

# Application of "Bakuteku" as A Substitute for Folders Archive Storage in Tidar Sari Residents of Magelang City

Dian Fithra Permana<sup>1\*</sup>, Ahmad Saeroji<sup>2</sup>, Hengky Pramusinto<sup>3</sup>, Herlina Kusyanuri Putri<sup>4</sup>  
{ dianfithrapermana@mail.unnes.ac.id<sup>1</sup>, saeroji@mail.unnes.ac.id<sup>2</sup>,  
afianingsihlia@students.unnes.ac.id<sup>4</sup>}

Universitas Negeri Semarang, Indonesia<sup>1, 2, 3, 4</sup>

**Abstract.** This research is a research with a novice lecturer research scheme. The objectives of this study are: (1) For the application of Bakuteku instead of folders in the archive storage of tidar sari residents of Magelang City. (2) Knowing the effectiveness of the use of Bakuteku in the storage of archives of tidar sari residents of Magelang City. This research is a descriptive study with an experimental approach and consists of three stages, the first is the researcher defines or reveals the initial state of the research object before treatment is carried out, then the researcher carries out treatment in the form of replacing folders as archive storage with Bakuteku, and the last researcher reveals changes that occur after the research object is given treatment. The object in this study was a resident of Tidar Sari village, South Tidar Village, South Magelang District, Magelang City. This research is included in the description of TKT 2 which is a basic technology research scheme and is at the stage of technology application.

**Keywords:** Archive, Folders, Bakuteku

## 1 Introduction

Life in an organization or a person is never separated from the need for information. Basically, all activities carried out by a person require information as an administrative support needed in social life. One of the sources of information needed by a person can be obtained from the archives, the process of which is managed is called archiving. Thus archiving becomes a very important activity. This is very much realized, because a person will be constrained if the archival system is not good. Archival activities will never be separated from the management of archives. Arsip has an important role in the process of presenting information for the benefit of individuals in order to meet the administrative needs demanded in social life. Therefore, to be able to present complete, fast, and correct information, there must be a good system in the field of archives. The archives have the aim of ensuring the safety of accountability materials regarding the planning, administration of a person's life as well as to provide the necessary accountability materials for a person. One type of archive whose intensity of use is still high and is one of the main sources of information for a person is important letters or securities owned by a person. Thus the archive must be managed properly because it is still used directly in meeting one's administrative needs. Menyafrom the importance of archives for one's survival, in this case archives are seen by IP as a reminder tool and a source of information that can help a person in meeting his administrative needs.

Each individual is required to be able to know the intensity of the use of the archives he has so that the information he needs can be easily found, and the purpose of the individual can be achieved. Many residents still think that archives are less important. So that in the process of management it does not get enough attention. Many individuals keep their archives of securities by stacking them in one folder and only placed in a cupboard without certain care so that the archives are vulnerable to damage. Residents of Tidar Sari Magelang City is one of the villages in the city of Magelang, precisely in the districts of South Magelang and South Tidar Village. Many residents of Tidar Sari village here still keep their securities archives with such a method, so that when the archives are needed for use, they tend to have encountered damage to the archives. The above shows that indeed the current archives have not achieved the desired results, are still marginalized and need better management regarding the implementation of their management so that in the future archive management can be viewed as fully as something urgent and very much needed in achieving one's goals. One way to store a securities archive for someone is with a *folder* where the archive is stored on a folder in which there are protective plastics to place the archive so that it can be protected from damage. However, the use of *the folder* itself is still considered ineffective in the process of rediscovering the needed securities archives. Random placement of archives without indexing makes it difficult for someone to find the archives they need. This is also what happened to the residents of Tidar Sari village, Magelang city, in the rediscovery of the needed archives. For this reason, a good innovation is needed regarding how to store archives for someone, especially in this case for residents of Tidar Sari village, Magelang city so that they can store archives properly, avoid damage and easily rediscover archives. *Folder* alone is considered less effective to make this happen. For this reason, researchers are trying to develop *Folder* into a product called "BAKUTEKU" (Read I Find Me) so that the archive storage process can run well, archives are avoided from damage and easy to find again, especially for residents of Tidar Sari, Magelang city who are still experiencing problems in archival storage. From this description, the researcher intends to conduct a study with the title "Bakuteku" as a Development of *Folder* nature of Archive Storage in residents of Tidar Sari Magelang City

Archives are a tool used in organizations to support existing administrative performance. Archives are used as a source of information regarding the entire activity of the organization. Archives are also used as a reminder tool for organizations to find out all organizational activities that have been carried out.

The term archive as expressed by Widjaja (1986) [1] comes from the Greek language, namely from the word *arche*, then became *archea* and subsequently underwent a change back to *archeon*. *Archea* means a document or record of a problem. In English it is called archives which means place or document. Meanwhile, according to the Office Administration Dictionary, archives are a collection of documents that are stored regularly, planned, because they have a use so that whenever needed they can be found again quickly. According to Mulyono (1985) [2], the so-called archives in general are " 1. A place to store files as reminder material, 2. Materials, whether in the form of letters, reports, agreements, pictures of the results of activities, 11 statistics, receipts and so on, are stored as reminder materials".

Widjaja (1986) [1] revealed that based on the documentation/archive seminar of the ministries held on February 23 to March 2, 1957 in Jakarta, an archive is a collection of correspondence that occurs due to work, actions, transactions, documentary acts (documentaire handling) that are stored so that at any time it is needed to be prepared to carry out further actions.

The field of archives itself is experiencing development, so there are many experts who try to express their opinions regarding archives. Agus Sugiarto & Teguh Wahyono (2005:7) revealed:

The archive here is any record (record / document) written, printed, or typed in the form of letters, numbers or pictures, which has a certain meaning and purpose as a material for communication and information, which is recorded on paper, (cards, forms), film paper (slides, film-strips, micro films), computer media (diskettes, magnetic tapes, disks), photocopy paper, and others.

Another opinion expressed by Barthos (2003) [3], in his book entitled Archival Management, archival management states that archives are "any written record either in the form of a chart or a picture that contains information about a subject (subject matter) or an event made by people to petrify people's memory (that) as well".

Lestari (1993) [4], in his book entitled Dynamic Archives in the Flow of Information, quoted from J.R. Schekkeberg stated that archives are The bonds of a government or private entity that are decided to be valuable to be preserved permanently for the purposes of seeking information and research and are stored or have been selected to be stored in an archival body.

Meanwhile, Law No. 43 of 2009 [5] concerning archives states the meaning of archives as follows:

Archives are records of activities or events in various forms and media in accordance with the development of information and communication technology made and received by state institutions, local governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of social, national, and state life (<http://duniaarsip.com> 8-11-2012).

Some of these understandings can be concluded that an archive is a collection of certificates or manuscripts and the like, not necessarily printed in the form of recordings, films, or so on that are considered important and stored according to certain rules that if needed can be found again quickly in a short time both in government and private agencies.

Archives as documents owned by each organization will be stored in a place regularly, so that whenever necessary, they can be found again quickly. The reason why it is necessary to store archives is because it is possible that the archives have a certain use value. In general, the value of the usefulness of archives proposed by Vernon B. Santen quoted by Badri Munir Sukoco, (2007) [6], archives have a usefulness value that is covered by 1 reminder term "ALFRED". The term stands for:

- a) Administrative Value
- b) Legal Value
- c) Fiscal Value (value for financial use)
- d) Research Value (research value)
- e) Educational Value
- f) Documentary Value (documentation value)

A similar opinion was expressed by Milton Reitzfeld quoted by The Liang Gie, (2000: 117) [7], which stipulates the existence of 7 values of a bond as follows:

- a) Values for administrative use
- b) Values for legal use
- c) Values for fiscal use
- d) Values for policy use
- e) Values for operating use
- f) Values for historical use

g) Values for research purposes

Based on the above opinions, it can be concluded that each archive has its own usefulness value. The use value of archives is used as the basis for archival storage. If the period of use value of the archive has expired, the depreciation of the archive will be carried out.

A *folder* is an archive storage tool made of manila carton or plastic that is thick and looks like a folder, but there is no door leaf on the side and topped there is a protruding part called a tab. Archive storage, especially archives of securities, can be helped by the existence of an archive storage folder. The folder itself can be developed into Bakuteku (Read I Find Me) to make the storage of archives more effective in the rediscovery of the archives. Bakuteku is the development of an archive storage folder that is added to the kaartu place as an index of archive names in front of the archive folder and also a limiter in each archive that can be affixed with the writing of the name of the archive in question for easy search. Bounding paper and archive index cards can be colored as archival markers to be quick in their rediscovery.

Bakuteku archive storage (Read I Find Me) is a very practical archive storage medium that can be used in archival storage. Archives stored in Bakuteku will avoid damage because they are stored in protective plastic and can also be easily rediscovered with the help of an index card pasted in front of the Bakuteku section. The index card can be written with the name of the archive as stored and can be selected in color which will later be adjusted to the color of the archive delimiter which can also be written with the name of the archive. This is in line with the thinking of Widjaja (1986) [1], revealing the rediscovery of archives or documents is a way how a document or archive can be found easily and in a fast time. In order for archives to be found again easily and quickly, a way or system is needed to facilitate the rediscovery process. According to Widjaja (1986) [1], one way to facilitate the process is to do this process is with an Index, namely a responsive word (*caption, catch word*) which can be in the form of the name of a person, the name of a body or organization, a problem (subject) and a place name (Country, province, city, regency, sub-district, village, road, so on).

Another opinion is shown by Sulisty-Basuki (2003), in his book entitled Dynamic Archives Management mentions that indices are realized in the form of cards arranged alphabetically or arranged alphabetically and recorded into one. The index has three goals in the filing system, namely:

- a) Provide a complete list of headers to speed up dynamic archive backlinks.
- b) Prevent the possibility of duplication of headers created in the file
- c) Simplifying cross-referrals by providing cross-references in the index

In terms of the rediscovery of the archives Widjaja (1986) [1] argues that:

An archive storage system or what is often called a *filing system* is a series of procedures that are regular according to certain guidelines for compiling or storing certificates so that when necessary, they can be found again appropriately. Sooner or later the rediscovery of its storage place is determined by whether or not the use of the storage system of each archival object is appropriate.

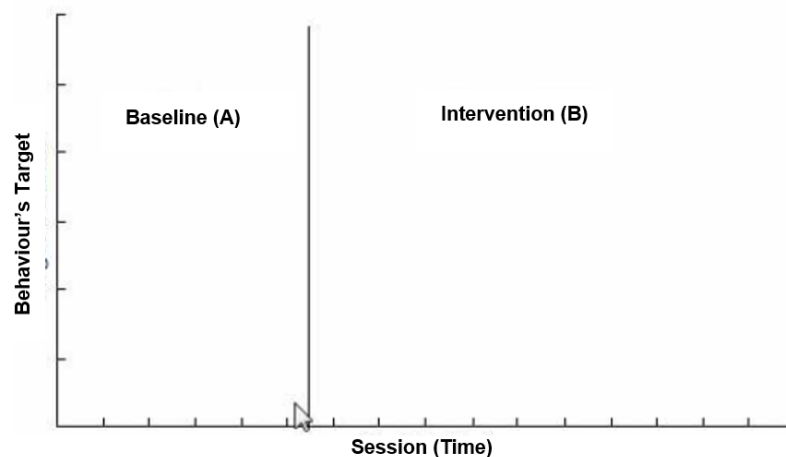
From the description above, it can be said that Bakuteku can help store archives to avoid archive damage and also through the index system added in folders will help the rediscovery of the archives needed to be faster.

## 2 Research Methods

This research method uses a single-case experimental design. In Slamet and Markam (2003) [8], who mentioned that according to Phares, the experimental design of a single case is the embodiment of a behavioral approach (behavioral approach). The design of a single-case experimental design is a research design to evaluate the effects of a treatment (intervention) with a single case. A single case can be several subjects in a group or the subject under study is single (N=1). Single-case experimental designs, both group and N=1 samples, for a given case are considered best suited for human research, especially when the observed behavior is unlikely to be taken on average [9]. In some cases, the average of the group cannot reflect the state of behavior of individuals within that group. In other words, the average of the group does not always reflect the state of the individuals in his group. So in this study, researchers took the same measurements and repeatedly to study how much change occurred in the bound (dependent) variables from day to day. Researchers chose this design because the emphasis in this study was "clinical setting" or on the effects of therapy. Another reason underlying the use of this design is that the number of research subjects is so limited that there can be no comparison between groups. A single-case experimental design is required and must perform initial state measurements as a pretest function [9]. The initial state (baseline) is a measurement of (some) aspects of the subject's behavior for some time before treatment. The measurement time span to establish this baseline is called the baseline phase. This phase of the initial state has both a descriptive function and a predictive function. A descriptive function is a function to describe the existence of a level of performance (state of behavior) of a subject that is naturally experimented, in the absence of a treatment. While the predictive function or also known as the projective function is a function to predict the level of performance (behavior) of the subject if there is no intervention. Baseline serves as a benchmarking basis for assessing the effectiveness of a treatment [10].

In this study, researchers used an A-B-A withdrawal design. What is meant by withdrawal design is to eliminate the treatment to see if the treatment is effective. In a single-case experimental design, a behavior is measured (baseline), a treatment is introduced (intervention), and then the intervention is withdrawn or eliminated. Since such behavior is measured constantly (repeated measurements), then any effect of such interventions can be noted. The definition of baseline (initial state) is the result of behavioral measurements carried out before the provision of a treatment (intervention), which allows for comparison and measurement of the effects of the intervention [10]. The design of A-B-A withdrawal basically involves the baseline phase (A) and the treatment phase (B). Withdrawal means stopping the treatment and returning to the baseline. In this withdrawal design, the researchers used the A-B variation type, this is because the researchers only wanted to see how much the increase in archive storage in tidar Sari villagers. The A-B design is the basic design of a single-subject experimental study. This design procedure is compiled on the basis of what is called baseline logic. Therefore, in conducting research with a single case design, there will always be a measurement of target behavior in the baseline phase and its repetition in at least one phase of the intervention [11]. The main procedures taken in the A-B design include measuring the target behavior in the baseline phase and after the trend and data level stabilize then interventions begin to be given. During the intervention phase the target behavior is continuously measured until it reaches stable data [12]. If there is a change in the target behavior in the intervention phase after comparison with the baseline, it is assumed that the change is due to the influence of independent variables or interventions. In this A-B design there was no replication (repetition) of measurements where the baseline phases (A) and

intervention (B) were each performed only once for the same subject. Therefore, with this design it cannot be concluded or there is no guarantee that changes in the target behavior are caused solely by free variables (intervention). In other words, because there is no re-measurement in the baseline phase or the intervention phase, so it cannot compare each of these conditions. Thus, it is not certain that the influence of intervention on the bound variable (target behavior), so it is possible that changes in the target behavior are also influenced by other factors or variables that are not controlled. These factors can occur due to natural factors such as maturity factors. In general, A-B designs have basic procedures as shown below [10].



**Fig. 1.** A-B Design Procedure

In this case, the steps that will be carried out in this study adapt from jung suwanto are as follows;

### **2.1 Phase A Baseline (initial state).**

The baseline phase is the phase that occurs before the treatment is carried out and is characterized by repeated measurements of problematic behaviors that are targeted at periodic intervals. These measurements allow researchers to determine the baseline of behavior before treatment begins. In this baseline phase, the researcher observes what behaviors arise when the subject is carrying out the archive storage process. Observations in this baseline phase were carried out for 3 days.

### **2.2 Phase B treatment (treatment/intervention).**

In this phase, the targeted behavior is measured as long as the residents are given treatment. The treatment phase is given for 15 days after the baseline phase period. In this treatment phase, researchers provide treatment in the form of using Bakuteku to store archives. So, the archive storage of tidar Sari villagers began to use Bakuteku. Handling is given to the subject of the study. It was at this time that the researcher made observations to the subject. After 15 days of the handling phase is exceeded, an interview will be conducted regarding the experience of using Bakuteku as an archive storage."

The behavior measured in this study is the procedure for storing archives. So this study only measured one behavior.

### **2.3 Variable Identification**

Free variable (x) : Bakuteku Archive Storage Tool. Dependent/bound variables (y) : Increased effectiveness of archive storage. Control Variables: Residents of Tidar Sari village who have a tendency to store archives are not good, as long as they are stored, and are not organized.

### **2.4 Operational Definition of Research Variables**

#### **1.4.1 Variable Y (Effectiveness of Archive Storage)**

Archive storage is said to be good and effective if it meets the criteria, including easy to implement and use, energy and equipment saving, simple, flexible and easy to develop, in accordance with the function

In this study, what will be measured is the development of the way of storing archives for the villagers of Tidar Sari, Magelang city from before using Bakuteku to after using Bakuteku, how it is implemented, saving energy and time or not, how to rediscovery, how is it flexible, how it is developed, whether it functions properly or not.

#### **1.4.2 Variable X (Bakuteku Archive Storage Tool)**

Bakuteku archive storage tool (Baca I Find Me) is an archive storage system which is a development of a folder where in the folder there are protective plastics and is useful as a place to store archives to avoid damage while separating one archive from another so that they do not mix. On the outside of the folder there are places for cards that can be written manually, the type of archive that is stored in the desired color and adjusted to the color of the boundary partition on the stored archive section so that the rediscovery of the archive can be done easily. The implementation of the stages of using Bakuteku in this study is as follows

- a) Choosing an object, namely the villagers of Tidar Sari to apply the use of Bakuteku as a tool for storing archives
- b) Conduct preliminary observations and initial interviews related to the storage of archives carried out.
- c) Ask objects to prepare household records, for example birth certificates, diplomas, study graduation letters, vehicle certificates, house certificates, award certificates, and so on
- d) Request an object to store the archive using Bakuteku from label color selection, label naming, to storage
- e) Request an object to rediscover a stored archive
- f) Make observations for 15 days
- g) Pulling data by interviewing an object after saving an archive with bakuteku
- h) Draw conclusions by comparing objects before and after using bakuteku in archive storage.

### **3 Result and Discussion**

#### **3.1 Phase A Baseline**

The first step taken is to make observations on the object of study, namely the residents of Tidar Sari, Magelang City, for 3 days, namely June 1, 2022 to June 3, 2022 before being treated related to the behaviors that arise in handling the storage of archives of the residents of Tidar Sari, Magelang City. Researchers here make direct observations and conduct interviews with Tidar Sari residents to explore the information needed before treatment or use Bakuteku as a tool Archive storage.

Archives that are usually stored by Tidar Sari residents generally store family archives in their respective homes. Archives such as Family Cards, Birth Certificates, Marriage Books, House Certificates, Land Certificates, Diplomas, Professional Deeds, and other securities related to administrative interests of society in general. Tidar sari residents mostly use paper folders / folders in storing their archives so they are vulnerable to being less awake. They use this tool because they are used to stacking archives in folders / paper folders just like that. This is in accordance with the results of interviews with 20 heads of families where 85% of them answered with storage using folders / paper folders and the remaining 15% used folders / folders plastic. Obstacles and obstacles that arise are archives that are stored not neatly organized, only stored randomly in one folder / folder so that it seems random and untidy. This was revealed by 95% of respondents who answered so and also direct observations by researchers.

The archive storage used by Tidar Sari residents is in the form of wooden shelves, wardrobes, and sideboards. There is no storage space specifically for archives. This is in accordance with the results of interviews and observations made that 60% of residents keep their archives in the clothes cupboard, and 25% of them store their archives on wooden shelves and also the rest as many as 15% keep their archives in the buffet.

Archives that are stored are occasionally used or borrowed by family members for the purpose of fulfilling administrative requirements, be it population, law, or education. Archives can be used on average 3 to 4 times in 1 month. Especially if it is during the period of population data collection, or school registration. The discovery of kembali archives is carried out by unpacking the folders / folders used in storing archives. The time it takes to rediscover the archives can be said to be a long time for most residents to recover their archives within 5-15 minutes. This is in accordance with the results of interviews with residents, 87% of whom answered 5-10 minutes and the remaining 13% answered 10-15 minutes in rediscovering the archive. None of the residents gave an answer in less than 5 minutes in rediscovering the archives. The difficulty experienced in redefining archives is that the archives are not properly organized, there is no clue which archives are needed to be stored in which part so residents have to sort out one by one the existing archives, this makes the time for the discovery of archives again tend to be long. In this case, 96% of residents gave answers to old archives found because they were located irregularly and the remaining 4% were due to damaged archives and difficult to read their writings.

Archives stored by Tidar Sari residents tend to suffer several damages including the color of the paper which changes color to dull, dirty, tearing of parts of the archive, and for long-standing archives the writing began to fade and could not be re-read. This was revealed by residents from the interview results, where 55% of them mentioned that the archives stored were dirty and torn, 35% of them revealed that the archives stored were smothered and torn, and 15% of them revealed that the archives stored had been lost due to mold on the paper. The



length of the archive stored by tidar Sari residents can last for about 5 years at most without damage because the storage is still not optimal. archives without damage last up to 2-3 years, 35% of which say archives can last 3-4 years and the remaining 5% say that archives are its storage can last 5 years without damage.

### 3.2 Phase B Treatment (Treatment/ Intervention)

The Handling Phase is given 15 days after the baseline phase, namely June 4 , 2022 to June 18 , 2022, where the author provides treatment in the form of using Bakuteku as a storage tool the archive replaces the folder / folder that has been used by the residents of Tidar Sari, Magelang City. The design drawings from Bakuteku are as follows:

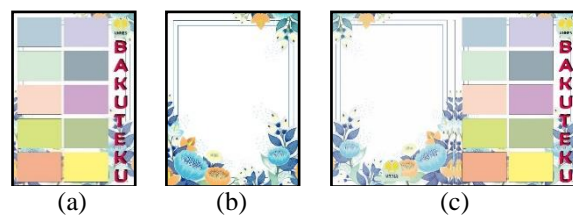


Fig. 2. BAKUTEKU Product Design (a) front cover (b) back cover (c) whole design

Residents of Tidar Sari, Magelang City , are asked to start replacing the archive storage folder with Bakuteku. Archives in the form of Family Cards, Birth Certificates, Marriage Books, House Certificates, Land Certificates, Diplomas, Professional Certificates, and other related securities with the administrative interests of the community in general began to be stored using Bakuteku 98% of respondents said that the shape of Bakuteku looks attractive with colorful colors which strikingly makes it seem interactive . The remaining 2% still question the usefulness of the existing parts of Bakuteku. In archival storage on bakuteku is done by selecting the color box on the cover then writing down the type of archive stored on the box and then only then only then stored in a plastic storage bulkhead in it the location of the selected bulkhead must also match the appropriate color with the color box on the cover that has written archive type for easy rediscovery. For more details, you can see the image of Bakuteku after it is finished and ready to use below.

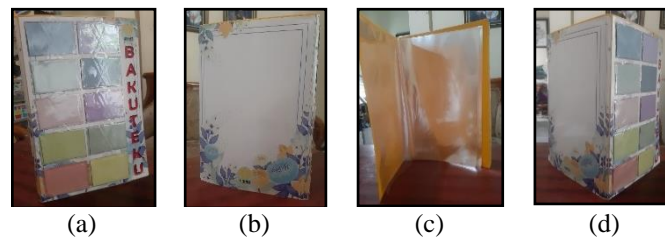


Fig. 3. BAKUTEKU products (a) Product front (b) Product back (c) Product inside (d) Product exterior

In this case, residents of Tidar Sari who previously only stored archives randomly in folders / folders inevitably had to classify the types of archives and store them on partitions according to the color chosen on the cover of my bakuteku. This makes the archive storage

more organized and classified. The placement of archives in plastic bulkheads makes archives avoid archive damage, avoid tearing, mold, dullness, and so on. In this case, 92% of respondents from Tidar Sari mentioned that Bakuteku is attractive in its use, 8% of whom mentioned colors too conspicuously. In the ease of storing archives, 95% of respondents mentioned that storing archives with Bakuteku is interesting and easy to do just write on the selected color box then keeping archives on partitions according to the selected color, the remaining 5% still feel lazy in storing and classifying archives. Residents of Tidar Sari also stated that the storage of archives with Bakuteku automatically helps them classify the archives they have. This is evidenced by the results of interviews which stated that 98% of respondents kept archives according to their type using different colors of bulkheads 2% of them still have errors in entering archives that do not match the color.

In terms of rediscovery of the archives of the residents of Tidar Sari, Magelang City, it is felt that there is progress in terms of time. Those who used to take a long time in the rediscovery of archives, namely for 5 – 15 minutes for 1 archive, after using Bakuteku can shorten the time for rediscovery their archives can rediscover archives in less than 1 minute – 3 minutes. This was revealed according to the results of interviews and observations of the author on residents 96% of residents can find the required archives under 1 minute 3% others can find archives are needed with 1-2 minutes and another 1% can find the archive within 2-3 minutes. The difficulties faced in the rediscovery of archives by residents of Tidar Sari, Magelang City, are also felt to be minimized by residents who were previously constrained by random archives so that it is difficult to find again after using Bakuteku this does not happen again because the archives stored have been classified by type and classification the residents themselves did it so they felt they understood the layout better. In this case, 98% of residents have not experienced the problem of random archives in storage, the remaining 2% are still experiencing problems because they entered the wrong archive in bakuteku storage bulkhead.

One of the obstacles in storing archives for the residents of Tidar Sari, Magelang City, is the damage to the archives, namely tearing, dullness, mold, lost writing because it is stored for a long time, dirty, and scuffed because it was stored by stacking in folders/folders just like that. After using Bakuteku, it is felt that it can be reduced because the archive storage in Bakuteku is each archive stored separately in 1 plastic partition and is not mixed with other archives, this makes the archives not swiped with other archives, reduces the scuffing of archive paper, is neater, avoids mold, then it maintains from the dullness of the archive and also the writing is not easily lost due to the protection of the archive. The results of interviews and author observations on the Tidar Sari nationality showed that 98% of residents said that the archives they stored in Bakuteku were kept clean and durable, not easily scuffed, protected from dirt and of course durable. 2% of them are still not careful in their storage so that archives are sometimes still folded and scuffed.

Overall, after using Bakuteku, Tidar Sari residents became helped in storing their archives, especially family or household archives. They consider that using Bakuteku is considered effective for storing archives so that they are not easily damaged, kept clean, more attractive, and also easy to find archives again.

### **3.3 Discussion**

The use of Bakuteku as a substitute for folders in the archive storage of Tidar Sari residents in Magelang City can be analyzed after researchers carry out 2 phases, namely phase A Baseline and phase B handling. Phase A is carried out before respondents are subjected to treatment or before the use of Bakuteku as archive storage.

Residents of Tidar Sari , Magelang city, initially used folders in archive storage, namely 85% used paper folders / folders and 15% used plastic folders / folders. After the treatment, they switched 100% to using Bakuteku.

In terms of storing archives before treatment or using Bakuteku, 95% of respondents stated that the archives stored seemed random – randomly vulnerable to damage, dirty, and lost. After treatment or use of Bakuteku, 98% of respondents stated that the archives they stored were neater, well classified, not easily dirty, not easily scuffed, avoid dullness or tearing because each archive is stored in a separate partition, and is durable. This suggests that there are better changes to the stored archives becoming more durable

In terms of the rediscovery of archives, if archives are to be used and must be found before the use of Bakuteku as a means of storing archives, tidar Sari residents rediscover archives within the period time 5 – 15 minutes 87% of which answer 5 -10 minutes and the remaining 13% answer 10 - 15 minutes in rediscovering archives. None of the residents gave an answer in less than 5 minutes in rediscovering the archives. After using Bakuteku, the time for rediscovery of archives can be minimized by being shorter to a maximum of 3 minutes 96% of residents can find the archives needed in under 1 minute Another 3% can find the needed archives within 1-2 minutes and another 1% can find the archives within 2-3 minutes. This suggests a change in the timing of the rediscovery of archives for the better.

Effectively, the Bakuteku archive storage is considered quite effective because it succeeds in making the stored archives well classified according to their type, making it easier to rediscover archives. Before the use of Bakuteku, tidar Sari residents revealed that 55% of them mentioned that the archives stored were dirty and torn, 35% of them revealed that the archives stored were buried and torn, and 15% of them revealed that the archives stored had been lost due to mold on paper but after treatment for the use of Bakuteku 98% of residents had not experienced the problem of random archives in storage, 92% of respondents from Tidar Sari mentioned that Bakuteku is interesting in its use, and 95% of respondents mentioned that storing archives with Bakuteku is easy to do just write on the selected color box then save the archive on the partition according to the selected color. This shows that the use of Bakuteku in archival storage is considered effective, interesting, and easy to process by the residents of Tidar Sari, Magelang City.

#### **4 Conclusion**

Bakuteku as an archive storage is considered suitable as a medium to store archives for the residents of Tidar Sari Magelang City after comparing the 2 phases in the study. Residents of Tidar Sari have 100% used Bakuteku as a means of storing their archives. 98% of residents stated that the archives they kept were neater, well classified, not easily dirty, not easily scuffed, avoided dullness or tearing because every one archives are stored on separate bulkheads, and are durable. In terms of rediscovery of archives needed for use 96% of residents can find the archives needed in under 1 minute. Storage with Bakuteku is also considered effective as a medium for archival storage , 92% of respondents from Tidar Sari residents mentioned that Bakuteku is attractive in its use, and 95% of respondents mentioned that storing archives with Bakuteku is easy to do just write on the selected color box then save the archive on the partition according to the color that selected. This shows that Bakuteku is considered more effective and can replace folders as a medium for storing archives because it

can classify archives well, protects archives from various damages, is easy in their storage, and is quick in the rediscovery of archives.

## References

- [1] A. W. Widjaja, *Administrasi Kearsipan Suatu Pengantar*. Jakarta: CV. Rajawali, 1986.
- [2] S. et al Mulyono, *Dasar-Dasar Kearsipan*. Yogyakarta: Liberty Yogyakarta, 1985.
- [3] B. Bartos, *Manajemen Kearsipan*. Jakarta: PT Bumi Aksara, 2003.
- [4] E. W. T. Lestari, *Arsip Dinamis Dalam Arus Informasi*. Yogyakarta: Arikha Media Cipta, 1993.
- [5] DPR RI & Presiden RI, “Undang-undang No. 43 Tentang Ketentuan Pokok- Pokok Kearsipan,” 2009.
- [6] B. M. Sukoco, *Manajemen Adminiistrasi Perkantoran Modern*. Jakarta: Erlangga, 2007.
- [7] T. L. Gie, *Adminstrasi Perkantoran Modern*. Yogyakarta: Liberty Yogyakarta, 2000.
- [8] S. Slamet and S. Markam, “Pengantar psikologi klinis,” *Jakarta Univ. Indones.*, 2003.
- [9] Latipun, *Psikologi Eksperimen*. Malang: Universitas Muhammadiyah Malang Press, 2008.
- [10] J. Sunanto, *Pengantar Penelitian Dengan Subyek Tunggal*. Criced: University of Tsukuba, 2005.
- [11] E. Diener, “Subjective well-being and personality,” in *Advanced personality*, Springer, 1998, pp. 311–334.
- [12] Tawney and Gast, *Single Subject Reasearch in Special Education*. Colombus: Charles E Merrill Publishing Company, 1984.