully and the last process is drying. archives but restoration is usually they can from the center.

Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10:00, the library and archives service of Barru district, Mr. Darhan, related to wet textual archives.

"Archives that have been flooded have regulations, but what we use here is called restoration, repairing damaged archives that are leaking or wet, are used using expensive tissue paper and imported from Japan, but what we use here has not been used because there is no material here, but if in the province there is because it has a budget. Files like that are dried in fans so they will be whole again, if there are new floods and the archives are wet, we will coordinate with the provincial authorities and bring the equipment here directly"

c. The system used in the storage of textual archives at the archives and documentation office of the Barru district library.

The system used is a static and dynamic system. Static and dynamic systems have different ways of managing. The dynamic system is the storage system using a classification such as 005, it is an invitation and is grouped with the problem system and stored in a cabinet file. Dynamic archives are divided into 2, namely dynamically active and dynamically inactive. Active dynamic archives are stored in a drawer or commonly called a filing cabinet, while inactive dynamic archives are stored in a box and then stored in a drawer using grid paper or folders to wrap the file. While static is also stored in a box and using kising paper using the same problem classification code, it is combined and then arranged according to the problem code and then stored in a hanging folder folder, if the problem has decreased, it is transferred to the box but when it is not used it will be destroyed, this applies to dynamic archives while static archives cannot be destroyed.

Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10:00, the library and archives service of Barru district, Mr. Darhan, related to the archive storage system.

“There are two archival storage systems, namely static and dynamic. Today we are talking about paper or textual archives, so the storage is different, namely dynamic and static. If it is static and dynamic in the archive library office, while in the office it is dynamic. If it's dynamic, the storage system uses classification, for example 005 is an invitation and the storage is based on a problem, it's stored in a cabinet. The dynamic archive is divided into 2,



there are active. If it is active, it is stored in the filing cabinet. Inactive archives in a regular box using grid paper can use a folder. The static is stored in a box using lattice paper wrapped so that the storage system uses a classification code with a problem system, right there, the codes are 100 800 900. The 900 code is staffing, 600 is new finance which is merged based on the problem in the folder or folder and merged and when it's time to move it, put it in a box. The system is called displacement. This is usually when the archive is no longer used there is a name for the archive destroyer it is destroyed this applies to dynamic archives. if a static archive cannot be destroyed it cannot be destroyed"

1. The role of the textual archive model in the Barru district archive library office

The role of the textual archive is very important because it can take policies, especially policies from the leadership, but it is also important because it can store data, especially if there are activity data or want to be published, it can be directly searched in the data that has been processed.

Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10:00, the library and archive service of Barru district, Mr. Darhan, related the role of textual archives.

"The role of textual archives is very important because in particular they take policies by the leadership, for example there is an archive of incoming data, for example, an archive that wants to be published or a cabinet that wants to be used.

a. Archiving system

Archives are arranged according to type, for example, dynamic archives are arranged according to the problem, the arrangement of the alphabetical system is usually used by personal data, besides that there are also stored according to numbers, the alphabetic system is usually used for employee records, so that the preparation of archives is arranged according to their use.

Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10:00, the library and archives service of Barru district, Mr. Darhan, related to the archive preparation system.

"The system of compilation is divided into a problem system and there is an alphabetical system, so if the problem system is combined, the classification will be adjusted accordingly. There are archives stored according to the number system, there is also an alphabetical system, so the names of employees use the alphabetical system. So it is stored alphabetically or numerically, but what we use is based on a problem system because the alphabetical system is a personal archive. If the employee is personal and arranged in the cabinet. So the archive is stored according to the condition of the archive. The archive has a storage period so the archive is not stored continuously because the archive has a period of time each year for its storage period, so if the time period runs out, it is destroyed, it is different if the static archive to be stored has no time period. . For example, the history of the founding of Barru Regency and Lagaligo in Paccekke because this archive will be preserved for future generations because we can learn from the past and the present".

b. Textual archive period

Archives that are used according to the active period and there are still stored, but there is a partial archive category. This archive is stored according to the active period when the active period ends, it will be destroyed, but there are static archives that are still stored. Because it contains history that will still be used for generations to come.

c. Textual Archive Type

The types of archives in the archive storage office are the first outgoing and incoming letters, licensing archives, archives, archives about transportation, in addition to file archives, namely CD archives, photo archives.



Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10:00, the library and archives service of Barru district, Mr. Darhan regarding the types of textual archives

"The types of textual archives that exist are incoming and outgoing letters, there are also general products archives, there are archives about you, there are also archives about transportation, there is an electronic card cooperation agreement archive that is included in your archive, there is also a licensing archive from transportation but he just leave it here because there is no place so he keeps it here. There is also an archive in the form of a CD, it is in the form of a photo, but if there is no microfilm, but here it is not there because we don't have the tools. Unlike the archives in Jakarta, there is a microfilm, so if a student comes in, history will be shown. Dimakassar also already exists but uses a paid system."

d. Constraints that occur in the textual archive maintenance system at the Regional Archives Agency of Central Java Province

The constraints that occur in the textual archive maintenance system at the Barru regional library and archive office are facilities and infrastructure. The high price or not yet affordable to buy equipment for maintaining modern paper archives results in the completeness of the facilities and infrastructure of the official office.

Barru regional libraries and archives are inadequate. For example, for physical maintenance of archives for restoration activities, textual archives, especially lamination, cannot be carried out because of very high operational costs and equipment for lamination activities that are still minimal or cannot be reached, so for textual archives or paper that has begun to be brittle, it is not yet possible. quickly resolved well.

Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10:00, the library and archive service of Barru district, Mr. Darhan, is related
Constraints that occur in the archive maintenance system.

"Regarding the constraints that occur in the textual archive maintenance system at the Barru regional library and archives office, facilities and infrastructure are expensive or cannot be reached to buy modern paper archive maintenance equipment resulting in complete facilities and infrastructure for the Barru regional library and archive office. inadequate. For example, for physical maintenance of archives for restoration activities, textual archives, especially lamination, cannot be carried out because of very high operational costs and equipment for lamination activities that are still minimal or cannot be reached, so for textual archives or paper that has begun to be brittle, it is not yet possible. resolved quickly."

e. How to Overcome Obstacles Occurring at the Barru Regional Office of the Library and Archives.

How to overcome the obstacles that occur in the office of the library and archives of the Barru area. Facilities and Infrastructure Constraints in the textual archive maintenance system are caused by the lack of funding to complete the textual archive maintenance facilities and infrastructure whose archive maintenance equipment is very expensive or cannot be reached. So the Barru regional library and archives office to overcome the limitations of facilities and infrastructure in the textual archive maintenance system cooperates with the province or the center in archive maintenance on the repair (restoration) of damaged archives by carrying out the archive lamination process .

Based on an interview with Mr. Darhan as archivist on August 8, 2022 at 10:00, the library and archive service of Barru district, Mr. Darhan regarding how to overcome obstacles that occur in the office of the library and archives of Barru district

"How to overcome the obstacles that occur in the library and archives office of the Barru area. Facilities and Infrastructure Constraints in the textual archive maintenance system are caused by the lack of funding to complete the textual archive maintenance facilities and infrastructure whose archive maintenance equipment is very expensive or cannot be reached. So the Barru

regional library and archives office to overcome the limitations of facilities and infrastructure in the textual archive maintenance system cooperates with the province or the center in archive maintenance on the repair (restoration) of damaged archives by carrying out the archive lamination process "Lamination activities carried out by the library service office and the Barru regional archives in collaboration with the provincial archives aim to strengthen fragile papers, so that the information contained in damaged archives can be recovered immediately. In addition, collaborating with the provincial office of the library and archives of the Barru area also continues to lobby the local government to immediately be able to complete the facilities and infrastructure for maintaining textual archives which are currently considered lacking, so that in the future the office of the library and regional archives of Barru can be independent in implementation of paper archive maintenance".

Discussion

In this discussion, we will explain how the model for maintaining textual archives at the Barru district library and archives office is.

Data collection is using interview tests with textual archive managers at the library and archives office of Barru district. The results of the data are as follows:

1. Textual Archive Care Model at the Barru Regency Library and Archives Office.

Based on the research conducted by Adawiyah (2017) regarding archive management at the archival office and polewali mandar library, these results show that the current archival condition cannot be said to be perfect because there are still many that are not in accordance with what it should be. As for archive management at the Polewali Mandar Regional Library and Archives Office, it can be said that it is not good enough, this can be seen from the creation, storage, utilization, transfer, and destruction of archives that have not been maximized in their implementation. And human resources are still lacking. If there is a training for technical staff in managing archives, other than that.

According to Anastasia (2011) Maintenance is an activity to store and protect physical archives from damage and maintain archives in good condition and make repairs to damaged archives so that information is maintained. using the camperization archive maintenance model, archive maintenance is carried out by cleaning the archive first, followed by cleaning the archive box and roll o'pack by ending with sufficient camphor or camphor and maintenance is carried out once a week. The treatment method is to put camphor in the archive box in the box there are 2 camphor but this one can also be done depending on the conditions because the camphor has a pretty pungent smell but they use camphor which doesn't smell bad. This treatment is done because the budget is affordable but can only be used for a period of 3 months, unlike other treatment models that have a large budget, they can last up to 1 or 2 years. So that this model can facilitate the storage of textual archives in the district of Barru but has not been maximized because it is constrained by costs.

2. The Role of Textual Archives at the Barru Regency Library and Archives Office

The role of textual archives is very important because they can take policies, especially policies from the leadership, besides that it is also important because they can store data, especially if there are activity data or want to be published, they can be directly searched in the data that has been processed. Archives are arranged according to type. For example, dynamic archives are arranged according to the problem, the arrangement of the alphabetical system is usually used by personal data, besides that there are also stored according to numbers, the alphabetical system is usually used for employee archives, so that the preparation of archives is arranged according to their use.

4. CONCLUSION

The textual archive maintenance model in the library office at the archive library office is still well maintained and is always maintained and the treatment method uses camphor and camphorization so that it is easy to do and cost-effective. The role of the textual archive is very important because it can take



policies, especially policies from the leadership, besides that it is also important because it can store data, especially if there are activity data or want to be published, it can be directly searched in the data that has been processed. The library and archives office of Barru district is expected to improve the existing archive maintenance system, so as to carry out existing archive maintenance activities, so as to carry out textual archive maintenance activities, especially in managing lost archives. Archival maintenance must be carried out by all government institutions to the regions, especially archival institutions which were indeed formed with one of the main objectives of organizing.

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