OPTIMISATION OF ARCHIVE MANAGEMENT AT THE PAOTERE MAKASSAR MARITIME WEATHER STATION

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A B S T R A C T

The National Archives of the Republic of Indonesia perform archival supervision of ministries / institutions and local governments in order to monitor the compliance of archiving implementation at each archive creator with archiving laws and regulations and to fulfill the assessment of the Quality of Records Management as measured by the Archival Supervision Score as stated in the Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 26 of 2020 concerning Guidelines for Evaluating the Implementation of Bureaucratic Reform. The Makassar Paotere Maritime Meteorological Station received a sufficient category record based on the findings of an internal archive system audit carried out by the Meteorology, Climatology and Geophysics Agency in August 2021. This is because archive management has not been properly implemented in accordance with applicable regulations.

ABSTRAK

Arsip Nasional Republik Indonesia melakukan pengawasan kearsipan terhadap kementerian/lembaga dan pemerintah daerah dalam rangka memantau ketaatan penyelenggaraan kearsipan pada setiap pencipta arsip terhadap peraturan perundang-undangan kearsipan dan untuk memenuhi penilaian Kualitas Pengelolaan Arsip yang diukur dari Nilai Pengawasan Kearsipan yang tertuang dalam Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Nomor 26 Tahun 2020 tentang Pedoman Evaluasi Pelaksanaan Reformasi Birokrasi. Stasiun Meteorologi Maritim Paotere Makassar mendapatkan catatan kategori cukup berdasarkan hasil temuan audit sistem kearsipan internal yang dilakukan oleh Badan Meteorologi, Klimatologi, dan Geofisika pada bulan Agustus 2021. Hal ini dikarenakan pengelolaan arsip belum dilaksanakan dengan baik sesuai dengan ketentuan yang berlaku.

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1. Introduction

The organization, the government, and society will all gain greatly from effectively executed records management that complies with archive principles. Every government institution and agency will benefit greatly from the implementation of bureaucratic reform if it has access to complete, authentic, and trustworthy archives. This is especially true when it comes to the advantages of

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performance accountability, performance assessment, public services, and the provision of evidence for other interests [1], [2].

Archival storage should not be merely stacked or kept only; rather, it should be organized in steps so that it may be accessed easily and maintained in a tidy file system for future reference [3], [4]. When an agency or organization treats its archives badly, it can affect negatively to the agency itself, especially if the archives contain information that is important for making decisions.

The National Archives of the Republic of Indonesia conduct archival supervision of each archive creator in order to monitor the compliance of archiving implementation in each archive creator with archiving laws and regulations and to fulfill the assessment of the Quality of Records Management as measured by the Archival Supervision Score of which as stated in the Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 26 of 2020 concerning Guidelines for Evaluating the Implementation of Bureaucratic Reform. The Government of the Republic of Indonesia oversees the local governments' and ministries' and institutes' archives [5], [6].

According to the findings of an internal audit of the archiving system carried out in August 2021 by the General Bureau and Human Resources, Sub Division of Correspondence and Archives of the Meteorology Climatology and Geophysics Agency, archiving system at the Makassar Paotere Maritime Meteorological Station was awarded on sufficient category. This is because the regulations pertaining to archival management have not been appropriately well implemented, including the lack of an Archives unit, unavailability of archival manuals (which cover the creation, use, and depreciation of archives), unavailability of archival facilities and infrastructure, and human resources in the field of archives [2].

In line with Article 17 paragraph 3 of Law Number 43 of 2009 concerning Archives [5], the primary goal of this change action is to implement good archival management in compliance with applicable regulations and standards. For which, each state institution's archive unit is responsible for managing inactive archives, processing and presenting archives as information within the framework of the SKN (National Archival System) and SIKN (National Archival Information System), destroying archives, and preparing static archives for submission to the National Archives of the Republic of Indonesia (ANRI), provide direction and assessment when it comes to setting up archives in their surroundings, and they can be a part of the assessment of bureaucratic reform of the Meteorology Climatology and Geophysics Agency in the area of archives.

2.   Methods

The right problem-solving strategy is a structured approach method to tackling problems that can lead to the best solution. When handling the issues, this method offers a more precise sense of control and predictability. Innovation is the application of a novel concept to launch or improve a method, service, or product. Innovation is any concept, idea, initiative, or method that is based on something new and is approved for use or adoption by an individual or organization. The innovation or breakthrough in this change action plan is how to structure archival facilities and infrastructure. This breakthrough is conducted through in-house training with resource persons of Functional Archives Officers from ANRI South Sulawesi Province, and a study comparation to BBMKG Region IV Makassar to optimize archival governance to be better and compliance with current regulations. Three milestones will be introduced to measure the change action succeed, i.e. 60-day milestone for the short term, six months milestone for the medium term, and two years milestone for the long term. As change actions have a deadline milestone need to be completed, it is thought that their existence will motivate the change action to be carried out in a more systematic manner.

A governance system is used to assess, plan, and oversee the execution of change initiatives. On the other hand, teams that succeed in achieving their goal are considered as effective team. Every member of an efficient team works diligently in accordance with their individual duties and responsibilities with the sole purpose of accomplishing the team's goals, which are shared goals [7]–[11]. Each member needs to have a sense of ownership over the team's objectives of being accountabile and of a willingness to make sacrifices to further the shared goal to emerge. An efficient team is essential for reaching objectives more quickly, increasing creativity in problem solution, and enhancing the quality of problem solving [12]–[17].
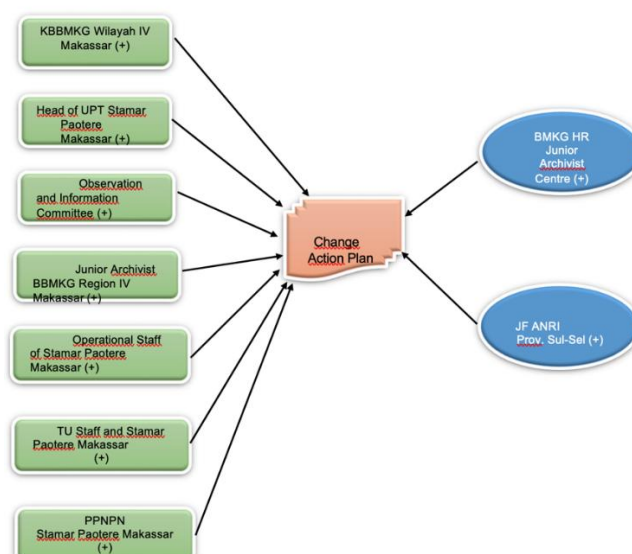
Figure 1. Diagram of internal and external stakeholders

3.   Results and Discussion

The goal of this transformation initiative is to instill honesty and accountability in leaders by requiring them to provide legitimate proof at every stage of the leadership process. There are several steps in this leadership process that will result in an invention that will enhance the organization's performance and governance. A leader must devise strategic plans for completing important tasks at each level of the activity with the expectation that, by putting leadership principles into practice, the team's efforts will result in positive change. Applying leadership principles to change actions involves a variety of objects and activities, i.e Change management is done in an effort to increase productivity. However, there are always challenges encountered when implementing work because of factors that aren't perfect, such as underutilized technology, incomplete adherence to work procedures, inadequate equipment, and so forth. Therefore, in order to increase performance, some sort of action or modification must be taken with the goal of determining their effectiveness. That is, whether they truly have a benefit or influence on performance attainment. This is why change actions are undertaken to the final process involving the work team in accordance with their roles to assist the achievement of this change activity. Effective implementation of change can be facilitated by assigning roles in a systematic manner and demonstrating leadership in motivating the team. In communication with mentors and coaches, mentors who serve as directors, supporters, and policy makers in the process of implementing change actions become a place to consult, and coaches serve as technical consultation centers for implementing change actions from the conception to the reporting. In order to develop the capacity to actualize service leadership in implementation and achieve the desired outcomes, the project leader is expected to apply leadership principles in this change action.

Following the seminar on the design of the change action, there will be information about forming an effective team as well as consultation and an introductory discussion with the mentor and coordinator of the field of observation. The project leader outlined the requirements for qualified candidates for the effective team and the steps that would be taken to implement the change action, including submitting a request for assistance to the Coordinator of the Observation and Information Division via Service Memorandum Number: ND/005/KSTUU/V/2022.

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Figure 2. Initial Consultation and Discussion on Effective Team Building

Establishing an effective team to collaborate on the change action was the goal of the first step in the implementation change action. The effective team's work plan document for carrying out the change action was decided upon during this meeting which is confirmed by an effective team decree (*Surat Keputusan).*

Figure 2. Comparative Study to BBMKG Region IV Makassar

Following internal training with resource persons of Functional Archivist Officers from ANRI South Sulawesi Province, the next step is to begin setting up new archival infrastructure and facilities, like archive boxes, shelves, guides, and binders, as well as making use of already-existing supporting tools, like filling cabinets and utilizing empty spaces into inactive archive rooms.

Figure 3. Prepare archival facilities and infrastructure

Better competencies and abilities in digitalization-based innovation makes employees becoming more professional in document archiving and will expedite the reporting process because: all archives can be properly documented; archive requests can be made quickly; archives can be stored properly; it makes easier for employees to understand their roles and responsibilities; it increases the value of bureaucratic reform achievements, particularly in the area of human resource management performance.

4. Conclusions

Several inferences can be made from the foregoing explanation, one of which is that the Paotere Makassar Maritime Meteorological Station's Archival Management is not ideal. The inadequate proficiency of human resources in the field of archives results in subpar archival services. SOPs pertaining to archives at the Paotere Makassar Maritime Meteorological Station are not readily available. The change action plan's outcomes can be used to advise HR archives to become more competent by suggesting that they take part in archival training at the BMKG Training Center under the guidance of knowledgeable archivists. Maintaining the infrastructure and archiving facilities in line with established standards is important. In an attempt to increase the value of the outcomes of archival supervision audits, archives reports are created.

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