

Development of Archive Technical Processing Unit of Universitas Negeri Semarang, 2015-2024

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Abstract. Archives are a very important element for every university to have. The availability of archives in university helps in administrative governance and institutional accountability. According to Law No. 43/2009 on Archives, every university is required to have a university archive. Many studies have been conducted by other researchers regarding archives in university. However, there is no research that discusses the development of the Archive Technical Processing Unit Universitas Negeri Semarang (UNNES) in 2015-2024. This article aims to show how the Archive Technical Processing Unit UNNES was established and its role as a university archiving institution from 2015 to 2024. This research uses the historical method. Primary sources include interviews with informants who were directly involved in the establishment, implementation, and role of Archive Technical Processing Unit UNNES as a university archival institution. Secondary sources include several archive management manuals published and applicable within UNNES, journal articles, proceedings articles, and archival laws and regulations. The results showed that the Archive Technical Processing Unit UNNES was established almost without difficulty. In addition, the Archive Technical Processing Unit UNNES has carried out its duties and functions as a university archiving institution, so that archive management within UNNES has been carried out quite well in the 2015-2024 timeframe. This is due to the main factor of support from the National Archives of the Republic of Indonesia, the leadership and education staff at UNNES.

Keywords: Archives, UNNES, University, Archive Technical Processing Unit

1 Introduction

The need for the existence of archival institutions in higher education arises from various practical problems that occur in the management of academic and administrative documents. Many universities in Indonesia do not have a well-organized archive system, and it is still unclear which unit or section has the main responsibility for managing and storing archives. On the other hand, various cases such as the loss of archives, the misuse of research data, plagiarism of scientific papers, and forgery of diplomas often occur and show the weakness of the existing archive system. These conditions are the main drivers of the urgency of establishing an archive institution in higher education. This urgency became even stronger when a number of state universities transformed into State-Owned Legal Entity Universities

(PTN-BHMN), which demanded more transparent and accountable institutional governance [1].

Law No. 43 of 2009 states that every university is obliged to establish an archiving institution as an effort to manage university archives systematically and professionally [2]. This obligation is closely related to the strategic role of higher education in carrying out Tri Dharma, which includes education, research, and community service. In carrying out these three functions, universities directly or indirectly produce various types of recorded information that are authentic and of high value. These archives are not only institutional assets but also part of the wealth of public information that has important value for accountability, transparency, and preservation of institutional memory. Therefore, good archive management in higher education does not only function as a documentation tool but also as a supporting tool in the development of the education system and the life of the nation and state more broadly [3].

Universitas Negeri Semarang (UNNES), as one of the state universities in Indonesia, certainly has the responsibility to ensure the continuity of document and archive governance that is orderly, safe, and accountable. Before the Archive Technical Processing Unit was officially established in 2015, archival activities at Universitas Negeri Semarang (UNNES) were already underway, although still in the early stages that had not been structured institutionally. At that time, archive management was carried out administratively by administrative units in faculties and bureaus without a special institution responsible for managing university archives as a whole. The discourse on the formation of an archive institution began to emerge in 2011-2012, driven by the awareness of some academicians regarding the importance of good archive governance.

Several previous studies have highlighted the archives at UNNES. The first study highlighted the important role of archive management at the Faculty of Biology Education FMIPA UNNES in helping the faculty carry out accreditation [4]. The next research discusses the organization of archives at the Faculty of Economics UNNES, which includes policies, guidance, and archival resources as an effort to improve effective and sustainable archive management [5]. Furthermore, the third article discusses the management of dynamic archives at UNNES, which is digital-based to be more effective and efficient [6].

In contrast to previous studies, researchers discussed the development of the UNNES Archives Unit in 2015-2024. Based on the background that has been described in the previous paragraphs, the problem in this study is that the implementation of policies at higher education archival institutions in Indonesia is something important. Policy implementation is not an easy activity, because everyone's perspective on a policy is not the same. Based on these problems, the discussion of this research will be guided by the following research questions: 1) How was the Archive Technical Processing Unit UNNES established? 2) How was the

development of Archive Technical Processing Unit UNNES in 2016-2024? 3) What are the supporting and obstacles factors of Archive Technical Processing Unit UNNES in developing?

2 Methods

Based on the research conducted, this study uses a historical method consisting of heuristics, criticism, interpretation, and historiography. Heuristics is done by collecting relevant sources from books, journal articles, books, and laws. Then, researchers carry out a criticism process to ascertain whether the sources that have been collected are reliable, and if they have been criticized, researchers begin to interpret the sources. Finally, researchers start writing after all sources have been analyzed. In addition, researchers also used oral history interviews by interviewing several relevant sources.

3 Result and Discussion

3.1 The Beginning of the Establishment of Archive Technical Processing Unit UNNES

The idea of establishing an archives institution at Universitas Negeri Semarang (UNNES) had emerged long before 2015, around 2011-2012, to be precise. At that time, the concern of a number of lecturers and employees about the ease of access to old archives prompted awareness of the importance of archive management within the university. This impetus was based on the fact that there was no special unit that handled archives systematically, as well as the absence of uniform standards in official manuscripts and archive management at the university level [7]. Along with the increasing institutional awareness of the importance of archives, on December 22, 2015, the UNNES Archives Unit was officially established through the Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 23 of 2015 concerning Organization and Work Procedures of Semarang State University. In the regulation, Archive Technical Processing Unit was established as one of the technical implementers [8].

At the beginning of its establishment, Archive Technical Processing Unit occupied a small room on the 4th floor of the UNNES Rectorate Building. Facilities and infrastructure at that time were still very limited, even archive storage only used makeshift facilities. In addition, the archive management staff was still minimal, with only two active archivists. Archive management activities still depended on coordination with the administrative unit that previously handled most administrative documents [7]. The establishment of this Technical Processing Unit is seen as an answer

to the urgent need for an integrated archive system. In addition to answering the mandate of Law Number 43 of 2009 concerning Archives, the existence of this Technical Processing Unit is expected to build awareness among the leadership and all work units of the importance of preserving and structuring archives as part of the accountability of higher education institutions.

Archive Technical Processing Unit UNNES began to develop its strategic direction in order to realize accountable and archive-based information services after being officially established at the end of 2015. Its role is very important in supporting public information disclosure and storing documents resulting from the Tri Dharma of Higher Education, namely teaching, research, and community service. Records management is considered important to support data validity, institutional accountability, and institutional policy making. However, internally, Technical Processing Unit still faces various challenges, such as the limited human resources of archivists, the unavailability of a special archive building, and the weak understanding of archive management in work units. Externally, opportunities arise from government policies that encourage universities to manage archives professionally, but challenges also arise due to the lack of organization of important archives. Therefore, the establishment of Archive Technical Processing Unit UNNES in 2015 was not only an administrative step, but also part of a strategic effort to strengthen the documentation system and information governance within the university [9].

3.2 Development of Archive Technical Processing Unit UNNES, 2016-2024

Since its establishment in 2015, UNNES Archives has experienced significant development in various aspects, ranging from institutional and infrastructural to archive management practices. As a State Higher Education Archives Institution (LKPTN), this unit performs a strategic function, not only as a center for archive management but also as an archival coach for all work units within the university. In its implementation, UNNES Archives manages active dynamic archives, inactive dynamic archives that have a minimum shelf retention of 10 years, and static archives that have permanent use value. The management policy stipulates that active dynamic archives remain in their respective units, while inactive and static dynamic archives are transferred to Technical Processing Unit for consolidation, storage, and supervised shrinkage. To support its effectiveness, policy implementation is carried out flexibly through a top-down approach from Technical Processing Unit to work units, as well as a bottom-up approach that responds to the specific needs of each faculty or bureau. This makes Archive Technical Processing Unit UNNES activities often responsive, adjusting to requests or needs from units and faculties. One of the concrete implementations of this approach is the organization of the Inter-Faculty Order and Archives Competition that began in 2021, which aims not only to improve the orderliness of official manuscripts but also to strengthen cooperation between work units. In addition, the

Technical Processing Unit also initiated internal programs such as the creation of an archival history video and the development of a homemade digital archiving system, which, although it does not directly use the ANRI system, is still designed to meet national standards. These efforts began to bear fruit early on, as evidenced in 2016, UNNES Archives won third runner-up in the national LKPTN event [7].

Archival facilities and infrastructure have changed drastically from the initial conditions. In 2015-2018, UNNES Archives occupied a cramped room on the 4th floor of the Rectorate Building with very limited facilities. After 2018, UNNES Archives moved to the 1st floor of the Library Building but at that time only occupied two rooms, one workspace and one storage room. Then in 2020-2022, UNNES Archives moved back to the Rectorate Building during the building renovation process. The renovation process caused many archives to not be saved due to the sudden demolition of the building. In the midst of this situation, UNNES experienced a change in status to a Legal Entity State University (PTN-BH) based on Government Regulation No. 36 of 2022, dated October 20, which required improved governance, including in the field of archives [10]. After the change in status, in 2023 UNNES Archives occupied a new building that had been specially renovated. The Archives unit occupies the first and second floors, while the third floor is used for the Information Technology unit. The building is equipped with modern facilities such as an archive transit room, static archive depot, reading room, digital room, and photo and cartographic archive storage. Equipment such as roll-o-packs, fireproof safes, and cartographic cabinets is also becoming available. All these developments have made archive management at UNNES Archives more systematic and in line with the standards of modern archival institutions [11].

The development of the Archive Technical Processing Unit as described in the previous paragraph was also accompanied by an increase in human resources. In the early stages, namely the 2015-2019 period, Archive Technical Processing Unit only consisted of around seven members. The initial composition included Mr. Muksin as Head of Archive Technical Processing Unit, Mr. Agung as Coordinator, two active archivists, namely Ms. Bunga and Ms. Niken, and Mr. Dwi as archive administrator, who was later appointed as the first Expert Archivist in 2020. Technical support is provided by Mr. Riski in IT, while Ms. Ina serves as treasurer and Ms. Utari is responsible for managing external mail. Although limited in number, this initial formation became the initial foundation of the archival system at UNNES [11]. However, in 2023, the number of human resources increased to 33 people spread across various work units. Although not all of them are structurally under the Archive Technical Processing Unit, they are still connected in the campus archive management system. To improve the ability and support the professionalism of its own members, Technical Processing Unit often routinely holds training, including public speaking training and guidance on archive shrinkage [7]. Efforts to develop human resources actually started long before Technical Processing Unit was officially established, namely

through a training program initiated by Mrs. Sri Redjeki. At that time, each faculty was asked to send two of its staff to attend archival training for three consecutive years by presenting speakers from the National Archives of the Republic of Indonesia (ANRI) [12].

The development of UNNES Archives in terms of budget has changed from 2015 to 2024. In 2015, Archive Technical Processing Unit received a budget of Rp131,000,000.00, although it was not used optimally that year. However, UPT Kearsipan still applies a proactive approach by proposing several programs such as training and making archival history videos to optimize the use of the budget. Since 2023, the Archive Technical Processing Unit budget has been equalized with the UNNES Library budget, which is IDR 100,000,000 per year. The funds support the procurement of supporting facilities such as archive boxes, envelopes, and cartographic cabinets. In addition, Technical Processing Unit also cooperates with Pura Kudus in terms of archive destruction, where the results are processed back into paper and Technical Processing Unit gets a reward based on the weight of the destroyed archives [11].

The implementation of the four pillars of national archiving at UNNES has shown significant progress since the establishment of the Archive Technical Processing Unit. The first pillar, the Office Manuscript System (TND), has been implemented evenly across faculties since 2014 and updated in 2016 and 2019. The second pillar, Archive Classification (KA), began to be used in the same year and was updated in 2019 to harmonize the structure of archive codes and subjects across work units. Meanwhile, the other two pillars, the Records Retention Schedule (JRA) and the Security and Access Classification System (SKKAA), were implemented simultaneously in 2022 to 2023. All these instruments are designed to support national standards and facilitate the archive control system within the university [11].

The successful implementation of the four pillars is inseparable from the commitment of the UNNES Archives Unit in fostering work units through socialization, technical guidance, and consistent annual supervision. In supporting an integrated system, UNNES has also developed a digital archive search system since 2021 as part of efforts to strengthen information services [13]. The management approach applied is decentralization, where Archive Technical Processing Unit acts as a technical supervisor, while active archive management is carried out directly by each unit. This strategy is considered relevant and effective because it adapts to the needs and work characteristics of the units in UNNES [11].

3.1 Supporting and inhibiting factors

The journey of developing the UNNES Archives Unit did not necessarily go smoothly without various challenges, especially in the early days of its establishment. One of the main obstacles faced was the limited facilities and infrastructure. Before 2023, the

Archives Unit had to move from one place to another with unrepresentative room conditions and minimal equipment. These conditions caused some important archives to be lost or damaged, especially during the building renovation process in 2020-2022 [11]. In addition, the procurement process of goods and services often runs slowly. Important equipment such as vital archive safes, roll-o-packs, and cartographic cabinets takes years to become available. In addition, the awareness of leaders and work units is also an initial challenge in terms of understanding that archives are not just "piles of paper." Then the technical shrinkage that requires a fairly long process is an obstacle in itself because it requires confirmation from the archive creator, including waiting for destruction approval and limited human resources issues. In some units, there are also still practices of archive shrinkage without adequate minutes or classification procedures [7]. In the initial period, the number of archivists was very limited, and not all employees understood the procedures for archive management and depreciation. Therefore, an archival training program was created, as mentioned above, that ran for three years [12].

On the other hand, the journey of Archive Technical Processing Unit UNNES is not only colored by challenges, but also by a number of supporting factors that are very important in strengthening its role as a manager of higher education archives. The National Archives of the Republic of Indonesia has provided a deep understanding of the importance of higher education archives and the importance of higher education archive management. In addition, support from the university leadership has also been an important factor in the development of UNNES Archives. Figures such as Vice Rector II, Mr. Wahyono and his successor, Mr. Martono, as well as the Head of the General Bureau, Mr. Anwar, also made important contributions in encouraging the establishment and strengthening of this institution. All three have an educational background in office management, which scientifically emphasizes the importance of records management as an important part of the smooth implementation of tasks in an institution. The backgrounds of these key supporters have given them a strong understanding of the importance of archives in university governance. This commitment was also followed by the enthusiasm of educators at the faculty level who began to realize the importance of the archive function in supporting work accountability. In addition, their interest in becoming archivists is due to the clear career path and it only takes two years to apply for promotion from the usual four years [12].

4 Conclusion

The establishment of Archive Technical Processing Unit UNNES in 2015 was a response to the need for a structured and professional archiving system within the university. Since its establishment until 2024, Archive Technical Processing Unit has experienced significant development in terms of institutional aspects, human resources,

infrastructure, and implementation of national archival policies. Despite facing various challenges such as limited facilities and lack of archival awareness in work units, the success of archive management at UNNES is supported by leadership support, guidance from ANRI, and increased competence of archivists. Thus, Archive Technical Processing Unit UNNES has successfully carried out its role as a higher education archive management institution that supports accountable information governance and national standards.

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