

# Why the Registration Was Importance for Management of Record?: The Implementation of Management of Record to Support the School's Accountability

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**Abstract:** Management of record had a significant effect on the school accountability. Because of the record has an important role to support the authentic, complete, and accurate document for the implementation of the accrediting school. The archive as authentic evidence, it can be used to proof a legal accountability. The problems examined in this study of how the management of record, the obstacles faced in the management of record, and the efforts in reducing the barriers in management of record to support the accountability of the school. The purpose of this research knows the management of record in the school, seeing the obstacles happened in the management of record, and knowing of the efforts in reducing constraints in the implementation of the record management to support the accountability school at Vocational High School at Kudus. This research used the qualitative study. Data sources in this research are 6 informants. The technique of data collection in this research used observation, interview, and documentation. The procedure of this study includes the pre-field, during the field, and data analysis. Analysis of data was performed by data collection, reduction data, and presentation of data. The result in this research indicates that the registration in the management of record had a significant effect on the school accountability, because the registration of record would be able to provide supporting documents are authentic, complete, and accurate.

## 1 INTRODUCTION

The quality of the school shown with an increase in the quality of a school consistently. Increasing in the quality of a school was a systematic and consistently of process to improve the quality of teaching and learning and another relating factors, with the aim of the target of school could be achieved more effective and efficient.

As expressed by Jalal (2001:88) in the book of "Paradigma Pendidikan di Indonesia" in the study of Oktarina and Hengky Pramusinto (2016:260) stated that "there are three aspects that can guarantee the quality of an educational institution, i.e. competence, accreditation and accountability. Graduates are deemed to have required competence entitled to a certificate. Educational institutions as well as the devices are judged to be accredited. Accredited educational institution and considered able to produce quality graduates, always try to maintain and guarantee the quality that is appreciated by the public institutions accountable."

The result of accreditation is the form of school's quality improvement. In the implementation of the accreditation by school, the school has to complete of the filling for accreditation documents. In line with the Accreditation Instrument of Filing Guidelines for Vocational High Schools issued by the National Accreditation of School/Madrasah (BAN-SM) mentioned that every filling an instrument of accreditation and information supporting should be accompanied by physical evidence.

So, it can be said that if the school has accountable, it should be supported by available document. Providing of supporting documents was supported the management of record as good as possible. Following the result of the accreditation in Vocational High School at Kudus shown the table 1.

Table 1 the Value of Expertise Program Account at Vocational High School at Kudus

| No | Expertise Program       | Categories |
|----|-------------------------|------------|
| 1  | SMK Negeri 1 Kudus      | A          |
| 2  | SMK NU Ma'arif Kudus    | A          |
| 3  | SMKS Wisuda Karya Kudus | A          |
| 4  | SMKS PGRI 01 Kudus      | A          |
| 5  | SMKS Muhammadiyah Kudus | A          |
| 6  | SMKS Banat Kudus        | A          |

Source: Researcher, 2017

From the table above proves that Vocational High School at Kudus is a school with a good quality. However, in the facts in the field shown that the school has not taken the management of record optimally, because, it was not registering for all of record which made and used. The management of record includes the activities of the creation, storage, use, maintenance, and depreciation record.

Activities in the creation and use of the record should be registration processing first. Because, when the creation of record without registration of record, it will complicate if we was needed at any time. In addition, the recording or registration was very important for the management of record, so that record was not forgoing or clashing of data or document. Agreed with Sarbanes-Oxley Act (July 30th, 2002) in the book *Why Records Management?* By PRISM International reveals that "Utilizing a system of record keeping which conceives rather than discloses or makes it difficult to identify or dissect it."

Based on above, it shows that there was a gap between the theory and fact in the field. Because, Vocational High School at Kudus was able to provide a physical evidence while not implementing the registration of record in the management of record. Hence, researcher interested to know "Why the Registration was Importance for Management of Record? The Implementation of Management of Record to Support the School's Accountability".

## 2 LITERATURE REVIEW

### 2.1 Management of Record

The management of record was implemented to ensure the availability of record in organizing activities for performance accountability and valid instrument of evidence based on a system of fulfilling the requirements (Sugiarto, 2015:4). According to Praditya (2015:23), record management was an record management procedures. Sugiarto (2015, 17) revealed that the management of

record was a art of controlling a document its use, maintenance, protection, and storage of the record.

Nuraida (2014:115) said that the procedure of record management can be made of several stages, the following (1) a procedure of storage recording, (2) a procedure of lending/taking record, (3) a procedure of depreciation record. According to Sedarmayanti (2015:93) explained that the management of archive was an activities for setting and drawing the archive an a systematic and logical, storing and tending of archives for used in safe and economical.

The purpose of the management of archive is to ensure the availability of the record in administration as for performance accountability and valid instrument of evidence based on a system of fulfilling the requirements, a systematic, intact, comprehensively, and accordance with the standard of procedure. In addition, the purposes of the management of archive also to keep the authentic, integrity, security, and safety records. These purposes can be realized, when the management of archive was applied through the creation, use, maintenance, and depreciation of records. If all of the activities were well done, managing of archive will be run smoothly. Information from above, which the activities of the record management includes creation, storage, use, maintenance, and depreciation records.

### 2.2 The Concept of School Accountability

According to Behn (2001:4) in Kurniawan (2012:3) explained that accountability was an obligation to keep recording accurate. Mahsum (2006) in Sukrisno (2011:82) claim that accountability is defined as accountability based on a note or a written report for external. Accountability is the most important for educational institution that funded or had dependence to the public.

The purpose of the school accountability is to create of confidence from public in school. Accountability for schools is a process to report the activities of school, because the public is main stakeholders. Where high of public trust for school could encourage participation that higher on the management of school. Due to school would be regarded as a changing and sourcing of society. Based on opinion of the experts above, it can be concluded that accountability is a responsibility related to the performance of school in an educational institution to the internal and external sides' school.

### 2.3 Previous Research

Previous research had been done in supporting of research i.e. as follows:

- a. Nina Oktarina and Hengky Pramusinto (2016), under the title "School Accountability Model based on Archive. It writes about school-accountability based archive in Junior High School (SMP) and Senior High School (SMA) in Semarang. The focus of this study discusses performance the school-accountability did not supported by capacity of authentic document. The management of record used not consistent with the system of record, so record could not be found quickly and many archives of school that missing.
- b. Nina Oktarina (2017) with a title "Dynamic Record Management to Support School Accountability. It explained about the implementation of record management to support accountability to schools in SMA in Semarang, Central Java, Indonesia.

### 2.4 The Framework of Thinking

A good of archive management in school shows that the school had a superior quality of school. Same with a good archive management is supported with the activity of registration, so the activities of archive management can be used as evidence authentic. Sedarmayanti (2015:43) stated that record has an important role as valid material or authentication tool (evidence authentic) in every organizational activity. The argument is supported by Anggrawati (2004:14) explained that the archive was very important to the evidence for administration in organization.

But, in the fact show that the management of archive in the school had accordance with the procedure of archive, but it had not yet been evidence in the administration of a accountability in organization. The other fact found that the archive management has good influence for the quality of school. It was proven, a school was getting a good predicate for accreditation and all of students were 100% graduates. Hence, it happen the gap between the theories to the fact in the field. Because the management of record that began in the creation, storage, use, maintenance, and depreciation has not been optimally in accordance with the procedures and theory of record.

This is shown from the process of the creation archive, the archival staff cannot understand on the

creating and acceptance of archives. According an archival archive, creating and acceptance of record were not needed to registry, but the archive has been made and accepted directly stored.

## 3 METHODS

### 3.1 Research Approach and Design

The kind of this research was descriptive research with qualitative approach and use an interactive model. According to John W. Creswell (2008:10) said that "The method of qualitative research is largely inductive, with the inquire generation meaning from the data collected in the field". This suggests that qualitative research is research methodology that is inductive and the result of the qualitative study emphasize more meaning in accordance with the data collection in the field. Research methodology in this study uses the descriptive method for the purpose of making description, writing or drawing systematically, factual, and accurate about the fact, nature, and also phenomenon studied.

### 3.2 Focus and Location Research

Focus in this research is more directed on management of the record to support the accountability school in Vocational High School at Kudus. The following were some of the issues which it is focused in this research (1) The implementation of record management, includes all of activities in (a) creating, (b) storage, (c) using, (d) maintenance, (e) depreciation archive. (2) The obstacles of the implementation of record management, and (3) the efforts have been made to overcome obstacles in the implementation of the management of the record. The study was conducted in Vocational High School at Kudus, Central Java, Indonesia.

### 3.3 Sources of Data Research

The source of data is the materials that are important role as the basis of analysis. The collection of data can be done with various sources, including primary data sources and secondary data sources. A source of the primary data is the source of data that directly provide data of data collectors, while secondary data is a source of data that is not directly data to data collectors, namely by others or through documents/books.

### 3.4 Data Collection Technique

Data collection techniques are the most important in research, because the main purpose of the research is getting data (Sugiyono, 2017:308). Data collection techniques used in this study, that is using literature research method and field study methods of observation, documentation, and interviews.

### 3.5 Data Validity

The validity of data in this study used examination technique of data validity. The examination technique is based on a number of specific criteria. There are four criteria used, namely degree of credibility, transferability, dependability, and conformability (Moleong, 2007: 324).

### 3.6 Data Analysis Technique

The data analysis technique used in this research consisted of the stage before the field, during in the field, and analysis data stage.

## 4 RESULT AND DISCUSSION

### 4.1 Result

#### 4.1.1 Implementing of Archives Management to Support School Accountability in Vocational High School at Kudus

The management of archive have an important role within an agency or organization. The management of archive used as a material of performance for accountability and legal evidence for an agency (Sugiarto, 2015: 4). According to Drs. E. Karso in Archives 1 and 2 (1987) in the book of Anggrawati (2004: 18-19) explained that record management activities included creation, storage, use, maintenance, and depreciation archive. The management of school archives influences the accountability of a school. According to the interviews with informants in the study, it obtained in the management of archive as follows.

Creation Activity in Management of Record is one of making or acceptance an archive. Every unit created an archive without using the recording and note for registration. The registration is one of important thing in the creation of an archive. Because, without registration would have difficulty

in finding of an archive. So, when we needed in the school accountability, we should be collected documents back. Collecting documents for school accountability have been missing; it usually will be rebuilt indirectly. But, we will collect documents based on request by every unit. It means that archive was not authentic. The collection of missing document for supporting school accountability was usually not directly re-created.

Archive storage is a process of setting an archive in accordance with a system of archive storage regularly and systematically. The purpose of archive storage is be able to be arranged in orderly and tidy in accordance with a system that is used. Based on the results of observation, interview, and documentation, it can be seen that Vocational High School at Kudus had no special room for archive storage. The room for archive storage is still a one with an administration room. So, it can be concluded that the administration room for used as the working room at one used as a room of archive storage.

The archive storage in Vocational High School at Kudus is covering the application of procedure or guidelines for archive storage, the selection of archive storage systems, the use of principles for archive storage, the archive stored, and the facilities of archive storage. Based on the description, it can be obtained information that Vocational High School at Kudus has guidelines or procedure for archive storage specifically. Selection of filing system applied in Vocational High School at Kudus is a number and chronological system.

The principle used in Vocational High School at Kudus is mixed or combined principle between the principles of decentralization for the storage of archives in each unit, and the centralization of the archives for the storage of letter. But, the archive kept in storage room is a dynamic archive. While, the facilities of archive storage owned Vocational High School at Kudus has been adequate but not optimal, because we do not have resources and the special room for archive. Human resources in the field of archive are still coupled by employees at each unit. Meanwhile, the special archive storage room is still one room with workspace.

Archive Usage Activities. The archives are a source of information used to assist in solving problems. The kind of archives has been loaned also diverse, such as letters, documents, and photographs. Therefore, the management of record should be based on the regulation of lending archive. So, that archive will not easily lose and election secrecy stays awake. From the result of observation, interviews, and documentation show that the process of re-

invention of the archive needs time 1-5 minutes for each an archive. Active archive usually may be found within a minute, while inactive files found for 5 minutes or a day. While, according to the theory of record, the process of discovering an archive is not more than one minute for each document. Hence, it can be conclude that the process of discovering an archive could not be done quickly and correctly.

The maintenance of archives was being made to protect and maintain the security of the archives from damage and loss. Because, an archive has a useful value that is very important as an information asset for an agency. The maintenance of archive involves protecting, overcoming, preventing, and taking action aimed at saving the archive and information.

From the result of observations, interviews, and documentation on the maintenance of archive at Vocational High School at Kudus explained that the condition of archival storage is well organized, good lighting, and air of filing room is adequate because there is one unit of fan and two air conditioner unit (AC). Cleanliness of workspace and archive storage room is well maintained, because there is a cleaning service officer in charge of cleaning the room. Archive security has also been done by keeping the archive not to be lost and the information unknown to unauthorized persons.

Depreciation of archives is an activity to reduce the number of archives that have no use value, so that the volume of archives in an agency will be reduced. The purpose of depreciation an archive is to avoid the waste of energy, room, budget, and equipment. The process of depreciation of the archive is beginning from sorting or classifying the archive in accordance with the value of the archive.

The usage time limit of the archive is 5 years for usual archives, while 10 years for archives on finance. Depreciation of archives carried out by means of destroyed and moved. Destroyed archives will be destroyed using a paper shredder; while archives that still have historical value will be submitted or transferred to the regional archive. In the process of depreciation the archive has been in accordance with the procedure. Use of archive depreciation procedure is useful to avoid errors in the future.

Overall description of the results in this study can be concluded that the management of archives in Vocational High School at Kudus is not running in accordance with archival theory. The impact from this result show that the providing some documents for school accountability is incomplete, it can be questioned whether the carrying capacity of the document has been or has not been accounted for.

#### **4.1.2 The Obstacles in Implementing of Record Management to Support School Accountability in Vocational High School at Kudus**

Implementation of the management of record does not always run as well as targeted. Every instance certainly always find the obstacles in activities of managing of record. Some of the obstacles in the implementation of record management to support the school accountability in Vocational High School at Kudus are (1) the record cannot be found, (2) the facilities of maintenance are not completed, (2) the usage of record is not using a loan card, and (4) the clerk's archives are not believing a borrower.

#### **4.1.3 The Efforts Have Been Made in Overcoming Obstacles in the Implementation of Record Management to Support School Accountability in Vocational High School at Kudus**

The maintenance effort of the record has been carried by the archivist. The archivist always cleans the record in everyday, protects, and avoided from the damage. In addition, the efforts have been made for the maintenance of record is uniting the same record in the form of fascicle. This was done to make it easy for clerk's archives to protect and preserve the record. So, the record is not broken.

## **4.2 Discussion**

School accountability is one of the aspects that can determine the quality of school. One of the measurements for school accountability is accreditation. Accreditation of school is a comprehensive assessment of the feasibility of educational units. Schools have a good accreditation indicated by the complete documentation. The completeness of documents is influenced by management of record. So, schools were having a good accreditation supported by a good of the record management. According to Drs. E. Karso in the book *Management of Record 1 and 2* (1998) in Anggrawati (2004:18) stated that record management was beginning of the creation, filing and storage activities, re-invention of funding, maintenance, and depreciation activities.

In the implementation of the creation and use of archive in Vocational High School at Kudus has not been register. So, when the clerk's archives make and receive an archive, he is not recorded first. The

same condition was in the borrowing the archive, when the customer of education want to borrow an archive, the clerk's archives is not register first. The registration of archives is a vital activities in the management of record, because an archives can facilitate the re-invention of the archives quickly and precisely. However, if the archive is not register, the archives will be difficult to rediscover. So, it will make an archive be able to be lost physically and informed.

In addition, the registration of archive aims to avoid the falsification of archives. The falsified of document or archive will destroy the legalities and original of the archive. Sarbanes-Oxley Act (July 30<sup>th</sup>, 2002) in the book "*Why Record Management?*" by PRISM International said "Utilizing a system of record keeping which conceives rather than discloses or makes it difficult to identify or dissect it." Hence, recording is important to note. The impact of the absence of registration of archive is losing an information and physic of archive. While, the registration of archive needed to be done, because if the archive needed suddenly, the archive will be provided well. Rahmawati and Ismiyati (2016:331-345) said that the registration of archive needs to realize the filing and complete the documents of accreditation.

In accordance with the purpose of record management is to ensure the availability, authenticity, integrity, security, and safety of the archives (Saeroji, 2014: 183). Therefore, the registration of archive should be done because archives at any time will be needed, if the archive is not recorded properly and correctly, it will be difficult to find and finally in the fulfilment of information needs for those who need, it will be stunted disturbing the administration (Rahmawati and Ismiyati, 2016: 331-345).

## 5 CONCLUSIONS

From the above, it can be concluded that Vocational High School at Kudus has a good school quality that is indicated by the achievement of school accreditation, but the management of the archive was not optimal, thus affecting the effort in completing the document supporting school accountability. So, Vocational High School at Kudus was a quality school but not yet accountable. In other words, the school follow the procedures for the management of record as well as, so the supporting document of accreditation can be served in authentic, accurate, and complete.

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