THE INFLUENCE OF EMPLOYEE PARTICIPATION ON ARCHIVE MANAGEMENT AT BANDAR LAMPUNG CULTURAL AND EDUCATIONAL DEPARTMENT

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ABSTRACT. Good and correct archival management has indirectly helped the achievement of organizational goals. An agency or organization in carrying out program activities is directed to always be efficient and successful, in order to achieve effective and efficient results in achieving its objectives. This research was conducted at the Secretariat of Education and Culture Office of Bandar Lampung. The research problem of this study is that there are still many employees in the Department of Education and Culture in Bandar Lampung which indicate low work participation and there are some employees who complained about the lack of proper arrangement of previous archives so that they are not in accordance with good and correct archival governance. The research method used in this study is a quantitative research method. While data analysis technique used is the technique of correlation between employee participation to archives management. Based on the results of research conducted and followed by analyzing the data obtained, that there was a relationship between employee participation and managing archives in the Education and Culture Office of Bandar Lampung amounted 25.4% which indicates that employee participation affects the management of archives. This means there are influence between employee participation against the management of archives.

Key words: Influence of Employee Participation; Management of Archives; Bandar Lampung

PENGARUH PARTISIPASI PEGAWAI TERHADAP PENGELOLAAN ARSIP DI DINAS PENDIDIKAN DAN KEBUDAYAAN KOTA BANDAR LAMPUNG

ABSTRAK. Pengelolaan arsip yang baik dan benar secara tidak langsung telah membantu tercapainya tujuan organisasi. Suatu instansi atau organisasi dalam melaksanakan program kegiatan diarahkan agar selalu berdaya guna dan berhasil, guna untuk mencapai hasil yang efektif dan efisien dalam mencapai tujuannya. Penelitian ini dilakukan di Sekretariat Dinas Pendidikan dan Kebudayaan Kota Bandar Lampung. Permasalahan dalam penelitian ini adalah masih banyak pegawai di Dinas Pendidikan dan Kebudayaan Kota Bandar Lampung yang menunjukkan rendahnya partisipasi kerja dan ada sebagian pegawai yang mengeluhkan kurangnya pengaturan arsip yang tepat sehingga tidak sesuai dengan tata kelola kearsipan yang baik dan benar. Metode penelitian yang digunakan dalam penelitian ini adalah metode penelitian kuantitatif. Sedangkan teknik analisis data yang digunakan adalah teknik korelasi antara partisipasi pegawai dengan pengelolaan arsip. Berdasarkan hasil penelitian yang dilakukan dan diikuti dengan menganalisis data yang diperoleh, bahwa terdapat hubungan antara partisipasi pegawai terhadap pengelolaan arsip di Dinas Pendidikan dan Kebudayaan Kota Bandar Lampung sebesar 25,4% yang menunjukkan bahwa partisipasi karyawan mempengaruhi pengelolaan arsip. Ini berarti bahwa ada pengaruh antara partisipasi pegawai terhadap pengelolaan arsip.

Kata kunci: Pengaruh Partisipasi Pegawai; Pengelolaan Arsip; Kota Bandar Lampung

INTRODUCTION

Government agencies in carrying out activities serving the community will be more successful if they are able to optimize the work participation of their employees or their human resources. Participation is one way to increase motivation that has characteristics in its implementation.

Law of the Republic of Indonesia Number 5 of 2014 concerning the Civil Apparatus of the State emphasizes that the government is required to be able to optimize the human resources (HR) that exist in each government agency . The fact is to have high quality , high-participating human resources (HR) is not easy. This is related to the negative mental attitude that employees have such as being late, lazy, and not being criticized by the leadership . Indications of low work participation include lazy attendance at meetings, being late at work and also absent from work. At present the number of human resources in urban areas continues to increase from year to year so that it can have a significant impact on work participation in the community (Farida et al., 2018 : 1). According to Arifin (Davis, 2012 : 89), the accounting behavior (*behaviorial Accounting*) there is a discussion of the relationship between the preparation of budgets participation n the performance.

Participation can improve morale and encourage greater employee initiative at all levels of staff management Participation can also increase a sense of group unity, which can serve to enhance cooperation between group members in setting goals.

Recognizing the importance of archives as a center of memory and sources of information, the Government of the Republic of Indonesia enacted Law Number 43 of 2009 concerning Archives, which guarantees the safety of national liability materials regarding the planning, implementation and administration of national life which must be safeguarded for integrity, security and safety. Related to the existence of a special law on archives, archives in an organization or agency are a certain responsibility material and have a value in order to achieve the objectives of government. In public services,

the government is expected to be able to provide optimal performance and achieve a social goal for the community (Basu, 2019: 1). Leaders in government organizations are required to be able to provide an innovation for changes in public services, especially in the management of archives in order to achieve optimal results in a job (Yi et al., 2018: 1).

In an organization, archives are needed to provide services to other parties and for internal information needs in the organization. The archive is also the central memory of an organization, with the archive can be known various kinds of information that the organization already has so that it can determine the targets to be achieved by using the existing potential to the maximum (Twizeyimana, 2019: 5). In government agencies most of the report file data are not well organized, so the method of finding data for reporting sometimes gets into a problem that makes the government agencies especially in the archiving section too busy taking care of the archive data of each government agency as well as what is currently happening at the Education Office in Bandar Lampung City where every archive that comes from other agencies, the data is managed manually, so that the process of searching both archives that have just entered and archives that have long had a problem by conditioning the time in the search process in other words lack of time efficiency.

Basically participation is defined as the mental and emotional involvement of a person or individual in a group situation which encourages him to contribute to the group's goals and to account for his involvement (Davis, 2000: 142). Participation means the participation of a person or group of people in the development process both in the form of statements and in the form of activities by providing input of thoughts, energy, time, expertise, capital and or material, and to take part in utilizing and enjoying the results of development (Mikkelsen, 2001: 46).

According to Sundariningrum in Marsikanto (2012: 38) classifying participation into 2 (two) based on the way of involvement, namely:

a. Direct Participation

Participation happens when individuals display certain activities in the participation process. This participation occurs when everyone can put forward their views, discuss the subject matter, raise objections to the wishes of others or against their words.

b. Indirect participation

Participation happens when individuals delegate their participation rights. Cohen and Uphoff cited by Dwiningrum (2011: 61-63) distinguish participation into four types, namely first, participation in decision making. Second, participation in implementation. Third, participation in taking a benefit. And Fourth, participation in evaluation. At this time information and communication technology will revolutionize participation that is considered democratic (Toots, 2019: 3). Employee participation is where employees in an organization play a greater role in the decision making process. This is an arrangement that ensures that employees are given the opportunity to influence management decisions and to contribute to improving organizational performance (Amstrong, 2006: 35).

According to Soedaryono (2000: 16) an employee is "someone who makes a living by working in an organizational unit both government unit and private work unit". Employees are those who work in a business entity, or company, both private and government, and are given work benefits in accordance with applicable laws and regulations, both daily, weekly and monthly (Wiyasa, 2003: 10). Based on this description, it can be concluded that an employee is someone who works in an organizational unit, a business entity both government and private, both as permanent employees or not, who are given employee benefits in accordance with applicable laws and regulations, to carry out a job in the office determined by the employer and everything is done to meet the needs.

Purpose of Employee Participation

The goal of employee participation for the organization was initially limited to achieving high productivity through a workforce that was more committed to the organization. Then, as development of behavior theory, participation is considered and expected to achieve more complex organizational goals, such as encouraging employee morale, motivation and commitment, and quality of work life or even what Abraham Maslow put forward regarding self-actualization (Dwiningrum, 2011: 80). Many organizations put pressure on personnel but with resource management human resources better it will reduce the impact of work stress on employees is one way to a strategy *of reward* and commitment to the organization itself (Jaharuddin, 2019: 1).

Management is a process that helps formulate policies and objectives that provide oversight to all things involved in the implementation and achievement of objectives (Wursanto, 2004: 55). Management archives should be planned early as possible, which means that an organization carries out its activities should be designed on the management. In the application of SIM (Management Information System) the arrangement of data sources must be neatly programmed so that the procedure of delivering information material is not interrupted (Anggrawati, 2005: 30). Adisasmita (2011: 22) argues that, "Management is not only carrying out an activity, but is a series of activities that include management functions such as planning, implementation, and supervision to achieve goals effectively and efficiently. So, it can be concluded, that management is a process of resource utilization effectively and efficiently to achieve an expected target optimally by taking into account the sustainability of the resource function.

According to Liang Gie (2000: 18) that the archive is a collection of scrip which is stored systematically because

it has a use so that whenever it is needed it can be quickly recovered. Barthos (2005: 1) mentions that archives are any written archives either in the form of pictures or charts containing information about a subject (subject matter) or an event made by someone to help the memory of that person (that) as well. So that includes the archive for example: letters, receipts, invoices, bookkeeping, payroll, price list, resident card, organization chart, photographs and so forth.

Sugiarto (2005: 5) "The archive is a collection of documents that are stored regularly plan because it has a purpose so that whenever needed it can be quickly recovered". According to Law No.43 of 2009, archives are archives of activities or events in various forms and media in accordance with developments in information and communication technology made and accepted by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of community, national and state life.

Meanwhile, according to Sedarmayanti (2003: 32) the term archive includes:
a. Collection of manuscripts or documents.
b. Building (space) storing a collection of texts or documents.
c. The organization or institution that manages and stores collections of manuscripts or documents.

According to Sugiarto (2005: 10) argues archiving is the placement of papers in good storage areas according to predetermined rules such that each paper (letter) if needed can be recovered easily and quickly. According Sedarmayanti (2003: 40) as for the stages of archiving management are:
1. Archive creation phase, is the initial stage of the life process of the archive, i.e. it is formed in the form of concepts, lists, forms and so on.
2. The management and control stage is the stage where incoming / outgoing letters are archiveed in accordance with a predetermined system. After that the letters are directed or controlled for further processing.
3. The reference stage, namely the letters are used in the daily process after the letters are classified in the index, then the letters are stored according to a particular system.
4. The depreciation stage is the activity of reducing the archives.
5. The phase of destruction is the destruction of archives that have no more use value that can be done by State and private institutions.
6. Staging stage in the archival unit, archives that have decreased the use value is registered.

Then transferred to storage in the filing unit in each office or in accordance with applicable regulations.

Recently, based on pre-research interview with Head of General Affairs and Civil Service, Education and Culture Office of Bandar Lampung, the office has 112 employees, but there are no special employees working in the field of archive management. Moreover every employee put their own archive irregularly, as the concequences sometimes it makes the archives are harder to find.

METHOD

The research method used in this research is quantitative research where in this method which emphasizes the aspect of measurement objectively of social phenomena, to be able to take measurements, each social phenomenon is broken down into several problem components, variables and indicators. There are 2 (two) variables in this study. The independent variable or independent variable is employee participation (X) and the dependent variable is archives management (Y). The sample is a portion of units in the population whose characteristics or characteristics are actually investigated. The sampling technique in this study refers to Arikunto (Siregar, 2013: 25) i.e. if the research object is less than 100 then it is better to take all, then if the amount is more than 100 then it is better to take between 10-30%. According to the existing population of the number of employees involved in the Education and Culture Office of Bandar Lampung is 112 employees. Therefore, the authors set to 26.78% as many as 30 people as respondents in this study. To find out the magnitude of the influence between employee participation on archives management, the authors use the product moment correlation statistical formula. Based on the data obtained in the study through a questionnaire from 30 respondents and included in the effect of employee participation on archives management can be seen in the following table 1.

Table 1. Analysis To Know the Effect Between Employee Participation On Archive Management

No	X	Y	X^2	Y^2	XY
1	105	114	11025	12996	11970
2	102	111	10404	12321	11322
3	99	113	9801	12769	11187
4	102	105	10404	11025	10710
5	98	103	9604	10609	10094
6	100	106	10000	11236	10600
7	98	99	9604	9801	9702
8	107	107	11449	11449	11449
9	97	105	9409	11025	10185
10	101	105	10201	11025	10605
11	104	117	10816	13689	12168
12	97	112	9409	12544	10864
13	98	109	9604	11881	10682
14	99	105	9801	11025	10395

15	101	97	10201	9409	9797
16	97	106	9409	11236	10282
17	103	108	10609	11664	11124
18	98	106	9604	11236	10388
19	104	108	10816	11664	11232
20	102	106	10404	11236	10812
21	99	102	9801	10404	10098
22	102	100	10404	10000	10200
23	105	112	11025	12544	11760
24	101	100	10201	10000	10100
25	100	106	10000	11236	10600
26	101	104	10201	10816	10504
27	109	120	11881	14400	13080
28	102	109	10404	11881	11118
29	104	108	10816	11664	11232
30	107	112	11449	12544	11984
Amount	3042	3215	308756	345329	326244

Source: Processed from the results of research in 2019

It used product Product-Moment Correlation Coefficient. This method is used to find out the presence or absence and the size of the relationship between independent variable and dependent variable (Sugiono, 2005).

$$rxy = \frac{n\sum xy - (\sum x)(\sum y)}{\sqrt{\{n\sum x^2 - (\sum x)^2\}\{n\sum y^2 - (\sum y)^2\}}}$$

How to calculate by using the formula:
rxy = "r" correlation index number of Product Moment
n = Number of Samples
$\sum XY$ = Number of multiplication results between scores x and y
$\sum X$ = Total number of x
$\sum Y$ = Total Number of y

To see the relationship between the two variables, it can be formulated as follows:
a. Positive "r" value indicates the relationship between the two positive variables, meaning that the increase in the value of one variable is followed by the value of the other variable.
b. Negative value of "r" indicates the relationship between the two negative variables, meaning that a decrease in the value of one variable is followed by an increase in the value of the other variable.
c. Value of "r" equal to zero indicates that the two variables do not show a relationship, meaning that one variable remains even though the other changes.

To find out whether there is a high or low relationship between the two variables based on the value of "r" (correlation coefficient), it used the interpretation number that has been put forward (Sugiono, 2005).

RESULTS AND DISCUSSION

The condition of employees in the Secretariat of the Education and Culture Office of Bandar Lampung City as one of the important components in the organization, because the human resources of these employees determine the success of carrying out and completing tasks and work in accordance with the stated goals, the Secretariat of the Office of Education and Culture Bandar Lampung City has a number of willingness and main capital in carrying out the tasks and work of the organization, among others: Education, work experience, rank and class, all of which strongly support the ability and accuracy in carrying out their duties and work. Respondents in this study were 30 people.

To determine the criteria for the value persentage of respondents' answers, measurements were made using data obtained from questionnaires, each statement item accompanied by 5 possible answers that must be selected and considered according to the respondent. From these answers, the following evaluation criteria were prepared:
1. Cumulative value is the value of each statement item which is the answer of 30 respondents.
2. Persentage is the cumulative value of the item divided by the frequency value multiplied by 100%.
3. The number of respondents is 30 people, and the largest measurement scale value = 5, while the smallest measurement scale = 1, so that the highest cumulative number obtained = 30 x 5 = 150, and the smallest number of values = 30x 1 = 30. The largest percentage value is = 100% and the smallest value = (30/150) x100% = 20% of the two percentage values obtained range value = 100% - 20% = 80% and if divided by 5 measurement scales the percentage interval value = = (80%)) / 5 = 16% in order to get the percentage evaluation criteria classification as in the following table:

Table 2. Assessment Criteria Based on Percentage

No.	Percentage	Assessment criteria
1	20-35.99	Very bad
2	36-51.99	Not good
3	52-67.99	Pretty good
4	68-83.99	High
5	84-100	Very high

Source: Processed from the results of research in 2019

Table 2 shows that the five criteria according to the level of acquisition scores from very poor to very high. The results of score processing and the percentage for the research respondents' responses to the statements of each item statement about the variable are described as follows:

Analysis of the Effect of Employee Participation on Archives Management

In table 1 data collection through a list of statements answered by 30 respondents, the following calculation results are obtained:

N = 30 $\sum XY$ = 326244

$\sum X$ = 3042 $\sum X^2$ = 308756

$\sum Y$ = 3215 $\sum Y^2$ = 345329

Furthermore, these values will be entered into the product moment formula, which is as follows:

$$r_{xy} = \frac{n\sum xy - (\sum x)(\sum y)}{\sqrt{\{n\sum x^2 - (\sum x)^2\}\{n\sum y^2 - (\sum y)^2\}}}$$

$$r_{xy} = \frac{30.(326244) - (3042)(3215)}{\sqrt{\{30.(308756) - (3042)^2\}\{30.(345329) - (3215)^2\}}}$$

$$r_{xy} = \frac{9787320 - 9780030}{\sqrt{\{9262680 - 9253764\}\{10359870 - 10336225\}}}$$

$$r_{xy} = \frac{7290}{\sqrt{\{8916\}\{23645\}}}$$

$$r_{xy} = \frac{7290}{\sqrt{21081882}}$$

$$r_{xy} = \frac{7290}{14519,601}$$

$$r_{xy} = 0,502$$

Based on the calculation above, it turns out that the influence of employee participation in managing archives at the Secretariat of the Education and Culture Office of Bandar Lampung City is included in the medium category, with a correlation value of 0.502. So the conclusion is employee participation also affects the management of archives. To find out how much influence the participation of archives management, the following formula is used:

KP = r^2 x 100%

After the correlation is known, r = 0.502 obtained from the previous calculation, the percentage of the effect of employee participation on archives management at the Secretariat of the Education and Culture Office of Bandar Lampung City is as follows:

KP = r^2 x 100%

KP = $(0,502)^2$ x 100%

KP = 0,252 x 100%

KP = 25,2%

From the results of the calculation of the deciding coefficient states that employee participation affects the management of archives in the Secretariat of the Education and Culture Office of Bandar Lampung City by 25.4%, there is a weak relationship level while the remaining 74.8% is influenced by other factors, for example the file clerk specifically working in the archives, facilities and infrastructure archives.

The conceptual theme examined in this study was the effect of employee participation on archives management in the Education and Culture Office in Bandar Lampung.

As is known, the state civil apparatus is an element of the government apparatus that carries out the functions of public services, implementation of development, and community development. To have high-quality and high-participated human resources (HR) is not easy. This is related to negative mental attitudes that employees have such as being undisciplined, lazy, and often skipping work . One type of activity that is widely carried out in various organizations, both government and private organizations is the work of storing documents, archives or documents. This activity is better known as archival administration. Archives have a very important role in administration, namely as a center of memory and source of information in the context of carrying out planning, analysis, formulation, wisdom, judgment, control, and accountability activities precisely.

Good archives management is directly influenced by employee participation. If the participation of employees is not good, the management of archives that are created will not be good too, and vice versa. If the employees participate well in managing archives, it will create well-organized archives. According to the results of research or statements from the employees stated that the participation of employees in the Department of Education and Culture in Bandar Lampung City has fulfilled the existing dimensions. The dimensions to measure archives management are: arrangement, storage, borrowing, rediscovery, maintenance, security, depreciation.

Interviews were obtained with the Head of General Affairs and Civil Service, Education and Culture Office of Bandar Lampung related to the influence of employee participation in managing archives in the Secretariat of the Education and Culture Office of Bandar Lampung City, it was stated that:

"Employees have the responsibility of doing work that is part of them, including when managing archives. Education and Culture Office, there are no special employees working in the field of archive management. For this reason, it is an obligation for every employee to be able to participate in managing archives. The lack of a place / facility and special infrastructure for storing archives results in the existing archives being stored indoors in every sub-section Bandar Lampung City Education and Culture Office of Bandar Lampung. So that the shortage affects the storage of archives that are not neatly organized " .

In accordance with the results of the interview the head of the general affair and staff said that the facilities and infrastructure for special archival storage are incomplete which results in archival storage being poorly organized, resulting in the difficulty of recovering archives. This shows that the management of the existing archives in the Department of Education and Culture in Bandar Lampung City has not been maximized.

To find out how much influence the participation of archives management, the formula used in the Deciding

Coefficient is used, namely KP = r 2 x 100%. After knowing the correlation, r = 0.502 obtained from the previous calculation, the percentage of the effect of employee participation on archives management at the Secretariat of the Education and Culture Office of Bandar Lampung City is 25.4%, while the remaining 74.8% is influenced by other factors, for example, the archives officer who specialized in the archives, facilities and infrastructure of the archive. The influence of 25.4% is at the level of weak relationship. This is indicated in the three dimensions of Employee Participation that have not been sufficiently maximal, especially in the dimensions of mental and emotional involvement that fall into the sufficient category. Likewise, the dimensions of responsibility fall into the sufficient category, so that the average of the three dimensions falls into the sufficient category.

CONCLUSION

Employee participation influences the management of archives in the Secretariat of the Education and Culture Office of Bandar Lampung City. Based on the dimensions namely, mental and emotional involvement, contribution motivation, responsibility. The percentage of the influence of employee participation on managing archives is 25.4%, which indicates that employee participation affects the management of archives in the Secretariat of the Education and Culture Office of Bandar Lampung City, and it can be concluded that the management of archives can be influenced by other factors such as the availability of facilities and more complete infrastructure, the existence of special staff archives and so forth. And judging from the professional field assessment of employees regarding the duties and responsibilities in the Education and Culture Office of Bandar Lampung City, it can be said to be good, although it is still found that there is a lack of employee participation that does not affect the management of archives to be bad.

Good archives management is directly influenced by employee participation. If the participation of employees is not good, the management of archives that are created will not be good, too. If the employees participate well in managing archives, it will create well-organized archives. According to the results of research or statements from the employees stated that the participation of employees in the Department of Education and Culture in Bandar Lampung City has fulfilled the existing dimensions . The dimensions to measure archives management are: arrangement, storage, borrowing, rediscovery, maintenance, security, depreciation.

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