

Archives Administration in Legal Entity State Universities: A Case Study at Universitas Brawijaya

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Abstract. The university archives play a crucial role as repositories of data and information, supporting effective administration and preserving the collective memory of higher education. Following Indonesia's Law Number 43 of 2009 on Archives, university archives are responsible for managing archives for the nation. This study examines the management practices, facilitating and inhibiting factors, and improvement efforts in archive administration at Universitas Brawijaya, Indonesia. Using a qualitative case study approach, the findings reveal that the university's archive management aligns with legal provisions, encompassing activities such as acquisition, processing, and preservation. The university offers archive services to the academic community, and its leadership strongly supports compliance with regulations. However, challenges include limited archivists, inadequate infrastructure, and low awareness among work units. Efforts are underway to enhance archive administration through outreach and improved facilities.

Keywords: university archives, archives administration, academic archives, legal entities state universities, higher education.

1 Introduction

Access to information is crucial for individuals, groups, and organizations to make well-informed decisions and develop efficient strategies [1, 2]. [3] categorizes human-received information into two forms: recorded information, stored in a specific medium, and unrecorded information, which lacks a specific medium for storage. Individuals or entities, such as firms, departments, agencies, foundations, and similar organizations, generate these two sorts of data. Researchers classify the recorded information according to the type of recording medium used, which includes visual, graphic, and electronic media. Humans record knowledge for various underlying purposes, such as personal, social, economic, legal, instrumental, symbolic, and scientific reasons [4]. The explanation acknowledges the significance of information value in human existence. In our ever-more intricate society, all tasks no longer solely depend on the executor's or participant's memory but instead require effective information management through precise and compliant archive administration.

In recent years, university archives in Indonesia, especially those within the legal entity state universities, have effectively utilized and improved their administration and services [5], thereby establishing their unique attributes and competitive advantages. University archives in Indonesia must comprehend the phenomenon of adaptation to actively participate in good university governance. This understanding is critical because it enables the implementation of policies, standards, and services that are essential for effective university management.

University archives inside the legislative framework of state universities play a crucial role in the realm of higher education in Indonesia, as they actively contribute to fostering innovation and enhancing service quality [6]. Implementing these two elements can enhance and optimize

university archives to align with both national and worldwide benchmarks. This research was carried out at the Brawijaya University Archives, located in Malang City, East Java Province, Indonesia, a prestigious legal entity state university currently ranked among the top 10 in Indonesia. The conversion of public universities into legal entities has the potential to improve the quality of education; this condition necessitates the implementation of good university governance [7, 8]. The transition to a legal entity status heightened public interest in public universities [9].

2 Literature Review

An organization's activity creates an archive, a comprehensive compilation of information. Archives are vital repositories of data and information, serving as indispensable references for institutions and agencies [10, 11]. The archival function clearly defines two distinct functional categories and interpretations of archives, namely records and archives. According to Law Number 43 of 2009, archives refer to records created by an institution that holds significant historical value [12]. These archives have reached the end of their preservation period and should not be discarded. Therefore, it is crucial to carry out a preservation process to ensure the physical integrity and value of these archives are preserved. University archives serve as storage facilities for archives not currently utilized in an organization's daily operations. These items hold considerable historical significance and are meant to be conserved indefinitely rather than being demolished. University archives have the duty of overseeing and preserving archives, which function as reference resources, sources of evidence, and cultural legacy for the community, nation, and beyond.

Due to the crucial function of archives as historical records in previous times, it is imperative to establish effective administration and preservation practices with suitable protocols to safeguard the physical and informational worth they hold. Effective higher education administration closely aligns with efficient archive administration. Ineffective implementation of archive administration and failure to adhere to procedures can result in future complications. University archives, in essence, serve as a repository of collective memory that holds lasting value and potential advantages for the future [13]. According to [14, 15], organizations keep archives as a collective memory because of their secondary value, which is their long-lasting usefulness. The secondary value encompasses evidentiary, informational, and intrinsic value.

Archive administration involves four distinct activities: archive acquisition, archive management, archive preservation, and access to archive services, according to prior research [16, 17, 18, 19]. Previous studies on university archives in Indonesia have primarily concentrated on operational and technical matters, namely investigating the implementation and administration practices [20, 21]. Consequently, there is a lack of knowledge and practices on archives administration, particularly in the legal entity state universities in present-day Indonesia. Administrative processes and the preservation of archival materials closely relate to archives. Archival administration and preservation must comply with relevant norms and legislation. Article 1 paragraph 26 of Law Number 43 of 2009 about Archives in Indonesia defines archives administration as the organized and effective management of archives [5]. These tasks encompass the acquisition, processing, preservation, usage, and provision of public services within a national archives system. University archives, as one of the archival institutions, are responsible for managing archives under their jurisdiction to protect them as a national duty for the benefit of the organization, society, and nation.

Organizations within their separate jurisdictions undertake the archives administration as part of a national accountability initiative and to ensure the preservation of historically significant archives. Universitas Brawijaya is one of the prestigious legal entity state universities in Indonesia that has earned a strong reputation both domestically and globally. Universitas Brawijaya reached its 61st anniversary in 2024, serving as a standard for other educational establishments. According to Universitas Brawijaya's strategy plan for the 2022-2027 term, the university's objective is to strengthen smart-university governance and professionalism by enhancing bureaucratic reform and public service. The university will achieve this objective by enhancing the quality of the three fundamental components of higher education [22].

Universitas Brawijaya focuses its governance on "innovation-driven management" and a "performance-based organization." The administration Universitas Brawijaya's higher education administration must be capable of meeting diverse worldwide needs, not only in terms of graduate qualifications but also in terms of technological advancements that society and in the goal of Universitas Brawijaya is to transition from stakeholder direction, resource competition, and management self-governance to academic self-governance. Universitas Brawijaya also prioritizes becoming a performance-based organization, meaning it aims to be an agile institution that consistently adjusts to changes to accomplish its predetermined performance goals [2]. Furthermore, to support effective archive administration, Universitas Brawijaya has established infrastructure for university archives in the form of a building and structural framework since 2021.

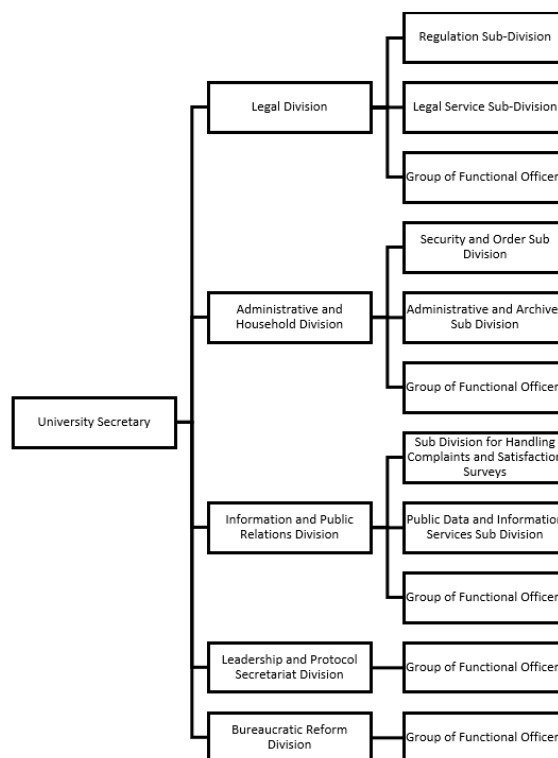


Figure 1. Universitas Brawijaya Secretary Organization
Source: [23]

Figure 1 shows the Administrative and Archives; the sub-division oversees the Universitas Brawijaya Archives, carrying out policies, programs, administrative activities, archival management, and development. The Administrative Division supervises the sub-division and reports directly to the Universitas Brawijaya Secretary [23]. This study's originality lies in its examination of archival administration in Indonesia's legal entity state universities, which serves as a means to preserve collective memory in Indonesian universities, as viewed through the lenses of archival studies and public administration.

3 Research Methods

3.1 Research Design

This research employs a qualitative methodology using the single case study approach, which involves observation techniques, literature investigations, and semi-structured interviews. According to [24], a research topic can be either a singular domain or multiple interrelated domains within a social situation or field. This research focuses on the administrative structure of the Universitas Brawijaya Archives to preserve collective memory at Universitas Brawijaya. The research focuses on three areas, which align with the problem statement and objectives: (a) archives administration and preservation; (b) supporting and inhibiting factors in archive administration at Universitas Brawijaya; and (c) alternative solutions in archive administration at Universitas Brawijaya. Figure 2 displays the many stages of the research process.

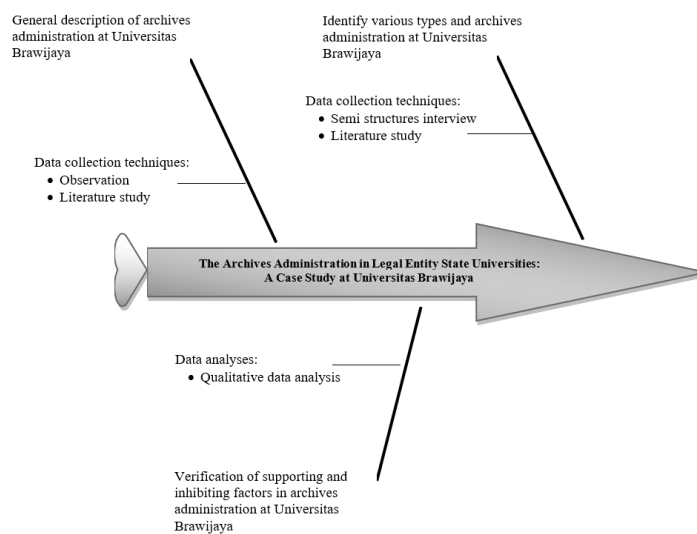


Figure 2. Research Fishbone Diagram

The first stage of the evaluation involved conducting an assessment of the overall archives administration at Universitas Brawijaya using observation and literature study approaches. During the second stage, a comprehensive examination of existing literature and interviews were carried out to ascertain the different classifications and management methods employed for archives at Universitas Brawijaya. Documentation is specifically undertaken to thoroughly

study each piece of literature and supporting document. The final stage of the research involved verifying the collected data and identifying the factors that facilitate and impede the archives administration at Universitas Brawijaya. Researchers conduct interviews and literature reviews. Researchers use this method to analyze each component directly. The fourth stage provides an overview of Universitas Brawijaya's archive administration form.

3.2 Data Collection

This study employs qualitative data collection methods, such as non-participatory observation techniques, which necessitate researchers physically visiting the location of the observed object. This enables researchers to make direct observations without engaging in any activities at the observation site. Subsequently, a literature review is conducted, wherein information is gathered from a variety of academic and non-academic sources of the Universitas Brawijaya Archives. In addition, this research included semi-structured interviews and photographs of researchers to enhance the credibility of the findings. The informants involved in the study were experts in leading archive administration at Universitas Brawijaya.

3.3 Data Analysis

Data analysis in research is customized to suit the unique kind and technique used in this research, specifically, case study research using a qualitative approach. According to [25], qualitative data analysis is a methodical approach to handling data. It involves organizing the data, selecting essential information, ensuring consistency, recognizing trends, pinpointing important aspects for future investigation, and making well-informed conclusions [26]. Transmissible information and proficient data analysis administration ensure that qualitative data is easily understood and comprehended. The research used the Qualitative Data Analysis Model [24], which is a qualitative data analysis technique.

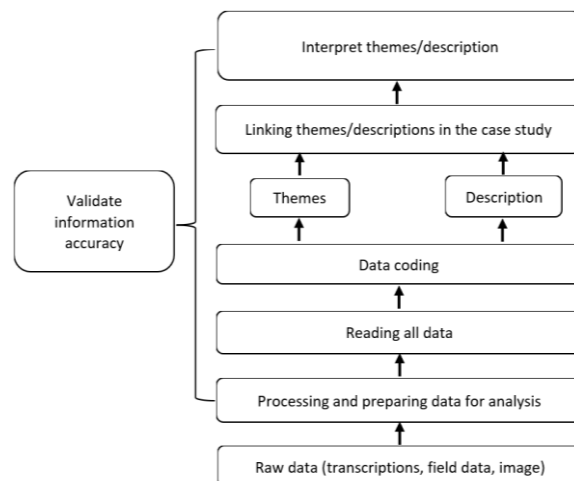


Figure 3. Qualitative Data Analysis Model
Source: [24]

Data processing and preparation include using several sources, such as interview transcripts, scanned documents, and field notes. Moreover, the data is categorized into several classifications based on the origin of the information. After thoroughly examining all the data, the first step in this undertaking is to develop a thorough comprehension of the obtained information and reflect on its overall relevance.

The researchers have recorded the fundamental ideas conveyed by informants, along with the tone, depth, credibility, and narrative style of the information supplied by the informants. This step involves retrieving and analyzing the data collected throughout the research procedure. After that, the text or phrase, along with the image, is categorized into certain groupings and given specific titles, frequently taken straight from the terminology or language used by the informants.

Using data processing techniques to examine and elucidate the data's context, informants, categories, and topics. This description aims to offer detailed information on the informant, as well as the precise location or events that took place. Creating connections between frequently discussed subjects and descriptions to convey them once more in a thorough and top-notch report. Researchers often use the narrative approach to communicate their findings. In qualitative research, data interpretation refers to the examination and comprehension of patterns and explanations to generate significant interpretations. The researcher's subjective analysis shapes the interpretation of research through their cultural background, historical knowledge, and personal experiences throughout the study process.

3.4 Data Validation

Data validity refers to a deliberate attempt to obtain specific responses from individuals to obtain accurate and clear information. Qualitative research employs triangulation as a technique to evaluate the accuracy and reliability of data. Triangulation, as defined by [27], is a method of gathering data that involves the integration of several data sources and various data collection methodologies.

Throughout the data collection process, the triangulation technique is the most effective approach for resolving inconsistencies in understanding within a certain context. This study utilizes the process of data source triangulation, which entails verifying the accuracy of specific information through multiple approaches and sources of data collection. In addition, the researcher also corroborates evidence from written sources, personal notes, and photographic proof. Each piece of data provides precise evidence, which in turn provides valuable insights into the topic under study.

4 Result and Discussion

4.1 Archives Administration at Universitas Brawijaya

The management and preservation of archives within the university is the responsibility of the Universitas Brawijaya Archives. The Universitas Brawijaya Archives conducts archive management operations following Law Number 43 of 2009 about Archives in Indonesia, which include the following processes: 1) acquiring archives; 2) processing archives; 3) preserving archives; and 4) providing access to archive services. Interviews with informants confirm that the administration operations at Universitas Brawijaya's archives adhere to Law Number 43 of 2009. The archive management process consists of four distinct activities: archive collection,

archive processing, archive preservation, and access to archive services. Figure 4 illustrates these operations.

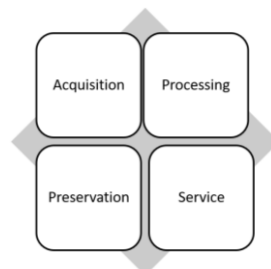


Figure 4. Four activities were involved in the archives administration at Universitas Brawijaya.

Archive acquisition activities at Universitas Brawijaya involve the addition of archives to the Universitas Brawijaya archives. This is done through a series of activities, such as transferring archives from the work unit of the archive creator to the university archives for management and preservation. According to Law Number 43 of 2009, each higher education institution that has or holds archives is required to transfer the archives to the university archives. All work units at Universitas Brawijaya are required to transfer their records to the university archives for administration and preservation. The acquisition operations consist of three stages: a survey, an appraisal, and the transfer of archives to the university archives. Specifically, this refers to the formal handover of archives from the archive creator's work unit to Universitas Brawijaya Archives.

The research findings indicate that Universitas Brawijaya's archive acquisition activities adhere to the guidelines outlined in [12, 28]. These activities involve multiple stages, including monitoring, data collection and organization of archives, assessment, and transfer of archives. Any organization that maintains and preserves historically significant and permanent records must submit them to the university archives. Monitoring work units regarding archive acquisition activities is the first phase of acquisition operations, followed by the collection and organization of the archives for acquisition. Once the material has been collected and organized, the archives are evaluated. The archive appraisal step entails assessing the condition and status of the desired archive. The originator of the archives establishes the archive retention schedule, which guides the assessment of university archives. Archive appraisals are conducted after the completion of data collection and organization tasks. Archives appraisals are conducted via two methods: direct and indirect, including the evaluation of individual files. Universitas Brawijaya conducts a direct appraisal by consulting the archive retention schedule, but an indirect appraisal occurs when the work unit fails to implement the archive retention schedule. In such cases, the appraisal is based on an examination of the archive material's use and substance. The appraisal activities for archiving will result in three distinct archive statuses: archives retained, archives disposed of, and archives permanent.

The handover of archives prepares archives, deemed permanent through appraisal processes, for transfer to the university archives. The archive handover activity involves transferring the archives resulting from the appraisal from the creator's work unit to the university archives. The purpose of the archive handover activity is to facilitate information management and distribution, and Universitas Brawijaya Archives should provide this service to the community. At Universitas Brawijaya, the archive transfer process must consider several

factors, including the following: 1) Archives submitted by work units of Universitas Brawijaya to the Universitas Brawijaya Archives must be genuine, reliable, comprehensive, and functional. 2) If the submitted archive is not legitimate, the responsibility of authenticating it lies with the archive originator or work unit. 3) If the creator of the archive or the work unit fails to provide authentication, the Universitas Brawijaya Archives reserves the authority to decline the release of the archive, and 4) When dealing with archives whose creators are unidentified, the Universitas Brawijaya Archives are responsible for authentication.

The directors of the work unit and the Universitas Brawijaya Archives attended the archive transfer. The archive submission is supported by a comprehensive list of archives, minutes, and handover documents. After the handover process is completed, the Universitas Brawijaya Archives takes full responsibility for archive management. Figure 5 displays the results of the steps involved in executing archive acquisition operations.

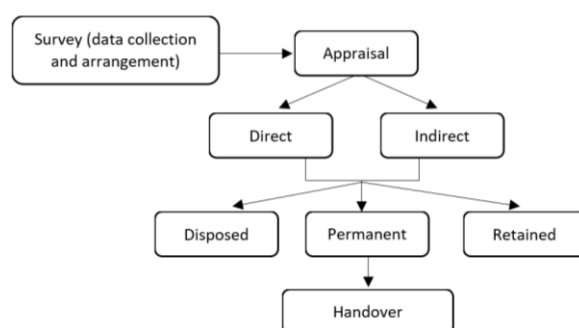


Figure 5. Stages of Archive Acquisition Activities Implementation at Universitas Brawijaya

The task of archives processing involves the transfer of archives from the work unit to the Universitas Brawijaya Archives, to administer and preserve them. During the handover process, the Universitas Brawijaya Archives assumes complete responsibility for the archives. The research findings reveal that Universitas Brawijaya manages the archives through the application of two management principles: the principle of origin and the principle of original rules, implemented in two stages. In the first stage, Universitas Brawijaya identifies the archives by documenting a brief description of their contents. The provided description of the archives records details like the date and place of the archive's creation, a summary of its contents, the time of creation, and other pertinent information. During the second phase of designing an archive arrangement scheme, Universitas Brawijaya based it on the work unit's organizational structure. This allows us to organize the archives in groups, number them definitively, wrap them, assign cover numbers based on the archive's number, arrange them in boxes, and create labels for the archive boxes. It houses the archives, which are subsequently stored in archive storage.

The tools used to assist in rediscovering archives produced during archive processing include archive lists, inventories, and archive guides. Users at Universitas Brawijaya use the three archive retrieval tools for archival information access services. The research results show that the archive retrieval facilities used for information services to users at Universitas Brawijaya consist of three types of tools, namely archive lists, archive inventories, and archive guides. An introduction and attachments accompany the inventory, which describes the information from the archive list. Meanwhile, the archive guide provides a detailed description of the information contained within the archive. The Archive Guide Regulation, issued by the

Head of the National Archives of the Republic of Indonesia Number 27 of 2011, organizes the treasures of Universitas Brawijaya thematically. Figure 6 illustrates the progression of archive processing activities at Universitas Brawijaya Archives.

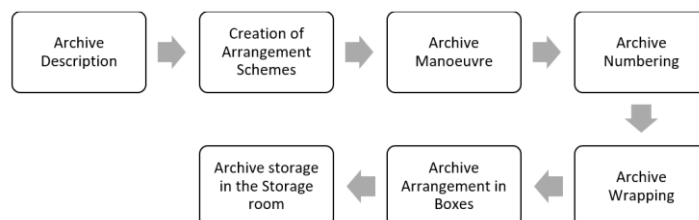


Figure 6. Archives processing flow at Universitas Brawijaya

According to the Universitas Brawijaya Archives, preservation activities include maintenance and upkeep. Maintenance activities encompass the upkeep of buildings or depots, the maintenance of physical archives, and the application of fumigation to eradicate insects and fungi in archives. Furthermore, to maintain printed archives, maintenance activities include procedures like connecting and patching, lamination, encapsulation, binding, storing, and digitization [29, 30]. Meanwhile, archival maintenance for audiovisual archives involves rewashing and recycling. Law Number 43 of 2009 mandates the preservation of archives for their safety and preservation. Archive preservation is carried out preventively and curatively. Our preservation activities at Universitas Brawijaya Archives followed Law Number 43 of 2009, Decree of the Head of the National Archives of the Republic of Indonesia Number 4 of 2009, and Number 12 of 2000.

Archive preservation is used to extend the life of archives, which includes maintenance activities. The research findings indicate that the Universitas Brawijaya Archives carry out preservation activities that involve maintenance and upkeep. Maintenance activities encompass the upkeep of buildings or depots, the maintenance of physical archives, and the fumigation of archives to eradicate insects and fungi. Additionally, maintenance activities encompass operations such as connecting and patching archives, lamination, encapsulation, digitization, binding, storing, and digitalization. These activities constitute the maintenance types of printed archives, whereas audio-visual archives require rewashing and recycling.

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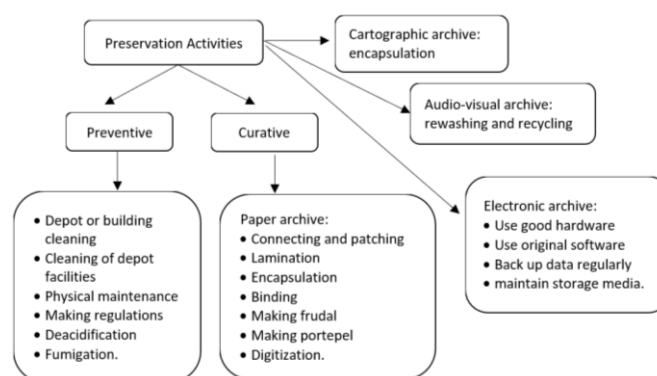


Figure 7. Archives Preservation Activities at Universitas Brawijaya

The research revealed that a special archive service room located on the 5th floor of the Universitas Brawijaya Archives depot conducts archive services. Archive users from all Universitas Brawijaya academic communities or the general public can use the various archive services available. At Universitas Brawijaya Archives, there are several types of archival services, including archival treasure consultation services, archival source consultation services, archival search services, archival material provision services, and archival duplication/reproduction services. Archivists carry out service activities. If users encounter difficulties while searching for archives, they can seek assistance from the archivist.

There are two ways to conduct archive search activities, one of which involves using an archive inventory. Once the user locates the desired archive and wishes to view or read it, they can complete an archive loan form with the archive service archivist. The service officer will then provide the required archive within approximately ten minutes. Universitas Brawijaya Archives, as a national university responsible for the nation's and state's life, stores archives with historical value for users to access. To enhance the quality of archive services for users, Universitas Brawijaya Archives has a suggestion box that archive users can use to evaluate the effectiveness of archive services. Aside from that, archive users can also assess performance or file complaints about service dissatisfaction via telephone or email. This is done to be able to evaluate the results of the archivist's performance.

4.2 Supporting Factors for Archives Administration at Universitas Brawijaya

Supporting factors refer to elements that play a significant role in the field of archives administration. The key elements that contribute to the effective archives administration at Universitas Brawijaya are leadership and the expertise of the human resources, particularly the archivists, in understanding the importance of archives. The Universitas Brawijaya Archives is responsible for administering the archives under its authority. Law Number 43 of 2009, specifically Article 16 paragraph 3, mandates that higher institutions maintain the Universitas Brawijaya Archives. To fulfill Universitas Brawijaya's national commitment to preserve

archives, it is crucial to implement effective archives administration. The significance of preserving archives is apparent from the implementation of Law Number 43 of 2009, Decree of the Head of the National Archives of the Republic of Indonesia Number 4 of 2000 and Number 12 of 2000, and Regulation of the Head of the National Archives of the Republic of Indonesia Number 31 of 2011. These standards require university archives to follow appropriate archives administration protocols. In addition, Universitas Brawijaya has implemented its own rules, specifically Rector's Rules Number 52 of 2019 and Number 1 of 2021 [31, 32].

Human resources may be considered high-quality when they can carry out the responsibilities and tasks assigned to them efficiently. Acquiring this talent depends on having enough education, training, and experience to carry out the given responsibilities and tasks successfully. A lack of acceptable traits can negatively impact workers' performance, thereby affecting the company. According to the 2009 Minister of State Apparatus Empowerment Regulation [33], an archivist in the Republic of Indonesia is a government employee who is responsible for managing archives and promoting their growth. Authorities with expertise in archives bestow upon them power and responsibilities. The Universitas Brawijaya Archives require significant attention and enhancement in both the quality and quantity of its staff. Given the interconnectedness of human resources and this issue, it is certain that the presence of skilled human resources will significantly influence the results of operations, ensuring efficient processing and adherence to specified archival standards.

4.3 Inhibiting Factors for Archives Administration at Universitas Brawijaya

An inhibiting factor refers to anything that cannot be effectively applied and instead becomes a difficulty in the archives administration. At Universitas Brawijaya, the obstacles to archive administration include a lack of understanding among work units about the need for records management. Law Number 43 of 2009, concerning Indonesian archives, mandates the preservation of archives of significant practical and historical value. Any individuals or organizations possessing archives related to higher education are required to transfer them to the university archives for the appropriate administrator to review. However, several work units at Universitas Brawijaya disregard the importance of archive preservation and have not fulfilled their obligation to submit their records to the university's archives. However, these archives are simply housed in warehouses without following appropriate archive administration protocols.

Human resources remain scarce. Human resource planning is the process of predicting the amount and precise skills that a firm will require to achieve its goals. The strategic objectives for incorporating archivists at Universitas Brawijaya are significantly influenced by the number and classification of archivists required. At Universitas Brawijaya Archives, there aren't enough archivists to handle the volume of archives under administration. This is evident in the large number of unprocessed archives that result from acquisitions. The budget is inadequate. A budget is a structured plan that outlines an organization's financial activities, often expressed in monetary units, but sometimes it may be expressed in terms of actual goods. Furthermore, the budget serves as a quantitative plan outlining the annual operations of Universitas Brawijaya. The funds allotted for archive administration at Universitas Brawijaya Archives are inadequate.

The archive administration process is characterized by the use of outdated technology and materials that require replacement. Moreover, the current archive storage facility does not meet the prescribed storage standards. Consequently, a significant amount of funding is necessary to acquire the technology and resources employed in archive administration efforts. The amenities and infrastructure are inadequate. In this context, "means" refers to any instrument or approach, such as tools or media, used to achieve specific goals or objectives.

Infrastructure encompasses the fundamental elements that are necessary to facilitate the implementation of a procedure. Facilities, as defined above, are objects or resources used in an activity, such as tools and materials for management purposes.

Infrastructure encompasses the tangible structures and resources that support administrative functions but do not actively participate in the execution of activities. Examples include various structures, areas, and parcels of land. The existing facilities and infrastructure of Universitas Brawijaya Archives are inadequate. This is exemplified by the insufficient archive storage facility, which fails to meet the required criteria. Furthermore, the tools and materials used in the process of managing archives are widely accessible but often do not meet the required standards, with many instruments appearing outdated. Numerous documents or records scattered on the floor of the archive depot demonstrate the lack of facilities and infrastructure. Standardizing facilities and infrastructure entails adjusting the form, specifications, quality, and quantity of these resources to meet predetermined requirements. The purpose of this action is to foster openness and accountability in public services, as well as improve the effectiveness of public administration.

4.4 Improvements Made to the Archives Administration at Universitas Brawijaya

The objective of initiatives to strengthen archives administration operations is to optimize management practices. Given the presence of limiting variables, it is essential to exert efforts to improve and elevate the quality of archive administration. Universitas Brawijaya could improve its efforts by consistently implementing socialization and archive expansion in every work unit. According to Law Number 43 of 2009 about Archives in Indonesia, each work unit within a higher institution must submit its documents to the university archives for efficient management. However, several work units at Universitas Brawijaya do not fully understand the need for archive administration. Instead, they just accumulate and store their archives in warehouses. According to Rector's Regulation Number 52, the university archives must supervise the acquisition of Universitas Brawijaya's archive. This includes the archives themselves, the staff responsible for administering them, and the infrastructure that supports them.

The university archives must engage in more extensive and consistent development initiatives, while also focusing on outreach efforts and providing clear guidance and advice to work units about archive administration. Some work units also cooperate with university archives to actively seek specific guidance and teaching about the administration and upkeep of archives. Work unit socialization includes the archives administration, the training of archivists, and the construction of standardized facilities and infrastructure necessary for archive administration.

According to the laws outlined in the National Archives of the Republic of Indonesia Number 6 of 2007, archivists play a vital role in guaranteeing the efficiency of government administration and advancement. The proficient administration of archives at a university is one domain that has achieved effective governance and development. To get the best possible performance and efficiency, a proficient archivist must supervise the deployment. According to [33], archivists must have the necessary credentials and demonstrate professionalism in carrying out their duties. Archivists must have a solid understanding, perception, and proficiency in the field of archives, which they gain via formal education and training. Every quarter, Universitas Brawijaya conducts socialization and archive training workshops. The Human Resources Directorate of Universitas Brawijaya is responsible for efficiently managing and supervising this socialization and training programs.

Proposing and participating in the distribution of money and procurement of archive infrastructure. The budget, a yearly quantitative plan, delineates the activities Universitas Brawijaya will undertake. To meet the needs for facilities and infrastructure essential for the archive administration, Universitas Brawijaya Archives may strengthen its endeavors by making bids for supplementary resources and funds to bolster archive administration operations. The budget's goal is to provide a legally binding framework for money selection and distribution, as well as to regulate and optimize fund use to achieve the best possible results. Additionally, the budget allows for adjustments and improvements to previous plans as they become more specific and evident. To streamline archive administration, it is necessary to provide a substantial budget to guarantee the smooth functioning of archive administration and management.

5 Conclusion

Archives have enormous historical significance, acting as a useful asset for universities to formulate policies, conduct research, and provide reference materials. Effective archives administration is essential for the preservation and upkeep of archives at Universitas Brawijaya. Universitas Brawijaya's acquisition activities comply with both national laws and the university's special constraints. Archiving activities provide tools that facilitate information retrieval. There are three types of facilities for retrieving archives: archive listings, archival inventories, and archive guides. The archive processing procedures carried out at Universitas Brawijaya strictly follow two regulatory principles: the idea of provenance and the principle of original order. The archive preservation activities include both preventive and remedial preservation measures. Archive services are accessible to both researchers affiliated with Universitas Brawijaya and the general public seeking information from the controlled archives.

The government and leadership of Universitas Brawijaya have made it a priority to have archives, as indicated by the relevant law. This has resulted in a need for all work units at Universitas Brawijaya to support the archives administration. Furthermore, the inclusion of an archivist is essential in facilitating the archives administration at Universitas Brawijaya. The lack of expertise and infrastructure in work units at Universitas Brawijaya has negatively impacted the archives administration. This includes insufficient knowledge about transferring archives to the Universitas Brawijaya Archives, as well as the absence of archivists and suitable infrastructure for archives administration. Universitas Brawijaya should establish a thorough and consistent system to effectively oversee and guide its work units in archives administration and ensure their timely preservation. Archivists frequently engage in socializing, training, and seminars to improve their understanding of the established standards and procedures for archive upkeep and management. Furthermore, it proposed providing supplementary facilities and infrastructure for archive administration to the authorities of Universitas Brawijaya.

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