Controlling the Head of the School Administration Section in Managing Archives at SMP N 24 Padang

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Abstract. This research was motivated because researchers found several problems related to the management of archives that are still not running properly. Problems related to archive management that are still not running as a whole. Overall. The role of the head of the Administration section in developing controlling archive management has actually been carried out, but there are still things that need to be improved and addressed again. Need to be improved and addressed again. Given that there are still employees Administration employees who still lack knowledge in archive management. Besides In addition, the role of the head of the Administration section must also be able to coordinate the Administration staff so that they carry out the stages of archive management in accordance with the stages of archive management. Administration staff so that they carry out the stages of archive management in accordance with the existing stages. stages that already exist. The purpose of this research was conducted to find out the stages and obstacles in controlling archive management at SMP N 24 Padang. This research uses descriptive qualitative methods. The results of this study indicate that the stages of archive management at SMP N 24 Padang have five stages in archive management. Padang has five stages in archive management. The stages are: a) Creation and Acceptance Stages, b) Distribution Stages, c) User Stages, d) Maintenance Stages, e) Destruction Stages. User, d) Maintenance Stages, e) Destruction Stages. Then the process of controlling the head of the Administration section in archive management has controlling such as: starting with the Standard Setting Stage, Determining Stage Measurement of Activity Implementation / Measurement of Implementation, Stage of Taking Action. The obstacles faced by the head of the Administration section in controlling archive management at SMP N 24 Padang, first, there are administrative staff who do not finish managing an archive. second, there are still Administration staff who do not understand how to manage archives correctly. do not understand how to properly manage archives.

Keywords: Controlling, Management, Archive, Administration

1. Introduction

The school administration is part of the technical implementation unit. organizing the system of education administration and information at The information that the school administration manages is important as the basis for the basis of service and material for school decision-making(Hariyati et al., 2022).

School administration or its other name administration is intensive in serving, assisting, and fulfilling or providing matters related to education information(Silvia Marlina & M. Arif, 2023). Head of administration as the person in charge of administrative operations, in charge of coordinating all administrative and financial activities of the school(Surono & Ifendi, 2021). school administration and finance. At the practical level, the

head of of the administrative department leads and coordinates all the activities of the staff. The administrative department is responsible to the school principal (Baedowi, 2015).

Controlling can be defined as the process of ensuring that organizational and management objectives are achieved(Simbolon et al., 2022). It is concerned with the ways in which activities are carried out as planned(FIANDI, 2023). This definition indicates the existence of a very strong relationship between planning and controlling (Panggabean et al., 2022). Controlling is also a must-have for a leader in his leadership in an organization, because controlling is a system function. i Which is to make adjustments to the plan, trying to keep deviations from the goal within the limits that can be tolerated so that the performance of tasks, processes and output are in accordance with the plan. performance of tasks, processes and output is in accordance with the plan (Arifudin et al., 2021).

According to Law Number 43 Year 2009 on archives is a record of activities or events in various forms and media in accordance with the development of information and communication technology that is received by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of social life, nation, and the state (Hastuti, 2014). Archive management plays an important role in the running of an organization, namely as a source of information and as a center of organizational memory, which can be used as material for assessment, decision making, or the preparation of development programs of the organization concerned.

Considering that archives are so important and must be maintained for the integrity of the information as well as physically for the progress of the organization, at SMP N 24 Padang the management of archives is held or entrusted by the administrative department of the SMP N 24 Padang school, which is tasked with ensuring that the integrity of the archives is maintained. Not only is it a view or theory that states that archives are an issue of information that is very important and useful for maintaining the stability of the organization or building an organization, but also at SMP N 24 Padang archives are considered as information that is very useful, it is not just considered as mere information.

Based on the results of the initial study conducted by the author at SMP N 24 Padang, that controlling is still lacking. that must be improved in controlling the management of archives at SMP N 24 Padang carried out by the Head of the Administration Section. Among them, there are still administrative employees who do not understand about archive management, and still need direction from the Head of Administration. Administration Section. Based on the problems with the conditions and facts currently occurring in the field, then the researcher was interested in conducting research with the title Controlling the Head of School Administration in the Management of Archives at the First High School (SMP) Negeri 24 Padang.

2. Methods

In this study the authors used a type of qualitative research. Qualitative research itself is research that intends to understand phenomena about something experienced by the research subject. understand the phenomenon of something experienced by the research subject for example behavior, perception, motivation, action etc. Holistically, and by describing in the form of words and language, in a natural special natural context and by utilizing various natural methods natural (Moleong, 2007).

In this qualitative research, the author in presenting the data data presentation is done by describing the data in the form of words and language about everything related to the object of research, namely language about everything related to the object of research, namely about the utilization of dapodik in the implementation of school administration at smp n 24 padang.

3. Results and Discussion

Archive management involves important stages such as creation, distribution, utilization, maintenance, and disposal of archives. Its purpose is to ensure the continuity, security, and accessibility of information. Controlling in archive management is carried out by the head of administration through establishing standards, measuring activity implementation, and taking appropriate actions. Challenges that may arise include a lack of understanding and skills among administrative staff, which can be addressed through proper training and guidance (Ardiana & Suratman, 2021)

The process of archives generally goes through several stages such as: Creation and Acceptance Stage, Distribution Stage, User Stage, Maintenance Stage, and Destruction Stage. User Stage, Maintenance Stage, and Destruction Stage. Based on the results of interviews with informants, it can be seen that the stages of archive management at Sekolah Menengah Pertama (SMP) State Junior High School 24 Padang is very important, because the stages of archive management are very important to support the success of is a very important effort to support the success of administration of a school. And this archive management also plays an important important in everything that concerns the identity of the school.

After conducting an interview with the principal there are several things related to the stages of archive management at SMP N 24 PADANG, she said: "*The Head of Administration certainly always optimizes to controlling the stages of archive management. If want this school to be successful in achieving its goals and not to be left far behind from other schools then of course we need to make maximum efforts in order to achieve these goals. There are several things that need to be considered in the of archive management in this school. First, of course we really require supporting infrastructure for the management of these archives. the archive. Such as computers, printers, cabinets, folders, stationery, and so on. Second, employees who are loyal to work and responsible. It is important that the employee who responsible for archive management is responsible for their work. with their work. For example, not delaying the recording of incoming or collecting data on teachers and staff. And Third is evaluation. This evaluation is usually done every month, in control the completeness of the archives that were done that month. With That way we will not find it difficult to find archives or information needed later in a sudden information needed later in a sudden time. Especially if there is a supervisor from the office who will check the performance of school employees and teachers. And at that time we will not will be overwhelmed or confused looking for the data needed.*"

From the results of the interview above, researchers can conclude that archive management is very important as a support in achieving school goals. Because as the source said in an interview with the researcher, the archive is like the brain of the school, and is very influential in the success of a school. Therefore, it is necessary to have effective and efficient archive management stages in the process. In the stages of managing these archives, the Head of Administration and Administrative Staff usually arrange the stages together, then will be applied by the Administrative Staff. In this case, the role of the Head

of Administration will gradually control the archive management process and evaluate the stages carried out by School Administration employees.

In the process of controlling the management of existing archives in a school, the role of the Head of Administration is very important. school, the role of the Head of Administration is very necessary school in terms of implementing the Controlling. A Head of Administration Section is required to play a role in the process of Controlling the management of the archive so that it runs smoothly. The controlling process includes various stages, namely: stage setting standards, determining the stage of measuring the implementation of activities, implementation measurement stage, implementation sharing stage with standards and analyzing deviations. Based on the results of interviews with the Principal of SMP N 24 Padang, the questions the researchers asked the head of administration were How to set a controlling standard in archive management? The Head of Administration said that: "*That is by looking at the deviations that occur in archive management, when deviations such as errors in the layout of archives or mistakes in making archives. can have a big impact on archive management then we will big impact on archive management then we will implement a controlling standard. Starting from the reprimand that I give, if I don't understand, I will also bomb the employee until he understands.the employee again until he understands. I do this action to control archive management so that it continues to run smoothly and correctly. smoothly and correctly. Because if there is just one mistake found will have an impact in the future, such as negligence in the work of administrative staff*.*"*

Based on the observations obtained by researchers in the field, the controlling process in archive management is still very much needed by administrative staff so that archive management runs well, and it is also necessary to take corrective action if necessary by not seeing who the person who made the deviation is when the deviation occurs, the head of administration has the right to reprimand his employees.

Basically, every activity must have obstacles in controlling archive management. Based on the results of an interview with the Head of Administration of SMP N 24 Padang, the question the researcher asked the head of the administration section was about Are there any obstacles that you face in the controlling process in archive management? The head of administration said that: "*There are obstacles that you face in the process of controlling archive management. administration said that:"Yes, of course there are, one of the obstacles that usually occurs when there are administrative staff who do not finish managing an archive. Then I go down myself to finish it. Usually This usually happens if the administrative staff do not understand the archive management itself. archive management itself. And the action I took by paying attention to the members who manage the archives in the form of mobilization until employees understand the management process*." The role of a head of administration is needed to maintain balance in this archive management stage, not only good at managing an archive but also good at managing all administrative resources at school with problems and shortcomings, the head of administration is able to overcome any obstacles that exist with good cooperation and deliberation. with school administration staff.

Based on the results of interviews, observations, and documentation that the stages of archive management are carried out in accordance with stages as follows:

a. Creation and Reception Stages

At this stage of creation, the administration at SMP N 24 Padang, creating an archive is when there is important information needed by the school or as a document to support the performance of teachers, an archive will be created and stored in a special place.

This archive creation stage is used as a medium for conveying information, as a basis for planning, organizing, decision making, controlling, and so on. Archive creation activities include the creation of outgoing letters and incoming letters.(Badrudin, 2013)

b. Distribution Stage

At the administrative distribution stage at SMP N 24 Padang, when there are incoming or outgoing letters, we always foreign. Depending on the needs of the archives distributed, some some are staffing, some are finance, the archives will be placed in the predetermined place. to a predetermined place.

c. User Stage

At the user stage of the administration at SMP N 24 Padang, in using an archive, after the archive is used, it must be seen again whether there is damage when the archive is used. The user stage is differentiated into two, namely archives whose frequency of use is still very high in organizing administration (continuous) and archives whose frequency of use is still very high. administration (continuous) and archives whose frequency of use has decreased in organizing daily administration. daily administration.

d. Stages of Maintenance

In the maintenance stage of the administration at SMP N 24 Padang, always place the archive in a special place so that the contents of the the archive is maintained. The archive maintenance stage is an effort to keep the archive in a physical condition that is not damaged as long as it still has use value. has use value, as for archive maintenance, namely: 1) Room arrangement, 2) Maintenance of the storage area, 3) Use of deterrent materials, 4) Prohibitions that should not be violated, 5) Cleanliness

e. Stages of Destruction

At the stage of destroying the administration at SMP N 24 Padang, When the physical form of the archive is no longer adequate, and the contents of the archive are no longer needed. of the archive is no longer needed. The archives kept by the institution have a use value which has a different period of time. Stages of archive destruction: 1) Move archives that are rarely used from the processor to the archive unit. archive unit, 2) Destroying archives in accordance with applicable regulations applicable provisions, 3) Submitting archives by the archive unit

Based on the results of interviews, observations, and documentation that the process of controlling archive management is carried out in accordance with the following process:

a. Standard Setting Stage

Controlling the head of administration on management at SMP N 24 Padang,

Namely by looking at the deviations that occur in archive management, when these

deviations can have a major impact on archive management, then we will carry out a controlling standard setting.

b. Stage of Determining Measurement of Activity Implementation / Measurement Implementation
Controlling the head of administration on management at SMP N 24 Padang, when the stages of archive management are carried out everything, and there are no mistakes in the management. the management.

c. Action Taking Stage
Controlling the head of administration on management at SMP N 24 Padang, the form of action we give is in the form of a reprimand so that the deviation is not repeated. so that these deviations are not repeated

Every activity is inseparable from obstacles based on the results of research and interviews, there are several obstacles in controlling archive management. such as the existence of administrative staff who do not finish managing an archive, and there are still administrative staff who do not understand how to properly manage archives.

4. Conclusions

The stages of records management at SMP N 24 Padang consist of creation and receipt, distribution, use, maintenance and destruction. Each stage plays an important role in maintaining the integrity and availability of records. By following the procedures set out in each stage, the school can ensure that important information is covered in the archives created and stored specifically. In addition, the use, maintenance and destruction of archives also need to be considered to ensure the sustainability and security of the information contained in them.

In archive management, the head of administration has an important role in controlling. The controlling process involves setting standards, measuring the implementation of activities, and taking action. By setting clear standards, the head of administration can identify deviations in records management. Measuring the implementation of activities will help in evaluating compliance with the set standards. When deviations occur, the head of administration must take appropriate action to correct the mistakes and prevent the recurrence of similar mistakes in the future.

Despite the stages of records management that have been set and the controlling process carried out by the head of administration, there are obstacles faced in managing records at SMP N 24 Padang. One of the obstacles is the lack of skills and understanding of administrative staff regarding proper archive management. To overcome this obstacle, efforts need to be made to provide training and guidance to administrative staff so that they understand well the process and principles of effective records management. By improving their understanding, records management in schools can be done better and more accurately.

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