Conference Paper

Electronic Agenda (E-Agenda) Systems for Keeping School Archives in Indonesia: Is There A Case in Managing of Archive through Manual Agenda System?

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Abstract

The objective of the study was to develop e-agenda system to support archive management at school. During this time archival management in schools still uses manual systems in recording archives. The use of manual recording systems is not effective because the archive search process cannot be done quickly and accurately. Therefore, e- agenda system was developed to overcome these problems. The system was developed based on Ms. Access program. It was a Research and Development (R&D) study. The data were collected by observation, interview, documentation, and questionnaire. Then; the data were analysed quantitatively; it was t-test on the paired data to test the difference of the actual and the new model. It was also analysed qualitatively through the data triangulation. The results showed that e-agenda system can support better archive management. Therefore; it is suggested for administrative officer at school to implement e-agenda system to support archive management because e-agenda system easy to implement and does not require expensive fees to design it.

Keywords: E-Agenda, Archive, Management

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1. Introduction

Archive management is one of the most important administrative functions in school organization. It is impossible to plan and administer any formal organization effectively in which archives are not properly kept or mismanaged. To successfully achieve effective school archive must be safely kept and properly managed. School archive can therefore be defined as information keeping documents on school administration (Amos Oyetunde Alabi, 2017). They are at times referred to as the encyclopaedia of school activities. Most of them are kept because education law of the country requires that they must be kept. School archives are also kept because of the useful information they provide about the students, teachers, the school and the educational system in general.

Archive management is the systematic control of an organizations vital documents and records. According to Ogbonnaya (1994) in thesis by Omoha Fatu Dorcas (2013), archive management at school is the administrative responsibility of both principals and teachers to embrace ideal administrative practices that ensures effective and efficient school archive keeping in school system.

Management archive constitutes the arteries that supply life-sustaining blood to the system and sub-systems of organizations and institutions (Nwagwu, 2000). It will definitely be an impossible task to plan and administer any known organization in which archives are not kept, or are carelessly or fraudulently kept. The education system as a social organization has numerous sub-systems or levels that are managed to ensure some coherence and continuity. To successfully achieve this, records must be stored in such a way that they are accessible and safe guarded against environmental damage. The school must be very careful in keeping the archives, checking and crosschecking every item of information going out under their signatures.

Archive management ensures information can be accessed easily, can be destroyed routinely when no longer needed, and enables schools not only to function on a day to day basis, but also to fulfil its legal and financial requirements. The International Standard Organization (2001) in Allahmagani (2015) defines archive management as "the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of archive, including the processes for capturing and maintaining evidence of information about business activities and transaction in the form or records or archive".

Archive management is all encompassing, since it stipulates how archives should be managed even before it is created to the point of disposition or retention in the archives. Therefore, archive management can be one of the most important functions for many other reasons. Archives are the lifeblood of any institution. As very important function for school archive is also strategically important that archivists believe in the archive management has impact on administrative education (Burcak, 2013). It is impossible to plan and administer any formal organization effectively in which archives are not properly kept or mismanaged.

To successfully achieve effective school archive must be safely kept and properly well managed in order to ensure they are protected both administrative purposes and to serve as evidence of the institution's work. The scarce resources in schools may be wasted if their utilization and underutilization is not properly recorded (Usen, Udofia, & Offiong, 2012). School archive can therefore be defined as information keeping documents on school administration (Amos Oyetunde Alabi, 2017). They are at times

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Similar with Oluwole (2015) stated that school archives are seen as the collection of information on school personal (students, teacher and non-teacher), facilities, funds and school activities which are preserved for future use or reference purposes. According to Osakwe (2011), school archives are official documents, books and files containing essential and crucial information of actions and events which are kept and preserved in the school office for utilization and retrieval as needed.

There is a need to keep archive of all school activities as part of effective school administration. The management of archive is a vital responsibility of the school administrator because of the indispensable role of archives and information in the day-to-day activities of the school system. School managers rely on the short and long-term data captured in records to make effective decisions about immediate issues and more comprehensive school policies (Okpetu & Peretomode, 1995 in Rose, 2015).

Ibara (2010) asserts that without records there can be no accountability. Kemoni and Wamukoya (2000) stated that the effective of archive management at institution provide information required for the proper functioning of organizations, including schools. The net effect of poor management of archive at institution is a decrease in efficiency of institution and an inflation of its operating costs (Philip, 2014). Archive management is the systematic control of an organizations vital documents and records. In essence, sound archive management is the foundation any higher educational institution needs to provide services, to fulfil its obligation of accountability towards immediate community, students and staff and to protect their rights (Ngoepe, 2004). No institution can survive without keeping archives of its activities and also no office could operate successfully if it had to rely on memory alone to keep track of every transaction (Seniwoliba, 2017).

According to Ogbonnaya (1994) in thesis by Omoha Fatu Dorcas (2013), archive management at school is the administrative responsibility of both principals and teachers to embrace ideal administrative practices that ensures effective and efficient school archive keeping in school system. Management archive constitutes the arteries that supply life-sustaining blood to the system and sub-systems of organizations and institutions (Nwagwu, 2000). It will definitely be an impossible task to plan and administer any known organization in which archives are not kept, or are carelessly or fraudulently kept.

The education system as a social organization has numerous sub-systems or levels that are managed to ensure some coherence and continuity. To successfully achieve this, records must be stored in such a way that they are accessible and safe guarded against environmental damage. The school must be very careful in keeping the archives, checking and crosschecking every item of information going out under their signatures.

In the Ghanian Educational System, it is mandatory by law that all educational institution keeps certain archive (Seniwoliba, 2017). The management of archive at school is often organized around a life cycle that all archive should follow i.e. creation, storage, retrieval (for use as needed), retention and disposition which includes protecting all vital documents (records/archives).

Based on the results of observation about archives management at high school in Semarang city, their archival recording system is still using the manual agenda book. The facts in the field indicate the recording archives with manual systems were not effective. Problem that often occurs was difficult to know quickly about the number of archives received daily, weekly, monthly, and annually. It also takes a long time when will identify the information content of the incoming or outgoing archives. In line with the statement of Endang (2009) the problems faced by the administration was the large number of letters were made and accepted by the administration of school that makes data retrieval becomes inefficient. This is because the archiving process is still using the manual system in which every incoming and outgoing mail are recorded in the books and not computerized. In essence, every school in Indonesia was using manual book agenda to record their letter. Manual agenda book is a book that used to record the incoming and outgoing mail within one year. In addition, in line with the results research of Oktarina (2015) stated that the archives management at the high schools in Semarang city were still using manual system so it was ineffective. While the existence of the archive is to support the school accountability is very important.

Based on the results of research from Oktarina (2017) about the development of school accountability model based on archives, it was known that the majority of high schools in Semarang city still use manual system for management of archive, beside those only four schools have used computerized system. The details are as follows.

Recording of archive with manual systems are ineffective in school resulted in the archive management at the school was not optimal. Therefore, the efforts to overcome the ineffectiveness of archives recording at school are by designing and developing E-Agenda system. E-agenda system that will be developed based on Ms Access program.

_{TABLE} 1: ARCHIVE SYSTEM AT SCHOOLS.

No	Accreditation	Number of Schools	Information
1	A	53	Four schools were using the computerized system, 49 schools were
			still using manual system
2	B	25	25 schools were using manual system
3	C	16	16 schools were using manual system
4	New School	2	Two schools were using manual system
	Total	**96**	

Source: Oktarina (2017)

2. Research Methodology

This study was designed with a research and development approach which based on the principles and steps of Borg and Gall (1998), by simplifying the steps into four stages: (1) stage of preliminary study, (2) stage of development model, (3) stage of validation and limited testing to find a final hypothetical models, and (4) the stage of determination model which is finding the final and dissemination model. **The stage of preliminary study** was carried out in SMA 12 Semarang, SMA Al Uswah, and SMA Widya Wiyata. The three schools have represented the school that has accreditation of A, B, and C.

The stage of design development of the E-agenda System to support the archive management at school with experts through FGD and consultation/discussion. **The stage of validation and the limited tests** will be performed on the object of research and validation internally with colleagues and experts. **The fourth stage** is the external validation with implementation models to find the final model and dissemination. These stages in detail can be seen in table 3 below.

2.1. Data sources, data types and data collection techniques

The data source is distinguished into two, namely human and non-human. Human data sources have function as subjects or key informants. While non-human data sources come from the documents of organization and related agencies. Determination of informants as a data source was using purposive sampling techniques or by certain considerations that is knowing and involved in the management of archives at the school. These data sources include the principal, vice principal, teachers, administration

Table 2: THE STAGES OF RESEARCH.

The Stage of the Research	Activities	Technical	Results
Preliminary Study	Literature study and study of field	Observation, Interview, Documentation	Identified the implementation of recording of archives at schools and components related to management of archive at school
Development Stage	Formulating and composing design of model	Conducting Focus Group Discussion (FGD) and discussion with the experts in archive	Arranging the design model of E-Agenda systems and conducting FGD in participatory-collaborative as the first step for validation of the design conception model
The Stage of the Research	Activities	Technical	Results
Internal Validation Stage	Limited trials of model, Focus Group Discussion (FGD)	Experiments, FGD, and discussion with the expert	Hypothetical Model
External validation stage and the determination of the final model	Implementation of model or expanded trial, dissemination	Experiments, measurement of effectiveness as best practices	The establishment of an effective model is E-Agenda System to support the management of archives at school

officer at the school. Sources and data collection techniques and also research subjects can be seen in table 4 below.

Table 3: SOURCES AND DATA COLLECTION TECHNIQUES.

The Purpose of Research	Data Sources (People)	Data Collection Techniques
1. Known the implementation of the registration archives and constraints so far.	Principal, Vice Principal,	Interview, observation,
2. Idenified components related to the archive management at school.	Teachers, Administration	and documentation
3. Arranged the design of E-Agenda System to support the archives management at school	Officer, Expert	
The effectiveness of E-Agenda System Model to support the archive management at school	Principal, Academician, Vice Principal, Teachers, Administration Officer, Expert	Questionnaire with question form, then it will be analysed by T-Test

The data analysis process begins by reviewing all available data from various sources, namely from interviews, observation, documents, photographs, images and so on (Moleong, 1989:209). In this study uses data analysis during field, namely when the data collection in the field is ongoing, according to Milles and Huberman in Sugiyono

(2006:337) through the activity data i.e. reduction data, display data, and conclusion drawing/verification. As for the test of the effectiveness of the model, we were using T-Test. This study uses principles and the steps of Borg and Gall (1998:624), but could not be applied in full because of the limitations of the researcher, then the steps are simplified into four stages: (1) stage of preliminary study i.e. drawing up the design of conceptual model based on theory and field studies; (2) stage of model development by drawing up the design of the model; (3) stage of internal validation through the FGD with colleagues and experts as well as a limited trial; (4) stage of expanded trial and dissemination of final model that recommended.

3. Research Finding and Discussion

3.1. Research finding

All paragraphs must be indented. All paragraphs must be justified, i.e. both left-justified and right-justified.

Good archive management has an important role in an organization. The school as an organization that provides educational services in each activity could not be detached from the archive. Ineffective management of archives will interfere the running of school activities. The position of the archives at the school is supporting documents in the giving of information and reports related to the performance of the school. Therefore, the effective of archive management will support the achievement of the school accountability. But the facts in the field indicate that the archive management at school has not been effective.

Management of archive includes planning, controlling, directing, organizing, training, developing, and other managerial activities that aimed at the activities of the creation, maintenance, use and depreciation of archives. These activities are intended to achieve a good documentation and in accordance with policies and transactions (events, incident, and activities) are real, and operation management organization that is effective and efficient.

Management of archives that are organized by the school still use manual systems. The use of a manual system is causing problems in the finding of archive and searching the source archive. One of the stages in the management of archives is recording an archive. Now, the archive recording system conducted by school is using the agenda book. This system is not effective because it is not able to know the existing archive volume quickly. In addition, the information about the origin of archives cannot be

known quickly. Beside that recording archive has not classification for certain parts. This problem can be overcome by developing an archival recording system-based technology.

The system developed is E-Agenda system based on Ms Access program. Ms Access program that had more utilized for inventory logistics, but this study will be developing for E-Agenda system in recording the archive at school. This system is simple and easy to be applied. E- Agenda system designed by dividing into four menus, namely curriculum, facilities, students, and public relations. The details of the menus as in Figure 1.

Figure 1: First Menu of E-Agenda.

The steps for using E-Agenda System application begins by double click icon on menu of Ms Access, then login to E-Agenda System as in Figure 2.

How to login to the application of E-agenda School system can use the username and password, we can use username: NINA and password: OKTARINA. After that, the display will appear as Figure 3. The display is first page of E-Agenda System for school records.

On the display of homage menu, there are four types of menu E-Agenda for school archives include (1) Menu of curriculum archive, (2) Menu of Student Archive, (3) Menu of Facilities and Infrastructure Archive, and (4) Menu of Public Relation Archive. Each menu has the functions and benefits of appropriate field. The archive of curriculum menu can be seen in Figure 4

Figure 2: Menus for Login in E-Agenda System.

Figure 3: Menu of E-Agenda System for school archive.

In the menu of curriculum archive, there is only one menu about all kinds of document relating to the areas of the curriculum. The appearance of sub menu from curriculum archive can be seen in Figure 5.

The next menu in E-agenda system is student affairs archive. The display of student menu can be seen in Figure 6.

After this menu is about menu of facilities or infrastructure archive. The display of facilities/infrastructure menu as in picture 7
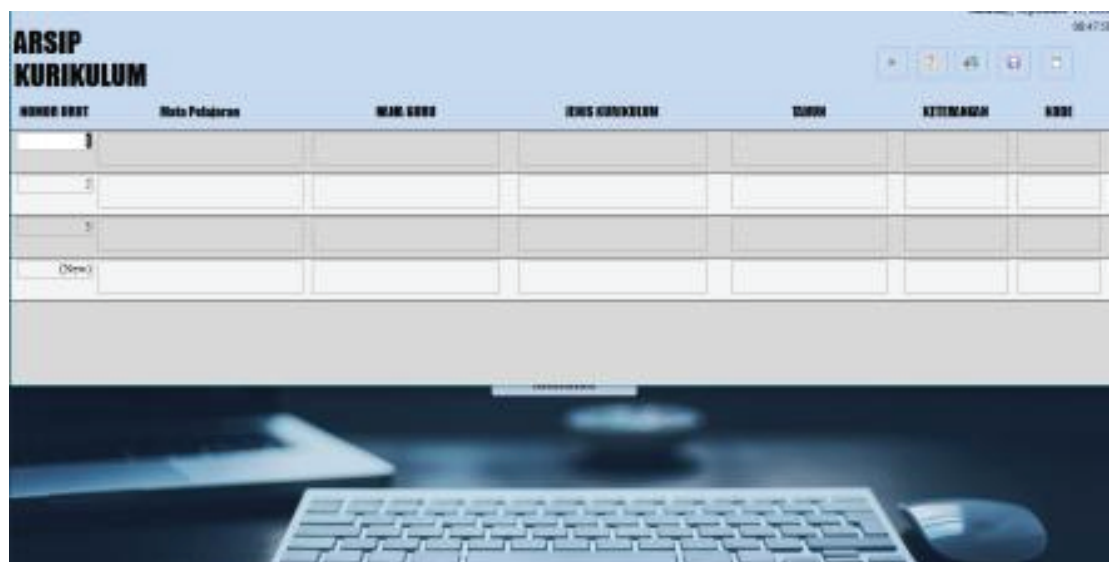
Figure 4: Menu of Curriculum archive.

Figure 5: the Display of sub menus in the curriculum field.

The last menu in the application of E-Agenda System for school archive is menu of public relations. In this menu, there are three submenus related to public relations activities. The display of public relation archive menu can be seen in Figure 8.

3.2. Discussion

A-agenda system has proven effective in supporting archive management at school. Based on the results of T-Test, it is known that T count is -42.799. The value of T table at confidence level of 95 per cent is 1.99045 by ignoring the mathematical sign (–) then T table < T count, namely 1.99045 < 42.799 which means the null hypothesis were

**Figure** 6: Menu of student affair archive.

Figure 7: Menu of Facilities/Infrastructure Archive.

rejected, so there is a difference between the responses of the respondents before with after development of the model. If based on the magnitude of the numbers significance, then numbers of significance is $0.05 < 0.00$. It means that the null hypothesis was rejected. Based on the hypothesis can be defined that there is a difference in valuation of the respondent before and after the development of the model. Position T table and T count on the curve can be seen in Figure 9.

A-agenda system is easy to implement and it also does not require an expensive cost in the development of the system. But it should be noted that the school must have

Figure 8: Display of Public relations Archive Menu.

H_0 rejected

H_0 received

H_0 rejected
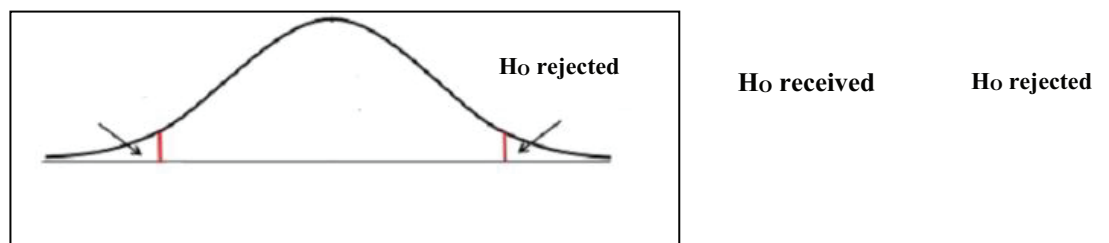
T count = -42,799, t tablee = 1, 99045

Figure 9: Graphs of T test.

a strong commitment related to the archive management at school by setting guide-lines for archive management, completing the facilities and infrastructure of archive management, and providing the training for officers of the archive.

4. Conclusions

The results showed that e-agenda system can support better archive management. Therefore; it is suggested for administrative officer at school to implement e-agenda system to support archive management because e-agenda system easy to implement and does not require expensive fees to design it.

Acknowledgment

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