

Strengthening n Integrated Participatory Commitment in the Organization of Archives for Village Heads in the Pemalang District

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ABSTRACT

This community service aims to increase integrated participatory commitment in archival management for village heads throughout Pemalang District. Good archive management will encourage the creation of Good Governance. Effective archive management is an essential pillar in transparent and accountable village governance. This activity involves village heads in training activities, workshops and technical guidance designed to strengthen their capacity in managing archives. The methods include outreach, workshops, and direct guidance in implementing an effective archiving system. The service results show an increase in the technical abilities and commitment of village heads in organizing archives, as well as an increase in awareness of the importance of good archives. It is hoped that strengthening this participatory commitment will have a positive impact on archive management in Pemalang District villages, which will ultimately support improving the quality of public services and village governance. In administering archives, it is not enough to have archives policies, archives infrastructure, competence of archivists/archivists, and archives funding. However, there also needs to be integrated participatory commitment. Participatory commitment is an integrated concept of the three participatory commitments (normative, sustainable, and affective) in every component in archival administration.

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INTRODUCTION

Archives are a source of documentation and information that can help all activities of an institution in the fields of administration, bureaucracy, and public services. The basic meaning of archives is the documentation or recording of activities in the form of various materials adapted to current technological and information developments (Pramesti & Mardhatillah, 2023; Wigati & Rachman, 2019). Archives must be authentic, complete information based on original principles and rules to be used as valid evidence (Ramiyanto, 2017). The scope of activities related to archives is comprehensive, following Archives Law No. 43 of 2009, which states that archives are records of activities or events in various forms and media by developments in information and communication technology created and accepted by state institutions, regional governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of social, national and state life.

Administrative activities are closely related to archives. This applies to organizational, governmental, or private administration. Agency activities produce archives (Nurtanzila & Nurpita, 2019; Rahmadini et al., 2023). In large companies, increasingly extensive and complex activities will result in many archives. This significant archive requires reasonable and appropriate management so that companies can carry out community service functions effectively and efficiently (Hermawan & Adhy Muhtar, 2022; Perdana, 2019). Records management is more than just a problem for oversized or large organizations; Basic level organizations such as village governments responsible for providing public services also face problems. Because the village government is at the lowest level of government, the community or even village managers or officials consider all activities at the village level, including archive management, to be unimportant. Managing village archives is very important because many activities are related to the public interest.

Implementation of village government, implementation of village development, development of village communities, and empowerment of village communities are all responsibilities given to the village government (Government Regulation No. 72 of 2005 concerning Village Government). Village government does not mean that administrative services to the community are carried out inadequately, inefficiently, or unsystematically, even though they are small institutions. Management of village archives must follow archives management because archives management follows several management stages in the archives cycle or life cycle, starting from creation, management, creation, and so on to destruction and depreciation (Hendrawan & Anggraeni, 2023; Pertiwi & Ismiyati, 2021; Pratama, 2019).

Pemalang Regency is one of the 29 districts included in the administrative area of Central Java province. With an area of 1,115.30 km², Pemalang district consists of 14 sub-districts and has a population of 1,500,754 people, with the largest population being in the Pemalang sub-district, namely 204,504 people. The Pemalang subdistrict consists of 20 villages and has the most significant number of villages in the Pemalang district. The greater the number of residents and areas owned by a region, the more complexity there is in managing community administration, especially in village archives. Pemalang District has geographical characteristics in the form of residential areas, so it can be ensured that administration related to citizen data requires special attention from village government managers. This includes services related to village administration processes, which are also important, considering the large number of people who live in the Pemalang sub-district area.

The management of village archives has not yet been shown to be ideal because in archive management, such as classification in archive storage, there is no Archive Retention Schedule (JRA), which has resulted in archive retrieval being ineffective and inefficient (Suliyati, 2020). Lack of archival infrastructure, such as limited storage space, irregular care and maintenance of records, and the use of electronic media in the archival system. Human resources skilled in archives can prevent systematic, effective, and efficient archive management from hampered (Suhartono et al., 2019). Following Minister of Home Affairs Regulation Number 47 of 2016 concerning Village Government Administration, it is stated that the village head has the authority to carry out village administration, which consists of 5 types of village administration activities, namely, general administration, population, finance, development, and other administration.

PROBLEMS AND SOLUTIONS

The results of observations previously carried out by the service team in the Pemalang sub-district, through observations of each village head's office, showed that the village head and his staff needed to have the ability to manage vital records properly. This indication can be seen from the large number of archives arranged together on the work desks of village officials. Referring to the various types of village administration, these files and documents should be managed into several sections according to each type of administration grouping. Then, it was still found that document storage was not appropriate, namely that, on average, all files were placed on the folio stop map with all documents horizontally positioned. If we refer to the theory of archival arrangement, each type of archive with different materials and shapes will have a different storage area and position. As well as the essential things in archiving, but which have not yet been carried out by the village head and his staff, namely that the archives have not been recorded in accordance with archival rules, the following picture is obtained:

TABLE 1. Initial Observation Results

Question Items	Yes (%)	No (%)
1. Are there guidelines for structuring documents?	100%	0%
2. Does the document arrangement refer to these guidelines?	45%	55%
3. Can documents be found quickly and easily?	30%	70%

The table above shows that as part of the government of the Republic of Indonesia, the Village government has been equipped with a set of rules for managing administrative documents to support the daily operations of community services. However, as many as 45% said that in its implementation, the arrangement of this document needed to follow the established guidelines fully. This is reinforced by the results of observations that the service found indicating that there were still many archives arranged together on the work desks of village officials. Referring to the various types of village administration, these files and documents should be managed into several sections according to the grouping of each kind of administration. Then, it was still found that document storage was not appropriate, namely that, on average, all files were placed on the folio stop map with all documents horizontally positioned. Suppose we refer to the theory of archival arrangement. In that case, each type of archive with different materials and shapes will have a different storage area and storage position [8] as well as basic things in archiving, but which have not yet been carried out by the village head and his staff, namely that the archives have not been recorded following archival rules. So, the impact is in line with the perception of village officials in finding the required documents quickly and easily, only 30%.

Seeing these conditions, it is necessary to strengthen integrated participatory commitment. Village "leaders" are expected to be able to organize archives by archival rules. Integrated participatory commitment is an interrelated concept between archival policy, archival infrastructure, archival competence, and integrated participatory commitment, thus impacting the accountability of archival performance. Components such as archival policy, infrastructure, competence, and commitment must be integrated into implementing archival accountability. Considering the importance of integrated participatory commitment in the administration of archives in sub-districts, the Village Head is expected to understand and practice the administration of archives based on integrated participatory commitment. Seven sub-districts in Pemalang District require integrated participatory commitment training in archives administration.

TABLE 2. Village Archives Problems in Pemalang District

No	Aspect	Problem
1	Organizing archives	The village head and village officials do not understand archive management well
2	Components/aspects of archival management	The village head does not involve all components/variables in archiving management

No	Aspect	Problem
3	The concept of integrated participatory commitment	Village heads do not yet understand, and practice integrated participatory commitment

At each stage, there are achievement indicators as a benchmark for each stage that has been passed. The service team gives each participant a module at the stage of providing understanding and practice regarding archives management. An understanding of the components of archival management will likely emerge. Then, at this stage, the Village Head acts out the archival management model, accompanied by a service team. In the final stage, it is hoped that the indicators of well-managed Village Government archives will be achieved.

METHOD

Training activities will be carried out in Pemalang District, Pemalang Regency. For the targets of this training, seven sub-districts in Pemalang District require training on a participatory commitment to integration in the administration of archives. This training will be carried out in several stages of activities which include:

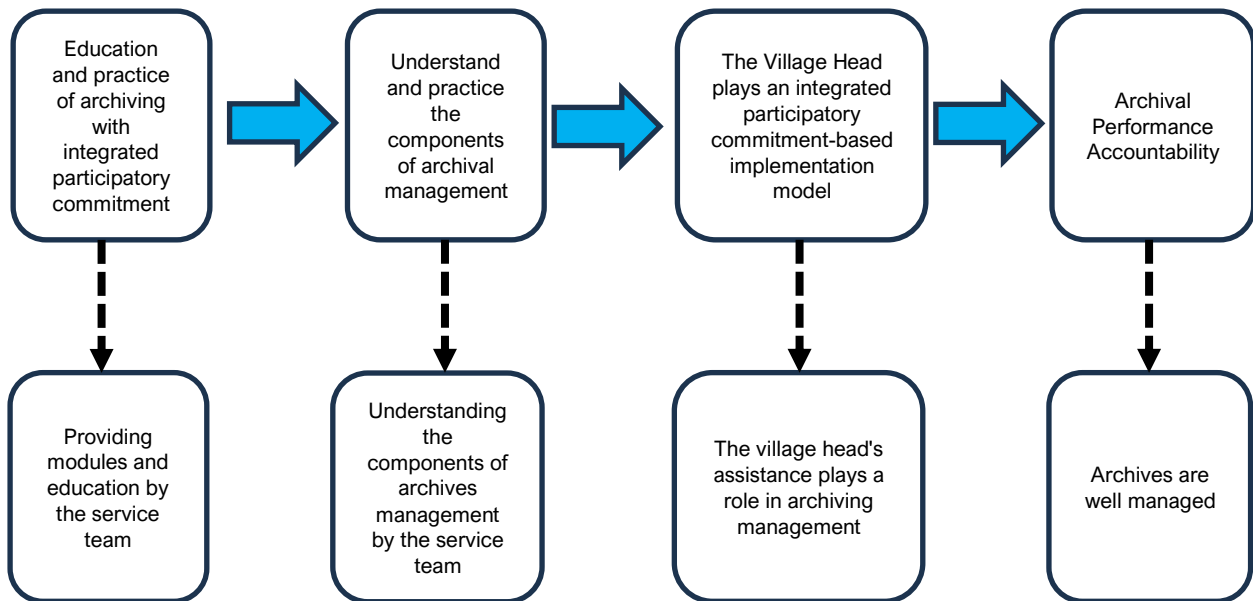


FIGURE 1. Implementation Method Flow Diagram

At the education and practice stage in organizing integrated participatory commitment archives, participants will be given knowledge to guide village officials in understanding integrated participatory commitment in organizing village archives. In the practical stage of the archives management component, representatives of village officials will be given several practical activities in managing archives in accordance with the flow that has been published by ANRI. After carrying out integrated participatory commitment training, it is hoped that the archives in the Village will be well managed.

RESULTS AND DISCUSSION

Community service activities begin with conducting a situation analysis and selecting topics or training about archives in Pemalang District. Training activities to strengthen integrated participatory commitment in archives administration for Village Heads throughout Pemalang District were held on June 4, 2024, at the Pemalang District office. The number of participants invited to this activity was 24 people. However, of the total participants invited to the training activity, 18 people attended.

The implementation of the training went smoothly with the enthusiasm of the training participants, who came according to the scheduled time. The training began with remarks from the Pemalang District Secretary, Maryudo, S.IP. It continued delivering material from the Team Leader and Community Service Resource Person, Dr. Agung Kuswanto, S.Pd. M. Pd. The material presented is related to the role of village officials in an integrated participatory commitment to organizing village archives.



FIGURE 2. Delivery of Integrated Participatory Commitment Material

Dr. Agung Kuswanto, S.Pd. M. Pd. conveyed that archives have various uses, and it is vital to maintain them. Archives management includes recording stored documents, determining an archive storage system, keeping archives stored so they are not damaged, depreciating archives, and changing the manual archive system to digital. The archive digitization section also demonstrated how an archive system can help archive management. Based on the observations and analysis of the competence of village officials in Pemalang District, many still need to understand good records management by the records management provisions in ANRI.



FIGURE 3. Digital Archives Management Practices

Implementation of the integrated participatory commitment begins with providing understanding and practice regarding the implementation of archives management. After delivering material related to archives management, participants will then be invited to understand archives management. To support the success of this assistance, it is necessary for the Village Head to play an active role in monitoring and evaluating the performance of his subordinates. The role of the Village Head is very vital, because as a leader, the Village Head functions to mobilize Village administrative officers to work in accordance with existing archives management guidelines. If this role does not appear, then what happens is that archive management can run outside the proper guidelines.

By using an integrated participatory commitment, an institution can manage its archives by taking part in all aspects of archives implementation, such as archives policy, archives management, archives development, and archives resources. All these components are supported by an integrated participatory commitment. Several things that often happen to government institutions, especially at the sub-district level, are that the documents they have are not stored properly. It has been stored but does not comply with storage regulations, so it is difficult to find when needed, or there is the potential for damage or even loss of the document. Then, the facilities and infrastructure supporting archives at the sub-district office are not yet adequate. This also includes the lack of special budgeting in the archives sector. Furthermore, the limited number and human resources (HR) skilled in the field of archives also complement the obstacles to archives management at the sub-district level.



FIGURE 3. Discussion and Questions and Answers

The discussion became more heated with questions from the participants who were immersed in the presentation of the material. The participants asked many questions based on their experience and position as archive managers in their sub-district institutional units. Some of these questions are, for example, what if the sub-district does not have sufficient funds to provide representative archival facilities and infrastructure? Then, what if the human resources you have are limited?

In responding to this question, the presenter explained that archives management is already a package with supporting facilities and infrastructure. This includes sufficient funding, as well as qualified human resource capabilities. Therefore, according to the speaker, efforts must be made to apply for special funds for this archive. This aims to ensure that the availability of storage equipment and archive security systems can be met. Regarding human resources, the speaker emphasized that archivists must be committed to managing archives. Increased HR knowledge and skills can be achieved by doing an internship or taking part in archival training.

This community service program shows that strengthening the participatory commitment of village heads is very important for the success of archiving. This program created a more integrated and sustainable system by increasing village heads' understanding of the importance of archives and actively involving them in every stage of archival system development. The village head's active participation in preparing SOPs and forming an archives team creates a high sense of responsibility and ownership (Husin, 2018; Sembiring & Matondang, 2021). This is different from the top-down approach which is often less

effective due to the lack of direct involvement from implementers in the field. With a participatory approach, village heads feel more responsible for maintaining the quality of archives management. (Aulia Salma et al., 2021)

The application of information technology is one of the important innovations in this program. By switching to an electronic archiving system, villages in Pemalang District can manage records more efficiently and safely. However, the challenge that arises is the readiness of infrastructure and the ability of human resources to operate the system. Therefore, continuous training and technical support are crucial factors for the sustainability of this program. Digital archives for villages have a crucial role in improving efficiency, accountability and public services. In the digital era, archive management using information technology can provide various significant advantages compared to conventional methods (Darwis et al., 2022; Nurkholis et al., 2022; Sulastri et al., 2021; Fidowaty et al., 2022).

Collaboration between villages is also an important aspect that is strengthened through this program. By providing discussion forums and exchanging experiences, villages can support and learn from each other. This creates a solid network and accelerates the dissemination of best practices across sub-districts. Overall, the results of this community service program show that strengthening integrated participatory commitment in the administration of archives can improve the quality of archive management at the village level. It is hoped that the success of this program can become a model for other regions in developing better and more integrated archival systems.

CONCLUSION

hives system and forming a special team, this activity increases village officials' understanding of the importance of archives for transparency and accountability. It creates a more organized and efficient work culture in managing village documents. In addition, adopting information technology in village records management has accelerated the digitalization and modernization process, although infrastructure and human resource capacity challenges still need to be overcome. With increased collaboration between villages and regular discussion forums, this activity created a solid working network to support disseminating best practices in village archive management in Pemalang District.

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