

## **IMPLEMENTATION OF ARCHIVES DIGITIZATION POLICY AS A FORM OF IMPLEMENTATION OF AN ELECTRONIC-BASED GOVERNMENT SYSTEM**

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### **ABSTRACT**

The Indonesian government has adopted the concept of electronic-based government to improve the efficiency and effectiveness of governance. One important aspect of electronic-based governance is the digitization of archives, which will help improve the accessibility, security, and readability of government documents. However, the implementation of archive digitization in Indonesia is still constrained by several factors, such as lack of understanding of technology and lack of support from government management. The purpose of this study is to analyze, review and find out whether the Presidential Regulation of the Republic of Indonesia number 95 of 2018 concerning the Electronic-Based Government System (SPBE) has been effectively implemented by all Institutions, Ministries and Regional Governments. The next objective is to analyze, review and find out whether the implementation of archive digitization policies in all ministries, institutions and local governments is effective and significant in governance. The research method used is a qualitative approach through observation, literature study and observation of the phenomenon of digital archives in all levels of central and regional governments. Analysis and discussion in this study were carried out on the Variables of Digitization of archives and variables of Effectiveness of Archival Administration. The results obtained in this study that the digitization of archives in all institutions, ministries and local governments contributes significantly to the administration of government. The conclusion from the results of this study is that Presidential Regulation number 95 of 2018 concerning Electronic-Based Government Systems has not been optimally implemented. Digitization of archives is a strategy to save budget, human resources and workspace and digitization of archives contributes significantly to the administration of government.

**Keywords:** *digitalization of archives, effectiveness of the system pemerintahan, electronics based*

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## **INTRODUCTION**

The Indonesian government has introduced the concept of electronic-based government or e-government as an effort to improve the efficiency and effectiveness of government administration. E-government can be interpreted as the use of information and communication technology in government administration, including in decision-making processes, public services, data and information management, and interaction between the government and the community (Parsaorantua et al., 2017) E-government is expected to provide convenience, transparency, and public participation in the governance process. Various e-government applications such as public service portals, government management information systems, and geographic information systems have been introduced by the government. In addition, the government has also encouraged the development of mobile applications to make it easier for people to access public services (Sosiawan, 2015).

The use of technology in governance is expected to increase accountability, transparency, and public participation. In addition, e-government can also increase efficiency and effectiveness in government management and public services, so that it can provide benefits to society as a whole (Sari et al., 2022).

Electronic-based government has many important aspects in the administration of government. One of them is the digitization of archives. Archive digitization is the process of converting physical documents into digital formats so that documents can be stored, accessed, and shared electronically (Rosmaniah et al., 2022). By digitizing archives, the government can improve the accessibility, security, and readability of government documents (Sarosa, 2021). In traditional government, government documents are stored in physical form such as paper or other printed documents. These documents are often stored in large warehouses or archive rooms and are prone to fire, theft, or damage. In addition, these documents can also be easily lost or damaged due to exposure to water or moisture (Effendhie, 2019).

With the digitization of archives, such documents can be stored electronically and stored in a safe and secure data storage system. Documents can be accessed and shared easily and quickly via the internet or local network (Siregar, 2019). In addition, digitizing archives can also facilitate data search and processing because documents can be easily indexed and searched using certain keywords (Kuswati, 2021). Government documents can be easily accessed and shared by government employees, the public, and others in need. This can help speed up decision-making and increase government transparency and accountability.

However, the implementation of archive digitization in Indonesia is still constrained by several factors, such as lack of understanding of technology and lack of support from government management. The purpose of this study is to analyze, review and find out whether the Presidential Regulation of the Republic of Indonesia number 95 of 2018 concerning the Electronic-Based Government System (SPBE) has been effectively implemented by all Institutions, Ministries and Regional Governments.

## **METHOD**

### **Types of research**

The research method used is a qualitative approach through observation. Sugiyono (2013), explained that the qualitative research method is a research method based on a certain philosophy, which is used to conduct research on scientific conditions such as experiments, where researchers act as instruments. Data collection techniques and data analysis in this method emphasize more on meaning and are qualitative.

### **Data Collection Techniques**

Data collection techniques are carried out by literature studies and observations of the phenomenon of digital archives in all levels of central and regional governments. According to (Zed, 2008), literature study activities can be defined as a series of actions related to collecting data from library sources, reading and recording information, and processing research materials.

### **Data Analysis**

Analysis and Discussion in this study were carried out on the Variables of Digitization of archives and variables of Effectiveness of Archival Implementation using content analysis. According to Eriyanto (2011), content analysis is an evaluation technique used scientifically to describe the characteristics of content and draw conclusions from the content. The purpose of content analysis is to systematically identify existing communication contents, as well as reveal the information contained therein. By using content analysis techniques, researchers can understand the meaning of these communication contents.

## **RESULTS AND DISCUSSION**

Electronic-Based Government System (SPBE) is a governance concept that uses information and communication technology (ICT) to facilitate more efficient, transparent, and accountable governance (Imania & Haryani, 2018). In SPBE, administrative processes, public services, decision-making, and information exchange are carried out electronically using digital platforms (Katharina, 2021). SPBE aims to improve the accessibility of public services, the effectiveness and efficiency of government administration, as well as increase government transparency and accountability in carrying out their duties (Sartika, 2020).

Presidential Regulation Number 95 of 2018 concerning the Electronic-Based Government System is a regulation enacted by the President of the Republic of Indonesia on November 30, 2018. This regulation contains provisions regarding policies, strategies, principles, and directions for the development of the Electronic-Based Government System (SPBE) in all institutions, ministries, and local governments. This regulation aims to increase the effectiveness, efficiency, transparency, and accountability of government administration through the use of information and communication technology. This regulation also regulates the obligations of institutions, ministries, and local governments in implementing SPBE as well as regulations regarding data and information management in SPBE (Muhammad Fadillah, 2023).

The implementation of archive digitization policy as one form of SPBE implementation aims to increase efficiency, effectiveness, and transparency of government administration. Digitization of this archive is carried out by converting physical documents into digital form, so that these documents can be easily accessed and managed by various parties more quickly, accurately, and safely (Nabila, 2022).

The first step in the implementation of the archive digitization policy is to inventory and sort the documents to be digitized. The documents are then scanned or photographed using special equipment, such as scanners or cameras, and stored in digital formats, such as PDF, JPG or PNG. The digital documents are then archived and stored in a secure and structured system.

After these documents are digitized and stored in the system, they can be accessed by various parties more easily and quickly through an integrated information system. The government and the public can access these documents through portals or applications provided by the government, thereby increasing transparency and accountability of governance.

The implementation of Presidential Regulation Number 95 of 2018 concerning the Electronic-Based Government System (SPBE) is still faced with a number of obstacles and challenges. One of them is the limitations of existing information technology infrastructure in various regions in Indonesia, which affects the ability of institutions, ministries, and local governments to adopt archive digitization systems. In addition, budget constraints are also an obstacle in accelerating the overall SPBE implementation process (Anwar & Rohman, 2020). This can slow down the process of digitizing archives and implementing SPBE effectively. Legal and regulatory issues related to data security and privacy are also obstacles in the implementation of SPBE, which requires a clear regulatory framework and high-security standards to protect sensitive information (Nugroho, 2020). Therefore, a more serious and comprehensive effort is needed from the government and all relevant parties to overcome these

obstacles and encourage the effectiveness of SPBE implementation throughout Indonesia. Governments need to increase investment in information technology infrastructure and train skilled IT personnel, as well as develop clear regulatory frameworks and high security standards to protect sensitive information. In addition, there needs to be synergy between the government, the private sector, and the community in encouraging the digitization of archives and the implementation of SPBE as a whole.

The implementation of archive digitization policy as one form of the implementation of the Electronic-Based Government System can have a significant impact on the efficiency and effectiveness of government administration. First of all, digitizing archives can help save time and costs because documents that were previously stored in physical form can be accessed quickly and easily through electronic systems. This will simplify the decision-making process by government officials and speed up the resolution of issues related to documents. In addition, digitizing archives can also improve the quality of public services. By utilizing electronic systems, people can access public information and government documents more easily and quickly. This will help promote government transparency and accountability, as well as provide easy access for the public to obtain public services related to government documents. In the long run, the implementation of archive digitization policies can also have a positive impact on the overall management of government records. Documents stored in electronic form are easier to organize and track, which can help reduce the risk of losing or damaging documents. This will strengthen the government's openness and accountability in managing important documents.

Evaluation of the performance of government institutions in terms of digitizing archives is very important because it is related to transparency, accountability, and effectiveness of governance (Aprianty, 2016). The level of availability of electronic records describes the extent to which important archives have been digitized and can be accessed easily and quickly. In this case, government agencies must ensure that the process of digitizing archives is carried out in a planned, structured, and systematic manner so that no archive is missed and can be easily accessed by all parties who need it. In addition, the level of accessibility of electronic archives is also very important, because digitization of archives does not mean effective if they are not accessible to authorized parties or the public in general. Therefore, government agencies must ensure that electronic archives are easily and quickly accessible, and meet data security and privacy standards. In addition, the security of electronic records must also be considered so that there is no leakage or theft of data that can endanger the interests of the state and society. In order to improve the effectiveness of governance, evaluation of the performance of government institutions in terms of digitizing archives needs to be carried out regularly to ensure that the implementation of archive digitization policies and the implementation of SPBE run effectively and efficiently.

So far, the implementation of archive digitization policy is still not fully in accordance with the concept of Electronic-Based Government (PBE) in related government institutions. Although digitizing archives is one of the efforts to implement the PBE concept by increasing the use of information and communication technology, there are still some aspects of the PBE concept that have not been implemented optimally in the implementation of this policy. Some aspects that have not been implemented optimally include the integration of information systems between government agencies, interoperability between information systems, and the

use of the latest technology such as artificial intelligence and blockchain in electronic records management. Therefore, it is necessary to evaluate and improve continuously to ensure that the implementation of the archives digitization policy is in accordance with the PBE concept and provides optimal benefits for governance.

## **CONCLUSION**

The implementation of archive digitization policy as a manifestation of the implementation of the Electronic-Based Government System (SPBE) has not been fully optimally implemented in all institutions, ministries, and local governments in Indonesia. There are still many obstacles and challenges faced in carrying out the archive digitization policy and implementing SPBE as a whole, such as limited information technology infrastructure, budget constraints, lack of skilled human resources in the IT field, as well as legal and regulatory issues related to data security and privacy. However, on the other hand, archive digitization policies also have a positive impact on the efficiency and effectiveness of government administration, such as saving time and costs, improving the quality of public services, and increasing government accountability and transparency. To improve the effectiveness of SPBE implementation, more serious and comprehensive efforts are needed from the government and all relevant parties to overcome existing obstacles, such as improving information technology infrastructure, adequate budget allocation, developing skilled human resources in the IT field, and solving legal and regulatory issues related to data security and privacy. In addition, it is necessary to evaluate the performance of government institutions in terms of digitizing archives, taking into account the level of availability of electronic records, the level of accessibility of electronic records, and the security of electronic records, so that the extent of policy implementation conformity with the concept of electronic-based government in government institutions related to the implementation of archive digitization policies.

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