

25

**IMPLEMENTATION OF THE INTEGRATED DYNAMIC ARCHIVAL
INFORMATION SYSTEM (SRIKANDI) POLICY AT UPT STATE
VOCATIONAL HIGH SCHOOL 3 WAJO**

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Abstract

This study aims to explore the implementation of the Integrated Dynamic Archiving Information System policy at UPT Vocational High School 3 Wajo in improving the administrative process to be more effective, fast and transparent in supporting the learning and administrative activities at school. The method used is a qualitative method. Data were collected through observation, interviews, and documentation. The results of the study indicate that the implementation of the Integrated Dynamic Archiving Information System policy at UPT Sekolah Menengah Kejuruan 3 Wajo has been implemented well so that teachers and staff are greatly assisted in improving the administration and archiving processes in supporting the administration process, teaching and learning activities in the school environment. The Srikandi application is very helpful in managing archives and correspondence electronically. This application can also improve work efficiency and effectiveness and also the UPT SMK Negeri 3 Wajo has provided facilities and infrastructure such as computer/laptop devices with good and adequate specifications, and has tried to further improve the quality of wifi/networks at school. and support users to take part in training to develop application management competencies.

Keyword: Archiving

Abstrak

Penelitian ini bertujuan untuk mengeksplorasi implementasi kebijakan Sistem Informasi Kearsipan Dinamis Terintegrasi di UPT Sekolah Menengah Kejuruan 3 Wajo dalam meningkatkan proses administrasi menjadi lebih efektif, cepat dan transparan dalam menunjang proses kegiatan pembelajaran dan administrasi di sekolah. Metode yang digunakan adalah metode kualitatif. Data dikumpulkan melalui observasi, wawancara, dan dokumentasi. Hasil penelitian menunjukkan bahwa implementasi kebijakan Sistem Informasi Kearsipan Dinamis Terintegrasi di UPT Sekolah Menengah Kejuruan 3 Wajo telah di implementasikan dengan baik sehingga guru maupun staf sangat terbantuan dalam meningkatkan proses administrasi dan kearsipan dalam mendukung proses administrasi, kegiatan belajar mengajar di lingkungan sekolah. Aplikasi Srikandi sangat membantu dalam pengelolaan arsip dan surat menyurat secara elektronik. Aplikasi ini juga dapat meningkatkan efisiensi dan efektivitas kerja dan juga pihak UPT SMK Negeri 3 Wajo sudah menyediakan sarana maupun prasarana seperti perangkat computer/laptop dengan spesifikasi yang bagus dan memadai, serta berusaha lebih meningkatkan kualitas wifi/jaringan di sekolah. serta mendukung user/pengguna untuk mengikuti pelatihan untuk pengembangan kompetensi pengelolaan aplikasi.



Kata Kunci: Kearsipan

I. INTRODUCTION

The rapid development of technology has greatly affected the aspects of life and work environment that we currently do. The increasingly complex development of digitalization has made the government continue to develop Electronic Government as a form of accelerating bureaucratic reform. In today's digital era, mail management is a form of written communication in an electronic-based organization or government agency or what we know as the Electronic-Based Government System (SPBE). The influence of technological developments can affect the field of archives which also affects the way of looking at work, changes in the way of communication, changes in perception of efficiency, changes in the creation, management, and use of information/archives, and archive management for archivists (Pratiwi, 2012).

As a form of manifestation of clean, effective, transparent, and accountable government, as well as quality and reliable public services, there is bureaucratic reform in the system and work patterns that must be implemented in government agencies through the implementation of SPBE. One of the important parts of accelerating the implementation of SPBE in the field of archives is the implementation of integrated electronic-based archives. Archive management in the form of an application that prioritizes the ease of creating, distributing, and processing data is carried out in a fast time, storage, use, speed in the process of rediscovery, and controlling the efficiency of archival security so that this can support the existing public service system to be better, but of course, there are still various kinds of improvements in supporting public services to be better and of course the government or every agency must be able to adapt to the SRIKANDI application which has begun to be implemented in archive management.

Based on the description of the background of the problem, the formulation of the problem in this study is the first, how is the implementation of the Integrated Dynamic Archival Information System (SRIKANDI) Policy at UPT Menengah Negeri Kengah Negeri 3 Wajo? Then the second is what are the supporting and inhibiting factors in the Implementation of the Integrated Dynamic Archival Information System (SRIKANDI) Policy at the UPT State Vocational High School 3 Wajo?.

Based on the formulation of the problem, the purpose of this research is to analyze the Implementation of the Integrated Dynamic Archive Information System (SRIKANDI) Policy at the UPT State Vocational High School 3 Wajo. The second is to describe the supporting

and inhibiting factors in the implementation of the Integrated Dynamic Archive Information System (SRIKANDI) policy at the State Vocational High School 3 Wajo.

This research is expected to make contributions both theoretically and practically, namely the first, it can contribute to empirical studies to identify the effectiveness of the SRIKANDI Application in the creation of letters within the Inspectorate General, Ministry of Villages, PDPT. Second, it can provide benefits for academics as reference material in research related to the SRIKANDI application. Third, research as a source of encouragement in archive management in improving performance so that archive governance is better and as a source of information for archivist managers in creating archives through the SRIKANDI application, and is expected to be a reference for research that will be carried out next.

II. RESEARCH METHODS

This study uses qualitative research methods. According to Sugiyono, the qualitative research method is a research method used to research on the condition of natural objects (as opposed to experiments) where the researcher is the key instrument, the data collection technique is carried out in a triangulation (combined) data analysis is inductive, and the results of qualitative research emphasize meaning rather than generalization. To obtain complete data, data sources are very important so that research produces the right understanding of conclusions.

According to Sutopo, data sources consist of informants, events or activities, places or locations of objects, images, recordings, and documentation. Resource persons are sources of human data. Resource persons in this study include: Principal of State Vocational UPT 3 Wajo (1 person), Archives Coordinator (1 person), Srikandi Application Manager (1 person), ASN teacher / user (1 person), non-ASN teacher / user (1 person)

The types of data needed in this study are primary data and secondary data. Primary data is data obtained directly in the field while secondary data is data obtained from existing sources. Data collection techniques in qualitative research can generally be grouped into two ways, namely interactive and non-interactive data collection techniques. In this study, interactive techniques are used which include: (1) Observation techniques are used to dig up data from data sources in the form of events, places or locations, and objects, as well as image recordings. (2) Interviews are conducted with questions that lead to depth of information and are conducted in a way that is not formally structured.

In-depth interviews can be conducted at the time and conditions of the context that are considered most appropriate to get data that is truly detailed, honest, accurate and accurate,

(3) Documents vary in form from simple to more complete written, and can even be in the form of other forms/objects. In this research, in collecting data, namely by looking back at literature or documents and photos of documentation that are relevant to the theme raised in this study. In this study, the triangulation used is triangulation of data sources, where this triangulation directs research so that in collecting data, it is mandatory to use various existing data. Triangulation utilizes different types of data sources to dig into similar data. Thus, what is obtained from one source can be tested when compared to similar data obtained from other different sources.

Data analysis techniques are the process of collecting data systematically to make it easier for researchers to reach conclusions. According to Miles & Huberman (1992: 16), data analysis consists of three streams of activities that occur simultaneously, namely: data reduction, data presentation, conclusion/verification. The three flows are as follows: (1) Data reduction can be interpreted as the selection process, focusing on simplification, abstraction, and transformation of rough data that arises from written records in the field. (2) The presentation of Miles & Huberman Data limits a presentation as a set of structured information that gives it the possibility of drawing conclusions and taking action. (3) Conclusions according to Miles & Huberman are only part of an activity of a complete configuration. Conclusions were also verified during the study.

III. RESEARCH RESULTS

3.1. Communication Aspects

Based on the results of interviews related to strengthening communication with all school residents/fellow colleagues that the UPT Vocational High School 3 Wajo wants to achieve so that the implementation of the integrated dynamic archive information system policy can be implemented properly, it can be concluded that communication in a policy carried out between leaders and subordinates as well as fellow agencies is important for policy implementation. No matter how good the policies that have been formulated by the government will not succeed without being supported by good and effective policy communication.

3.2. Resource Aspects

Based on the results of the interview, Human Resources (HR) is one of the most important factors and cannot even be separated from an organization, both institutions and companies. And basically, Human Resources are human beings who are employed in an organization as planners and implementers as drivers to achieve the goals of the

organization. Departing from that, it is very important that the human resources in question are prioritized to be paid attention to their management properly, both for their availability and their competence/ability. The findings of the researcher can be concluded that the competence or ability of Human Resources (HR) is also important in supporting the achievements and goals of the organization, in the face of rapid technological developments, organizations can no longer be silent on their hands will definitely be overrun by the times, in the current era it can be said that people or organizations cannot sleep in the midst of the hustle and bustle of development in all fields, The availability of highly capable human resources is very necessary, the era of One Touch One Service requires the ability to manage well and continuously and consistently. The availability of Human Resources is needed because it is believed that there is a certain ratio of ratios.

3.3. Disposition/Attitude Aspect

Based on the results of the interview, the response to the policy of implementing the SRIKANDI application in the 3 Wajo State Vocational High School environment is very good because the application can facilitate data management, support faster and more efficient access to important information. With SRIKANDI, the bureaucratic process can be more efficient because it reduces the use of paper and accelerates the distribution of documents. In addition, this application also supports efforts to digitize and modernize the government system that is more environmentally friendly.

3.4. Aspects of Organizational Structure

Based on the results of the interview, the researcher concluded that an organizational structure that is easy to create and apply in the school environment is based on work patterns and responsibilities within the school environment. Each Member of the Organization Each member of the company / agency has its own responsibilities that must be carried out. The organizational structure of the company/agency can help clarify who the members should be accountable to and what tasks they should perform, so that each can work effectively and efficiently. In a company/agency, each member has different roles and positions. The organizational structure of the Company/agency allows members to know their position and see the relationship between the position and the tasks that must be performed.

3.5. Supporting Factors

The availability of devices is the most important supporting factor because one of the factors that can facilitate or facilitate an activity includes mainly accessing an application or the web. Network availability is critical because it ensures digital services are accessible with a seamless interface. Good network availability supports smooth operations and efficiency.

3.6. Inhibiting Factors

Inadequate computer skills: Some staff at UPT SMK Negeri 3 Wajo still have inadequate computer skills, causing staff difficulties in using the SRIKANDI application effectively. The network is less stable so that the internet speed is slow so that nature accesses applications today rely heavily on the internet. Without it, users are often unable to perform tasks or retrieve data. Slow connections can interfere with daily work so that the process of issuing letters becomes slow.

IV. CONCLUSION

Based on the descriptions that have been presented by the author in the previous chapters, the results of the research can be concluded as follows: The implementation of the Integrated Dynamic Archival Information System (SRIKANDI) at UPT SMK Negeri 3 Wajo has been implemented so that teachers and staff are greatly assisted in increasing the acceleration of administrative and archival processes in the school environment. The second is the supporting factors for the implementation of SRIKANDI at UPT SMK Negeri 3 Wajo Wajo such as the availability of computer/laptop devices with good and adequate specifications, the availability of internet connection facilities. The inhibiting factors faced in the implementation of SRIKANDI at UPT SMK Negeri 3 Wajo are the unstable internet network, some users are less competent in operating the application.

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