Digitization Of Pt Pertamina Mor Iv Semarang Archives

Anastasia Lipursari
ASM Santa Maria Semarang
Email: anastasialipursari20@gmail.com

Vitara Cinta Tria Hanifa
ASM Santa Maria Semarang
Email: vitarahanifa@gmail.com

Corresponding email: anastasialipursari20@gmail.com

Abstract: Record management plays an important role in the continuity of a company, namely as a source of information and a center for company history. This provides benefits for research, consideration for decision-making, preparation of good work programs, and guidelines for carrying out work in the future. Records management activities in the office are increasingly dynamic along with the dynamics of organizational activities. Many office practitioners experience difficulties in managing records both conventionally and electronically. The purpose of this research is to determine the digitization of archives carried out by PT Pertamina MOR IV, namely by using computer technology. The research methods used are observation and interviews. The results of this research indicate that PT Pertamina MOR IV has used a combination of handling, namely manual archives and digital archives. Theoretically, digitizing archives should be done through a document scanning process. However, the process of digitizing archives at PT Pertamina MOR IV is carried out by entering data into a computer via the MS Excel program without scanning the documents first. The writer's suggestion for digitizing PT Pertamina MOR IV archives is through a document scanning process, to make it easier to manage and handle the archives. Some of the conveniences provided are easy to operate, attractive appearance, document search facility, data security, automatic retention, connecting to a computer, and enabling OCR facilities.

Keywords: archives, digital archives, electronic archives, and advantages of electronic archives.

INTRODUCTION

In this era of increasingly rapid development of science and technology, information, and communication, it has had an impact on progress in various fields. One of them is in the office sector. The office is a unit tasked with providing information services to all parties who need it, both internal to the organization and external to the organization. To be able to provide good service, office activities must be carried out in a well-planned, organized, coordinated, and controlled manner. (Sugiyarto & Wahyono, 2014 : 8).

The process of activities or work that occurs in an office or company utilizes technological developments, including handling letters, holding meetings, preparing financial reports, and handling archives. Archives are the result of recording records or sources of information regarding an activity from an institution, organization, or individual. Archives can be in the form of charters, letters, proposals, activity reports, certificates, etc. Archives according to Law Number 43 of 2009 concerning archives, archives are records of events in various forms and media by developments in technology, communication, and information created and received by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals in the

implementation of social, national and state life. The use of technology in the office sector is intended to make the work process more effective and efficient.

Handling archives plays an important role in the running of a company, namely as a source of information and a center for company history. This provides benefits for research, consideration for decision-making, preparation of good work programs, and guidelines for carrying out work in the future. Meanwhile, according to Sugiyarto, and Wahyono, 2014: 15) Archives have a role as a "memory center", as a source of information, and as a monitoring tool that is very necessary for every organization in the context of planning, analyzing, developing and formulating policies, according to Sedarmayanti (2015, 43), the role of archives as a source of information can help remind people to make decisions quickly and accurately regarding a problem. Meanwhile, the general purpose of archives is to ensure the safety of accountability materials regarding the plans, implementation, and management of the life of an office institution.

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Archive maintenance is a series of efforts aimed at protecting, preventing, and taking steps to save archives, both physical and information (content), as well as ensuring the survival of archives. (Asriel, 2018). Archive maintenance/management can be done in 2 ways, namely conventional archives and electronic archives.

Electronic filing systems provide many benefits, especially in terms of convenience, speed, and efficiency, as explained by the author, but in practice, there are still many organizations that have not utilized them optimally. (Asriel, 2018).

Electronic archives are archives that are stored and processed in a format using a computer, created and maintained as evidence of transactions, activities, and functions of institutions or individuals. (Yusuf & Zulaikha, 2020).

Management of electronic records currently still has several challenges that organizations/institutions often cannot overcome. Asogwa in Putranto (2017: 5). Reed Putranto (2017:5) believes that organizations' reluctance to adopt electronic systems is caused by several obstacles such as the costs of purchasing software, licensing, or maintenance which are often considered too expensive.

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The archiving stages are: preparing the manuscript, scanning, creating a folder on the computer as a storage area, creating a hyperlink to connect the archive list with the scanned archive, and creating complete media transfer administration.

(Muhidin & Hendri, 2022)

From the definitions of electronic archives above, it can be concluded that electronic archives are information documents that are created, recorded, processed, or transferred using electronic equipment and can be stored in various electronic formats. The electronic archive format can be divided into 4 (four) categories, namely: text-based; image-based; audio-based; and audio video-based.

Archive handling at PT Pertamina MOR IV Semarang has used a combination of handling, namely manual archives and digital archives. As a large company in Indonesia, PT Pertamina requires a lot of documents in the process of office activities. Archive storage systems that are still manual certainly have disadvantages if used in large companies. For example, in the archive search process, it is very difficult to find when using a manual storage system. For this reason, it is necessary to digitize the handling of archives at PT Pertamina MOR IV as a whole. With the hope that the work and activities of archive handlers will become more effective and efficient. So that time can be used well to be more productive in carrying out office work.

METHOD

The author uses observation methods and interview methods in collecting data. The author uses the observation method to observe activities in the archives sector of PT Pertamina MOR IV, assisting in determining problems and completing the required data.

The author conducted interviews with three archive employees at PT Pertamina MOR IV. The employees are Muhammad Joni and Aris who manage all archive activities except entering data on the computer. The third employee is Dora the employee in charge of entering data into the computer. The following are the interview guidelines used by the author.

1) Since when have you worked at PT Pertamina?
2) When you entered the archives field, was there any training or what?
3) Are there any obstacles during the archive management process?
4) Are the facilities at Gasini adequate?
5) What types of documents are archived?
6) How is the system used in archive management implemented?

7) Who is responsible for maintaining and depreciating records?

8) What is the average document retention time and document type?

9) Has there ever been a system failure?

10) What are the advantages of using the system?

RESULTS AND DISCUSSION

Technological advances today require us to take advantage of these technological developments. Archives are also experiencing development from archives that are processed manually to archives that are processed using computers, as a form of utilizing technology.

A. Archive HandlingPT Pertamina MOR IV

At PT Pertamina MOR IV, the author handles archives that have been provided by each function/user and taken by employees in the archives. The archives are in the form of incoming letters, outgoing letters, reports, meeting minutes, proposals for submitting archives, and so on. At PT Pertamina MOR IV all functions provide documents to the archives room except the financial function. Functions or users from this field include Human capital/human relations, BBM retail, Engineering, HSSE (Health, Safety, Security, and environment), S&D (Supply and Distribution), Medical, IT (Information Technology), PKBL (Partnership Program and Environmental Development), Legal, Marine, Aviation and Assets.

The steps for handling archives at PT Pertamina MOR IV are:

(1) Sorting documents from various functions/users

Documents in the form of letters are sorted from the oldest year to the newest year. Next, the letter numbers are sorted with the smallest at the top and the largest at the bottom. If there is no letter number such as a note, it is placed at the bottom.

(2) Binding various documents

After sorting the documents, the writer is tasked with binding the documents. When binding documents, you need office tools including a perforator, paper fastener, stapler, hammer, and pliers. This document binding is intended so that the documents are neatly arranged.

The binding process involves punching a hole in the cover paper and inserting a fastener or paper hook into the paper hole. Then, the fastener is folded so that it is perpendicular to the hole in the paper. A similar document is turned backward, then takes about ten sheets to make holes and insert them into the paper fastener until the entire document is inserted. Next, insert the cover, lock the paper fastener with the lock, and pull using pliers so that the document can be locked optimally. The final step is hammering so that the document is completely locked.

(3) Record document indexes for internal purposes

Documents are indexed based on documents that have been entered into Excel. This activity aims to ensure that when looking for the documents needed, they can be found more easily. The table used to index archival purposes is as in Table 1. below.

Table 1. Indexing for Archival Purposes

NO.	DOCUMENT TYPE	NO. DOCUMENT	SAVE NOTATION				KET.
			SHEET	RACK	BOX	BOOK	
1.	CSMS	CSMS.180003		222	007	001	PT WS
2.	CSMS	CSMS.180003.1		222	007	002	PT NKH

Source: PT Pertamina MOR IV archive room, 2023

(4) Record document indexes for box purposes

The author is responsible for writing the index used for box purposes. The author fills in the table provided according to what documents will be included in one box. Then, the author attached it to one side of the box. The following is a table for the index of document requirements:

Table 2 Indexing for Archival Purposes

NO.	BOOK	DOCUMENT TYPE	NO. DOCUMENT	FUNCTION
1.	001	ADDENDUM	SPB-018/F30000/2009-S5 265	TECHNIQUE
2.	002	ADDENDUM	SPB-018/F30000/2009-S5 272	TECHNIQUE
RACK NUMBER	BOX NUMBER	NUMBER OF BOOKS	NUMBER OF DOCUMENTS	
225	001	012	3819	

Source: PT Pertamina MOR IV archive room, 2023

(5) Sorting documents

Sorting documents in one order. If there are clips, they are removed and replaced with staples, then the staples are flattened using a hammer to make it neater. Documents that have been tidied up will have a sticky note on the front to explain in more detail about the document, which includes the type of document, the origin of the document, and the date of the document.

(6) Record a list of document details

Recording a list of archival details is intended to ensure that the document will be stored for many years. This description is also used to find out what documents have been included in the archive storage area.

(7) Provides a save notation to the document

Provide a saving notation on documents in the form of agreements, reports, and proposals that have been recorded, then fill in according to the type of document, document number, location, and function. Furthermore, the shelves, boxes, and books will be filled by archive employees in that room.

(8) Record a list of document details

Recording a list of archival details is intended to ensure that the document will be stored for many years. This description is also used to find out what documents have been included in the archive storage area.

(9) Numbering documents

When documents are placed in one box, the archives employee will measure the number of books that will be placed in each box. Authors are assigned to give each book a book number, shelf, and box number.

(10) Entering archive data

Entering archive data into the Microsoft Excel program. Because PT Pertamina MOR IV archives do not yet fully use electronic archives, the documents that have been recorded will be entered into the Microsoft Excel program. This activity is included so that the document discovery process can be searched more quickly using a computer.

B. Field Findings

PT Pertamina MOR IV is the archive center for various branches of PT Pertamina, especially Central Java, so it has a lot of documents that need to be archived. Therefore, it is necessary to use technology to make work more effective and efficient.

PT Pertamina MOR IV previously used a digitalization system to enter data in collaboration with vendors in Surabaya. The system created by this vendor has been recognized as very useful by employees. Archive employees prefer to enter data using the system rather than using the MS Excel program.

Some of the benefits that can be gained from using this system include:

(1) Can find documents more quickly

(2) The document data entered is more detailed

(3) If an error occurs when entering a document, it will be detected

(4) Data security is guaranteed

(5) More practical when entering data

In 2019, PT Pertamina MOR IV no longer used the system due to internal problems. To save archives, archive activities are still carried out more simply, namely by entering data using the MS Excel program.

Initially, the digitalization process required more costs and took more time. So, not all companies can carry out the process of digitizing these archives. PT Pertamina MOR IV has utilized technology by entering data on a computer. This is to simplify the process of rediscovering archives so that work time becomes more efficient.

Based on interviews on May 10, 2023, employees prefer to use the system in the data entry process. This is because the document retrieval process can be done more quickly, thereby

saving work time. Apart from that, the system is considered much safer, more detailed, and practical to use when compared to using Excel.

CONCLUSION

Archive handling at PT Pertamina MOR IV Semarang has used a combination of handling, namely manual archives and digital archives. As a large company in Indonesia, PT Pertamina requires a lot of documents in the process of office activities. Archive storage systems that are still manual certainly have disadvantages if used in large companies.

All archived documents will go through a sorting process, especially letters that must be sorted according to the smallest letter number at the front and the largest letter number at the back. Apart from that, the year of the oldest letter will be placed at the front and the year of the newest letter will be placed at the back.

Archive handling carried out by PT Pertamina MOR IV is sorting documents, binding documents, recording indexes for internal and box purposes, sorting documents, giving save notations to documents, recording archive details lists, assigning numbers to documents, and entering archive data into the computer. The archive handling carried out is sorting documents, binding documents, recording indexes for internal and box purposes, sorting documents, giving save notations to documents, recording records of archive details, assigning numbers to documents, and entering archive data into the computer. The digitization process is limited to entering data into computer technology, namely the MS Excel program. The documents stored are still in physical form and are not scanned.

The advice that the author can give to PT Pertamina MOR IV Semarang is that the archive digitization process at PT Pertamina MOR IV should go through a scanning process and start using electronic-based documents. This is one way to reduce paper use in offices.

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