

WEB-BASED E-ARCHIVES APPLICATION DESIGN INNOVATION TO FACILITATE SYSTEMATIC DOCUMENT STORAGE AND FACILITIES ARCHIVES DISCOVERY SPEED AT SMP NEGERI 38, MEDAN MARELAN DISTRICT

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ABSTRACT

The purpose of using electronic media is expected to be able to help archive managers so they can manage records easily and quickly. The use of information technology in office work can have an impact on increasing the number of electronic records managed. Through the management of electronic records, it is expected to improve the quality of archive services to all parties in need, including leaders in the context of decision making. The application of electronic media in archive management will have the advantage of being easy, fast and economical. Thus, a solution is needed to solve the problems faced by partners. The solution to solving this problem is to provide applications/software that can be used for storing digital archives,

Keywords : Design Innovation, Ease of Document Storage, Systematic, Ease of Discovery Speed

1. INTRODUCTION

Submission of proposals for Community Service activities is based on the reason of wanting to provide a solution to realize systematic document storage and the ease and speed of retrieving archives using digital archive applications. Archives created and accepted by both government and private organizations need to be managed systematically according to the rules of the Republic of Indonesia (RI) filing system by utilizing scientific and technological developments. The reality on the ground is that there are still many organizations or agencies that have not realized the importance of the function of records, so that records are often overlooked, uninterested in, or deemed not important to understand and implement in companies that ultimately do not make proper planning and records control. Realizing this, it is urgently needed to implement a good, effective and efficient information provision and storage system through reliable archival management. The goal in archives management is to provide services in archival storage and to provide data and information easily and quickly when needed. Data or information stored in archives must be available at any time if needed by everyone. In addition, efficient and effective archival management has a great influence on tracking and searching good data or information for leaders that can be used as material in the policy-making process (Meirinawati & Prabawati, 2015). effective and efficient through reliable records management. The goal in archives management is to provide services in archival storage

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Archives are a very important source of information in an activity or activity in the form of a collection of documents or letters to provide information about a place (Khodijah, 2018). Archives aim to maintain historical documents from agencies or individuals can be placed in a certain place, as well as to facilitate the search for archives if needed at any time. According to Yohannes Suraja, an archive is a record that is processed and received by an organization or individual regarding events and stored easily so that they can be easily found (Masykur, et al. 2015).

The development of information technology in today's archives is very important for an organization. Because in organizational activities it is necessary to have information to support the process of carrying out the functions of management, one of the sources that can support the activity process is archives. Archives can be processed and received and created by a series of organizations that aim to be stored as evidence of activity policies (Harto Juwono, 2016). Electronic archives or digital archives are archives that are created, communicated and stored using media or computer technology, which can be made directly using computer technology, or made through forms that have been converted into digital formats from previous formats, such as archives in digital media. paper converted through the scanning process. This process is known as the process of digitizing archives, namely the activity of storing document or archive data in digital format. To support this digitization, adequate facilities and infrastructure are needed, and by following existing archival standards. The most needed facilities and infrastructure for digital archive management are computer equipment along with digital archive applications. Archive storage through an application system is an application system for managing hardcopy documents (paper, micro film, etc.) which has been uploaded into certain DMS software. To support this digitization, adequate facilities and infrastructure are needed, and by following existing archival standards. The most needed facilities and infrastructure for digital archive management are computer equipment along with digital archive applications. Archive storage through an application system is an application system for managing hardcopy documents (paper, micro film, etc.) which has been uploaded into certain DMS software. To support this digitization, adequate facilities and infrastructure

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Application is the use in a computer, instructions or statements arranged in such a way that the computer can process input into output (Dwijaya, 2020), (Prayoga et al., 2020), (Darwis et al., 2020) . According to (Ahmad et al., 2020) it is a process or procedure for data flow in information technology infrastructure that can be utilized by decision makers according to their level and (relevant) needs (Irvansyah et al., 2020), (Wantoro, 2018).

2. METHOD OF IMPLEMENTATION

In order to strengthen the process and results of the implementation of this research later, the researcher complements it with relevant previous research results to strengthen the originality of this research as well as theoretical studies which form the basic basis in analyzing the results.

3. RESULTS

The use of electronic media is expected to help archive managers to be able to manage archives easily and quickly. The use of information technology in office work can have an impact on increasing the number of electronic records managed. Through the management of electronic records, it is expected to improve the quality of archive services to all parties in need, including leaders in the context of decision making. The application of electronic media in archive management will have the advantage of being easy, fast and economical. The convenience in question is the ease of creating archives, searching for archives, distributing and processing data. The speed in question is in the use of electronic media, the process of searching, finding, distributing and processing data is done in a fast time. While saving in the use of electronic media is able to reduce energy, thought, space and costs in managing electronic records. The electronic storage system also serves as a back-up archive that is stored conventionally. If there is damage to the physical condition of the archives or natural disasters, the agency still has electronic records that can be searched for use when needed (Sugiarto & Wahyono, 2014: 88). SMP Negeri 38 Medan is a public school with a junior high school level which is located at Jalan Marelان VII No. 99 Medan Kel. Falls Kec. Medan Marelان City of Medan Prov. North Sumatra. SMP Negeri 38 Medan is one of the best schools in Medan City which has A accreditation and has sub-members of the rayon. The number of students at SMP Negeri 38 Medan is currently 1,345 students, with 48 teachers, 1 major, 37 the number of classes, and 31 the number of lessons. The achievements that have been achieved by SMP Negeri 38 Medan include 1st place in the Culinary Festival held at USU's FEB, the Medan Marelان Youth Organization Award 1st place in the Clean Conscious Walking Competition in the category of fundraisers and 3rd place in the enforcement group, 2nd place in the Fashion Show with clothing made from recycled clothing at the 1st Perisperindo Working Meeting with the theme Go Green. SMP Negeri 38 Medan has the principle that there is no day without work and achievements, keep moving and creating 2nd place in the Fashion Show with clothing made from recycled clothing at the 1st Perisperindo Working Meeting with the

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useful with the jargon of SIAP (Polite, Innovative, Active, Achievement).

In the day-to-day implementation of school administrative staff, it is difficult to collect data on archives that will be processed for archiving, both incoming and outgoing archives. The difficulty in data collection is caused by the archival data collection process which is still being carried out in an inefficient way, both in data input, data grouping, and other data management processes related to archiving activities for school administration staff.



Figure 1. Archive Storage System at SMP Negeri 38 Medan

The process of managing archive data that is not systematic, and retrieval that takes a long time will have an impact on the slow decision-making process by certain employees, causing delays in the ongoing process. Problems in the field of archives in fact still escape the attention of many people and lack of deep attention. Therefore, schools as a form of organization need to be able to improve and perfect archive management optimally so that they can function properly and achieve the goals of an organization.

4. CLOSING

Based on the problems above, it can be concluded that the problems faced by school administration employees in the process of systematically storing records and the ease and speed of finding archives are as follows:

1. Lack of knowledge employee administration school in the management of archives systematically.
2. Archive storage is still done manually
3. Lack of facilities and infrastructure for storing digital archives
4. Does not have an application for digital archive storage

Thus, a solution is needed to solve the problems faced by partners. The solution to solving this problem is to provide applications/software that can be used for storing digital archives, conducting outreach and training for school administration employees for

systematic archive management according to standards, providing assistance to school administration employees in operating digital archive applications.

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