

FAMILY ARCHIVE STORAGE SYSTEM FOR EFFECTIVE RETRIEVAL OF ARCHIVES OF RESIDENTS OF DINOYO MALANG VILLAGE

Tatiana Kristianingsih¹, Farika Nikmah², Evi Suwarni^{3*}.

Politeknik Negeri Malang, Indonesia

Email: tatiana@polinema.ac.id, farika.nikmah@polinema.ac.id dan
evisuwarni@polinema.ac.id

Abstract

Currently, there are still many family archive treatments that have not been handled properly. There are still difficulties in finding archives when they need them for administrative needs. Each member faces various problems in the management of archives, due to lack of awareness. Therefore, family archives that are managed systematically will provide convenience in solving problems faced quickly and effectively. Family archive management is needed by every family in storing and handling family records that are considered to contain important information. There are many archive storage systems ranging from storage systems based on subject, name, date, region and number. This study aims to find out and analyze the appropriate family archive storage system to measure how effective it is for retrieval of archives that have been stored, the research method used is descriptive research with a qualitative approach. The data collection technique used is through informant interviews and documentation. The results showed that as many as 42 respondents had done a good archiving for their family archives even though it was not systematic in accordance with the existing archive storage system. The remaining 8 respondents still did not do a good filing for their family documents. So that for the process of retrieving the archives needed, the average respondent, especially those who do not file family documents properly, find it difficult to find the documents needed. From this research, it can be concluded that the importance of managing family archives properly to facilitate the rediscovery of needed archives and most importantly also maintain vital archives that have very important use value so as not to be damaged.

Keywords: Archive storage systems, family archives, retrieval.

Introduction

Human life cannot be separated from archival activities, both manually and at this time which are carried out digitally (Kaye et al., 2006). Starting from human birth, school, career to human death, documents and information will be collected that must be stored (Christen, Ranbaduge, & Schnell, 2020). Archive activities that are usually synonymous with agencies actually not only belong to formal agencies, but are also the realm of personal management (Flinn, Stevens, & Shepherd, 2009).

The definition of Archives according to Law No. 43 of 2009 concerning Archives (Republic of Indonesia, 2009) that what is meant by archives is: "Archives are records of activities or events in various forms and media in accordance with the development of information and communication technology made and accepted by state institutions, local governments, educational institutions, companies, political organizations,

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community organizations, and individuals in the implementation of community life, nation, and state". From the above understanding, it is understood that the archive itself is a record of all activities or events ranging from the level of State Institutions, institutions and companies to the smallest unit, namely individuals.

Each family will certainly keep a number of records of activities and / or proof of ownership that are considered important for the family and for activities in the family (Woodham, King, Gloyn, Crewe, & Blair, 2017). Good family records management can encourage smoother family activities. It is undeniable that this archiving activity has occurred since an individual was born in this world, such as when a person is born there will be an archive of proof of birth, as well as later when someone grows up and enters the education level, an educational archive and so on will be created (Iivari, Sharma, & Ventä-Olkkonen, 2020). These family archives also have a function as personal identity, often also used the concept of personal archives. One of the use values of personal archives is the use value of evidential evidence. "Evidential archives are archives that have the value of information content containing facts and information that can be used to explain how state institutions, local governments, educational institutions, companies, political organizations, community organizations are formed, developed, merged, disbanded, regulated and carried out functions and tasks." Sattar (2019)

In addition, this personal archive also has informational use value, which means that it contains information that also contains uses for various purposes of the archive owner. "Archives that have informational value are archives that have information content value that contains uses for various research and historical purposes without being associated with the institution / institution that created it, namely information about people, places, things, phenomena, problems, and the like." Sattar (2019) Departing from the importance of the use value of family archives, it is necessary to protect these types of archives. Some of these archives are also included in vital archives, vital archives themselves are very important archives.

Based on Perka ANRI NO.6 of 2005, vital archives are defined as; "Recorded information that is very important and attached to the existence and activities of the organization which contains information about the legal status, rights and obligations and assets (wealth) of the agency. If vital documents / archives are lost, they cannot be replaced and interfere with the existence and implementation of agency activities" The importance of vital archives needs attention from the parties concerned, especially the family who deposited the archive (Cook, 2017).

Kelurahan is an area occupied by a number of residents who have the lowest government organization directly under the sub-district, who are not entitled to run their own households. The definition of kelurahan can be found in Law Number 5 of 1979. Meanwhile, in several laws on Regional Government that repealed Law Number 5 of 1979, the definition of kelurahan is no longer found. However, in the Local Government Law, including the latest one, Law Number 23 of 2014, it is stated that kelurahan is a regional apparatus in the sub-district area formed by Regency / City Regional Regulations.

Based on the background described, the researcher is interested in conducting research by taking a research topic entitled "Family Archive Storage System for the Effectiveness of Retrieval of Archives of Residents of Dinoyo Malang Village.?"

Method

The approach to be carried out is qualitative research, using descriptive methods to find out the right family archive storage system for the effectiveness of archive retrieval when needed. The subjects used in this study were the Dinoyo sub-district community, Lowokwaru District, Malang City. With the number of respondents who will be the source of information as many as 50 residents of Dinoyo village.

There are several types of data that will be collected in research development strategies and at the same time data collection methods as follows.

1. The data comes from selected informants with respect to the variables studied. The primary data in this study are data taken directly by means of interviews and observations.
2. In this study, secondary data in the form of organizational documents are used to strengthen the explanation of primary data results. Secondary data in this study include documents related to family archives.

Data The data analysis technique used in this study uses interactive model analysis. The data obtained is presented as it is to obtain an overview of the facts in the field. This data analysis technique consists of four stages, namely data collection, data reduction, data presentation, and conclusion/verification.

1. Data Collection

The data collection of this study was conducted through interviews, observation, and documentation. After the data collected is presented in the form of interview transcripts, documentation descriptions and descriptions of observations.

2. Data Reduction

Data reduction is a selection process, simplifying data that has been collected from the field.

3. Data presentation (Data Display)

The data that has been summarized is then described in the form of a description in accordance with the formulation of research problems, namely records management, obstacles to records management, and efforts to overcome archive management problems.

4. Conclusion Drawing / verifying

The results of the study were then compared with the theory. The result is in the form of conclusions and suggestions on the implementation of records management.

Result and Discussion

In the family, a lot of activities create archives. Each activity of a family member creates a record that is useful not only to the individual but also to other family members (McKenzie & Davies, 2012). Archival activities in agencies generally include

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the process of making archival records, the stage of management and control of storage, the reference stage, the depreciation stage, the destruction stage, and the storage stage in the storage unit, the process of submitting documents to the National Agency. Archive. Republic of Indonesia (ANRI)/province. regional storage and/or district/city regional storage.

This is certainly different from managing records in a home environment whose stages are simpler, namely the manufacturing stage, storage stage, use stage, and reduction or depreciation reduction stage (Santos, Flintsch, & Ferreira, 2017). The stage of making a family archive begins with activities carried out by all family members. The marriage of a family member results in a marriage certificate. Pregnancy makes medical records related to the health of the mother and baby in the womb, etc. The birth of a family member will be issued with a birth certificate from a hospital or maternity home and a birth certificate according to civil status (Organization, 2013). Records made of educational activities of family members include school enrollment records, university admission applications, university entrance examination participation forms, school transcripts, diplomas, student assessment forms, etc.

Archival documents are produced from daily activities, both as Civil Servants (PNS) and Private Employees, especially Decrees (SK) of Civil Servants or Private Employee Officials, Promotion Decrees, Salary Increase Decrees, Salary Increase Decrees, Pensions. decisions, etc. Repositories created from medical activities such as patient cards, social security administration cards (BPJS), medical records, health insurance contracts, etc (Soemanto & Gutama, 2020). Records generated from sales activities make records as proof of ownership, especially Land Ownership Certificates, House Certificates, Land and Building Tax Cards (PBB), Motor Vehicle Goods Acceptance Letters (BPKB), Vehicle Number Certificates (STNK), purchase and sale receipts, warranty cards, proof of loan payments, proof of payment for car or motorcycle purchases, etc.

Repositories are created from activities that serve household needs such as monthly shopping lists, electricity payment accounts, current account payment accounts, water payment accounts, tuition receipts, tuition receipts, social contribution proofs, etc (Mendenhall et al., 2012). Family archives created from social activities include membership cards of social organizations, notes, meeting minutes, and others. Records arising from cultural and religious activities and extended family gatherings include photographs, family video recordings, etc.

Archives related to state regulations such as population issues, especially Identity Cards (KTP). The document related to a Driver's License is a Driver's License (SIM). Archival documents generated from banking activities are savings accounts, credit cards, automated teller machine (ATM) cards, credit contracts, checking account statements. Of course, there are many other categories of home storage besides those mentioned above.

Different styles and types of data and information are recorded in family archives depending on family conditions and life (Haavisto, Saarinen, & Soikkeli-Jalonon,

2023). The level of education and socioeconomic conditions of a family greatly affect the property created in the family environment. The higher the level of education and socioeconomic life of a family, the richer and more complex the family archive. Of the 50 families studied by the author, 33 families are upper middle class and 17 families are lower class. Middle-class families have more archives than lower-class families. Middle and upper class families are aware that in carrying out their activities must be accompanied by evidence in the form of archives.

Unlike the upper-class families, the lower-class families have fewer records. They only keep records that are considered important such as ID cards, birth certificates of family members, diplomas, land/house certificates, BPKB, SIM, STNK and water payment receipts, electricity bill receipts, family photos, and others. The stage of using family records is the stage where family records are needed for various purposes

There are still many problems related to family activities that require the support of family archives. To facilitate the utilization and recovery of family records, family records must be maintained systematically and simply. All family members should understand the family registration system so that the recording can be used properly and stored in an orderly manner. Rarely used home archives can be moved to other storage locations, including inactive archives.

Repositories to be migrated as inactive dynamic repositories should first be evaluated for usefulness. Examples of archives that can be moved as inactive records are credit agreements that have expired, driver's licenses that have expired, STNK that has expired, school or college tuition payment receipts 2-3 years ago, UN 2-3 years later and so on.

Family archives that are depreciated or destroyed are archives that are no longer used for family activities. Examples of family archives that can be destroyed are archives that have not been used for the last 3 years, such as water bill receipts, newspaper payment receipts, electricity bill receipts, etc. Invitations, congratulations, proof / receipt of social contributions, etc.

Family archives are static archives that cannot be destroyed in the form of marriage certificates, birth certificates of each family member, property certificates, and documents proving wealth. There are also family photos that can't be wiped out. The need to manage family archives. The more varied the activities of each family member, the richer and more varied the archives created from these activities. Repositories created and stored in a home environment must be managed.

Of the 50 respondents studied, both from middle- and lower-class families, said they often couldn't quickly find the records they needed. It takes a long time, sometimes up to days, to find 1 (one) sheet of archive. There are about 42 respondents or as many as 84% of the total respondents who have kept family files well in a special place although not systematically. The remaining 8 respondents studied did not store family archives properly, meaning that family documents were not grouped and stored in a special place folder.

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For the family archive retrieval process, the average respondent is less able to quickly find the documents because the archiving process is not based on the correct management of the archive system. Although they can find the document they are looking for, the average respondent spends more than 1 hour searching for the required documents.

The results of interviews with respondents showed that the function of family archives in addition to supporting the activities of family members in various fields also functions as a collective memory of the family. Even photo archives can strengthen friendships and trace family trees. The need for families to manage archives systematically gives hope that Indonesian families will begin to be more aware of managing and organizing family records.

Manage family files well, Each member should be actively involved and interested in managing the family archive. If there are family members who do not understand or do not participate in the preparation of family records, it will cause chaos and disrupt ongoing efforts. To support systematic management of family records, the government needs to be more proactive in raising awareness about family records management. In addition to socialization, the Government also needs to conduct short and simple training regularly on the importance of family archive books.

If the community understands the importance of good family archive management and the family archive training carried out by the government in collaboration with community organizations and community members, then archival activities will be interesting. The community and government both benefit if all activities related to management in all fields can be carried out smoothly and quickly.

Conclusion

The results of the discussion showed that 84% of respondents kept family records related to work, studies, assets, health, personal data, and banking, although not systematically. Most families still have difficulty finding archives when there is a need in various regions that require the attachment of one or more family archives. Until now, the family archive has not been processed properly. Family members have difficulty managing archives because they lack theoretical or practical knowledge. While the demands of our time demand speed and accuracy in administrative activities in all fields.

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The speed and accuracy of administrative processes in any field that requires archival support can also be provided quickly. Systematic family record management actually helps family members solve the problems they face, whether social, economic, social, legal or other. Awareness of family records management should be fostered from

an early age through the habit of organizing personal records. Raising awareness about the need to keep disaster records is also one of the drivers of good family record management. Continuous cooperation between the government and the community is needed to carry out awareness-raising movements about archives and socialize the importance of family records management

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