

## Review of Sicakra Digital Archive Management at the Admin Finance Division of PT. Cakra Putra Parahyangan Tasikmalaya

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### Abstract

The purpose of this research is to find out the management of *Sicakra's* digital archives which includes digital archive management facilities and to find out the positive impact of digital archive management for the company. This research uses a qualitative descriptive approach by describing and analyzing problems related to digital archive management. Primary and secondary data form the basis of qualitative research. The primary data of this research was obtained through documentation, observation, and interviews, while secondary data was obtained from books, research and related articles. From the results of this study, it is known that PT. Cakra Putra Parahyangan Tasikmalaya is still in the process of implementing digital archive management. The initial step taken is to carry out manual archive management habits and then input them into the digital archive, *Sicakra*. There are still many obstacles in the implementation process, one of which is the factor of human resources who are still reluctant to work *double* in archiving. Nevertheless, the company will still make a gradual transition from manual to digital archive management, through *Sicakra*. The background to this change is that there are more benefits when the company implements *Sicakra*, starting to facilitate and speed up the process of sending, sharing and searching, saving physical storage space, as well as providing more efficient access. Thus, this research shows that digital archive management can benefit companies, such as improving operational efficiency and resource management.

**Keywords** digital archives, management, *Sicakra*

### INTRODUCTION

The progress of science and information technology is growing rapidly so that it undergoes many changes and improvements from time to time. Every company must consider the impact of the growth of information technology. The information is used as a source to support administrative activities. Veraniansyah and Sukma (2019:65) state that administrative activity is basically producing, receiving, processing, and storing various letters, documents, forms, reports and so on which are commonly referred to as archive. Archive is a source of information that is very helpful for finding documents in the future. Archive is categorized as a record of an activity and information about something, a memory center for each activity as well as a consideration for decision making.

Archive has a very important role in the life of a company that must be kept safe. Effort to maintain the security of an archive start from creation, receipt, use, storage, lending, maintenance, retrieval, shrinkage and destruction so that good and correct management is needed. The better the archive management, the better the company management. However, many companies pay less attention to archive management, especially digital-based archive. Most still use paper archive, which cause various problems related to storage, maintenance cost, admin personnel, facility, and other factors that can cause archive damage. This is reinforced by Nuraida in Meirinawati (2019:91) that in reality, storing data or information in the form of archive is often not considered, not in demand, or considered not important to



understand and apply in companies so that good archive planning and control are not made. One of the causes of the lack of attention to archive in an agency is due to a lack of understanding of archival management, lack of archivist, lack of development of an archival system resulting in less effective and efficient archival management. Thus, to handle a good and correct archive requires reliable human resource and good archiving support through digital archiving.

In Indonesia, the importance of archive is regulated in Law Number 43 of 2009 concerning Archive and Law Number 6 of 2021 concerning Digital Archive. The essence of the two (2) laws is that archives as materials for performance accountability and valid evidence and digital-based systems are one of the efforts to realize clean, effective, transparent and accountable governance, so that public services can be of higher quality and reliability. On the other hand, the birth of the law forces all organizations, government agencies and companies that fall into the category of archive creators, to be responsible for managing archive that always continue to follow the dynamic of information technology development.

PT. Cakra Putra Parahyangan Tasikmalaya is a company engaged in the automotive field. The company provides a one-stop service that consists of a *showroom* (sales of Suzuki brand vehicles), a workshop that provides *service* and maintenance service, and sale of *spare parts*. The number of services provided certainly has an impact on the number of archiving activities. Based on the results of preliminary observations, it is known that there are problems related to archiving, especially the archiving of Motor Vehicle Ownership Book (BPKB) and Vehicle Number Signature (STNK) documents that are still manual, which results in the vulnerability of damaged archive files, lost due to employee negligence when borrowing archive files are not returned, and others. This is the reason for the change in manual archive management to digital, through the *Sicakra* application. This is the background of this research. The *novelty* of this research is to directly observe the changes in the implementation of manual archive management to digital archive management in the research subject of a large company. In addition, another uniqueness is that direct observation is also carried out on the *Sicakra* digital archive tool, which is a *website-based* program that facilitates archive management and its admin. Of course, this is different from previous archival research, the majority of which conducted literature research, such as research on the *Development of Electronic Records Management in Indonesia: A Systematic Literature Review* (Nyfantoro, Salim & Mirmani, 2019:1-15); *An argumentative literature review on the ownership of non-fungible token (NFT) digital archive data on blockchain technology* (Fachmi & Mayesti, 2022:144-158), *Electronic Records Management in the Digital Age* (Wulandari & Ismaya, 2023:39-43) and others. Thus, the formulation of the problem which is also the purpose of this research is to find out the process, obstacles and efforts in *Sicakra* digital archiving related to BPKB and STNK archive in the admin *finance* division of PT. Cakra Putra Parahyangan Tasikmalaya.

## LITERATURE REVIEW

### Management

Management, also known as management, refers to a process of coordinating and integrating activities or work so that they can be completed effectively and efficiently with and through other people. According to Malabay (2019:73), the context of management comes from the word *manage* which means to manage. Management is defined as the management of resources owned by an institution or organization to achieve its goal effectively and efficiently. Meanwhile, Batlajery (2021:44) defines management as a process, as a science and art, and as a collection of people to achieve goal. Thus, management in this study is a process or series of activities to achieve certain goal that have been set effectively and efficiently.

### Digital Archive

Digital archive is also known as electronic archive or e-archive. According to Nyfantoro, Salim and Mirmani (2019:1-15), electronic archive is information document that is created, recorded, processed, and transferred using electronic equipment and can be stored in various electronic formats. The result of the archive media transfer are then stored in an electronic storage device or media to facilitate retrieval if the archive is needed. Digital archive or e-archive is a system or procedure for collecting information in the form of electronic document stored using a computer which aims to make document findable and reusable (Putra & Nelisa, 2020:18). So, digital archive in this study are a system that functions to handle archive using electronic media to facilitate archival activity. The purpose of using digital archive is to improve the quality of archive management so that it can provide speed and accuracy in finding back information related to the archive.

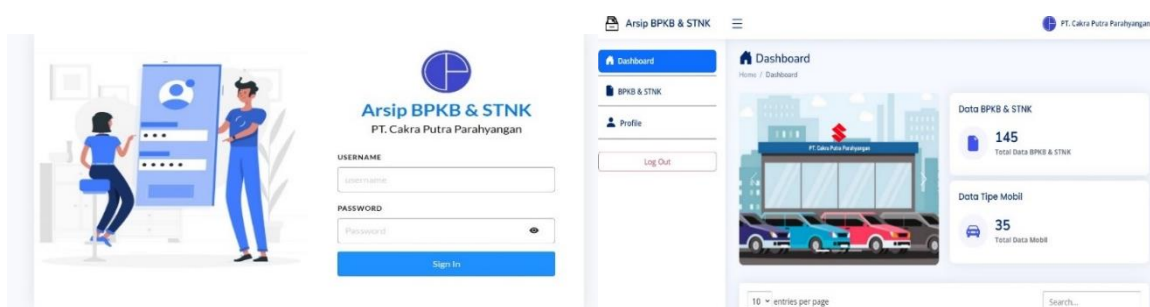
### Digital Archive Management

In line with the scope of archival management in general, digital archive management also includes aspect of POAC (*Planning, Organizing, Actuating, and Controlling*). According to Sugiarto and Wahyono (2019:34), *planning* in digital archive includes setting goal and determining way to achieve this goal. *Organizing* is the establishment of structure and role by creating the concept of activity needed to realize goal in the form of achieving agreed target. Organizing is done by grouping activity, delegating authority, and coordinating authority and information relationship within the organizational structure. *Actuating* is to move people to want to work by themselves and with full awareness together to achieve organizational goal effectively and efficiently. The last stage is *controlling* or supervision, namely the provision of instruction and authority to employees to find out whether employees have carried out their duties properly on the basis of the instruction given. Supervision activity is carried out by assessing whether performance has been running effectively and efficiently, as well as by evaluating work in accordance with existing Standard Operating Procedures (SOP).



## Sicakra

*Sicakra* is a *website-based* digital archiving program. *Sicakra* is a tool for archiving administration on a *website* that uses the *Laravel framework* with the *PHP* programming language with a page display using the *Bootstrap framework*, and the database uses *MySQL*. The existence of *Sicakra* is expected to be a *modern* solution for storing important document digitally, especially *BPKB* and *STNK* file belonging to consumer. The advantages of *Sicakra* are that the data is sorted sequentially, has a search feature to find data that has been *uploaded* or stored on the *website*, has a *BPKB* and *STNK* menu, add data, and edit data. So, *Sicakra* replaces the conventional archiving process that relies on physical document and is replaced with digital ones so as to facilitate access and reduce the risk of loss or damage to document.



**Figure 1.** Login page and home page of Sicakra website  
(Source: PT Cakra Putra Parahyangan Tasikmalaya, 2024)

## METHOD

Sugiyono (2021:2) explains the research method as a scientific approach to obtaining data in accordance with predetermined objective. The scope of this research includes management, digital archive, facility, and the impact on archiving in the admin finance division of PT. Cakra Putra Parahyangan Tasikmalaya. In this context, descriptive qualitative research was conducted in the admin *finance division* of PT. Cakra Putra Parahyangan Tasikmalaya. Descriptive qualitative research as explained by Arikunto (2020:3) aims to explore reality for a deeper understanding. This approach uses data collection techniques such as observation, interview, documentation and literature review. Primary data was obtained through direct interview, observation, and literature review. While secondary data is taken from related document. The object of this research is the admin finance division at PT. Cakra Putra Parahyangan Tasikmalaya. So, this research focuses on qualitative descriptive method with certain data collection and analysis technique that provide a foundation for exploring the reality of digital archive management in the admin *finance* division of PT. Cakra Putra Parahyangan Tasikmalaya.

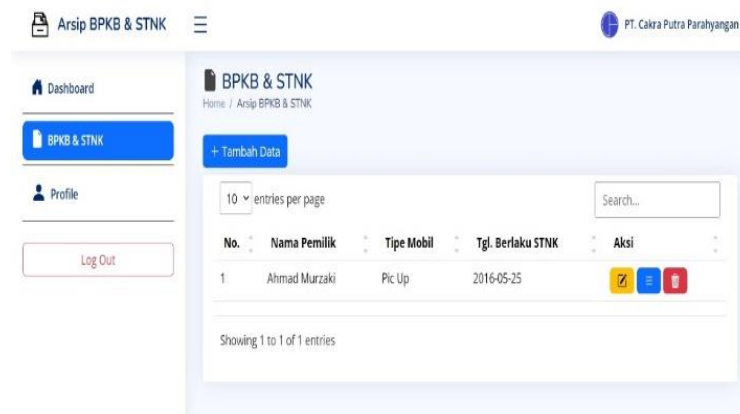
## RESULT AND DISCUSSION

### Digital Archive Management in the Admin Finance Division of PT. Cakra Putra Parahyangan Tasikmalaya

Based on observation, *Sicakra* digital archive management has been implemented in the admin *finance* division of PT. Cakra Putra Parahyangan Tasikmalaya since October 2023. The process of implementing archive management in this company is still in the process of transitioning from manual to digital archiving. As a result, the implementation process in storing archive is still done *double*, both manually and digitally. The first step taken is manual archiving, which is the initial management process carried out when consumer takes the original BPKB and STNK, receipt file and photocopy file of STNK and BPKB which have been input manually, namely into *Microsoft Excel* on the sale *sheet* and continued to the receipt book, then manually archived into a bindex with a different filing system. For BPKB, the filing system is based on date because the arrival of document or the printing of BPKB document is uncertain, namely based on the region or consumer address, ideally within 3 (three) months. For STNK, the filing system is alphabetical, because the arrival of document or printing of BPKB document takes around 1 (one) month.

After the manual process is complete, the next step is to digitize it. The first step is to scan the file and process the archive in the *Sicakra* application, starting from inputting to searching the stored data. Here are the steps:

#### 1. Shortcut on *Sicakra* Website Column



**Figure 2.** *Shortcut on Sicakra Website Column*  
(Source: PT. Cakra Putra Parahyangan Tasikmalaya, 2024)

This page displays a digital archiving icon, starts sorting data, search feature for data that has been *uploaded* or stored on the *website*, BPKB and STNK menu, add data, and edit data.





## 2. Add Shortcut on Sicakra Website

**Figure 3.** Add Shortcut on the Sicakra Website  
(Source: PT. Cakra Putra Parahyangan Tasikmalaya, 2024)

This Add page display *includes index fields, full text indexing, folder or file structure.* This can facilitate searching with certain code in accordance with the provision that applies at PT. Cakra Putra Parahyangan Tasikmalaya.

## 3. Edit Shortcut on Sicakra Website

**Figure 4.** Edit Shortcut on the Sicakra Website  
(Source: PT. Cakra Putra Parahyangan Tasikmalaya, 2024)

In this edit page view, the admin can re-index a document so that it can change according to the code and *index fields* as needed. This is an example of an archive document management method that can make it easier for the admin.

#### 4. Scan Shortcut on *Sicakra Website*

**Figure 5. Scan Shortcut on the Sicakra Website**

(Source: PT. Cakra Putra Parahyangan Tasikmalaya, 2024)

The display on the *scan* page is one of the main methods of digital *archiving system*, because this method can transfer data into the *e-archive*.

#### 5. Upload Shortcut on *Sicakra Website*

**Figure 6. Upload Shortcut on Sicakra Website**

(Source: PT. Cakra Putra Parahyangan Tasikmalaya, 2024)

The display on this *upload* page is the process of indexing digital archive. After *scanning*, the next process is *index fields* or grouping and classifying the document into the subject and code that has been listed.

#### 6. Delete Shortcut on *Sicakra Website*

No.	Nama Pemilik	Tipe Mobil	Tgl. Berlaku STNK	Aksi
1.	Ahmad Murzaki	Sedan	2024-04-15	[Edit] [Delete]
2.	Adi Saepuloh	Minivan	2025-08-23	[Edit] [Delete]
3.	Budi Santoso	Sedan	2024-10-25	[Edit] [Delete]
4.	Siti Rahayu	Sedan	2024-06-09	[Edit] [Delete]
5.	Agus Widodo	Sedan	2024-10-10	[Edit] [Delete]
6.	Dewi Indah	Sedan	2024-01-18	[Edit] [Delete]
7.	Joko Prasetyo	Sedan	2024-03-12	[Edit] [Delete]

**Figure 7. Delete Shortcut on the Sicakra Website**

(Source: PT. Cakra Putra Parahyangan Tasikmalaya, 2024)



This page display provides a warning if the delete icon appears and is clicked then the desired document will be deleted from the system. This delete icon needs to be aware of the admin, because it can make archive document disappear according to the admin's approval.

## 7. Shortcut View on *Sicakra Website*

No.	Nama Pemilik	Tipe Mobil	Tgl. Berlaku STNK	Aksi
1.	Ahmad Murzaki	Sedan	2024-04-15	[Edit] [View] [Delete]
2.	Adit Saepuloh	Minivan	2025-08-23	[Edit] [View] [Delete]
3.	Budi Santoso	Sedan	2024-10-25	[Edit] [View] [Delete]
4.	Siti Rahayu	Sedan	2024-06-09	[Edit] [View] [Delete]
5.	Agus Widodo	Sedan	2024-10-10	[Edit] [View] [Delete]
6.	Dewi Indah	Sedan	2024-01-18	[Edit] [View] [Delete]
7.	Joko Prasetyo	Sedan	2024-03-12	[Edit] [View] [Delete]
8.	Rini Susanti	Sedan	2024-09-11	[Edit] [View] [Delete]
9.	Irfan Harsono	SUV	2024-06-15	[Edit] [View] [Delete]
10.	Maya Utami	Sedan	2024-03-19	[Edit] [View] [Delete]

**Figure 8.** *Shortcut View on the Sicakra Website*

(Source: PT. Cakra Putra Parahyangan Tasikmalaya, 2024)

The display of this page makes it easy to search for a document, if you *double* click on the desired document, the document appears in pdf form.

Digital archive management tool is important facility to facilitate employees to improve their performance. The existence of *Sicakra* is of course useful because it is a form of facility used to achieve certain goal and facilitate an archiving activity. In addition, *Sicakra* is categorized as a facility because it functions as a tool or medium that supports certain activity, whether physical or non-physical. Of course, a good company has facility that can support the work activities of its employees to be more optimal and work is more organized, according to the statement of the research subject below:

*"At first it was complicated because I had to work twice, but I am optimistic that later if I get used to it, this will be a useful thing and certainly help my work"* said Tia Daulika, S.Pd. admin of the *Sicakra* application (W35).

The implementation of the *Sicakra* application will be more effective and efficient because the company can easily access and search for the data needed, thus reducing physical storage cost and of course saving the company's budget. In addition, another benefit is increasing data security, minimizing the risk of file loss and damage. Thus, through digital archive management, it can help data storage. Not only that, it also allows company to save physical storage space and provide more efficient access to users.

## **POAC for Digital Archive in the Admin Finance Division of PT Cakra Putra Parahyangan Tasikmalaya**

Based on the result of interview with the admin of the *Sicakra* digital archive at PT. Cakra Putra Parahyangan Tasikmalaya, there are stages in the preparation process, which will be explained in the following POAC *Sicakra*:



### 1. *Planning / Planning Sicakra Digital Archive*

According to the research subject, the planning process for *Sicakra* digital archive management begins with a thorough evaluation of the company's need and objective including mapping the need of related division, especially the admin *finance division* of PT. Cakra Putra Parahyangan Tasikmalaya. The advantages of this *Sicakra website* are that the data is sorted sequentially, has a search feature to search for data that has been *uploaded* or stored on the *website* according to the type of storage, namely STNK is sorted alphabetically while BPKB is based on invoice date. The stages of digital archive storage include collecting archive material, scanning using a *scanner* machine and digitizing from physical to digital archive. Each division creates archive and each division should give them to the archive unit but in fact they do not and instead the old archives are immediately moved to the archive warehouse (manual archives apply), while for digital archive the archive unit is in the unit or division that manages the archive itself.

The efficiency of digital archive service is felt when a consumer, *sales* or *leasing* party takes the STNK and BPKB files. The flow of manual and digital archiving is not much different, it's just that digital archiving is more detailed because it is necessary to input data and do archiving, if manual copying is done, while if digital is done with the help of a *scanner*. Digital archiving is very necessary, especially when serving old customers and needing the data. Through *Sicakra's* digital archiving, the process is more efficient because the data of the old customer will be easily found by only utilizing the search feature according to the code, without the need to search for the physical data. In this system, archive can be accessed easily from various locations, making it more efficient and cost-effective.

The drawback of digital archiving is the storage problem because it does not rule out the possibility of an error due to the *server* which is getting bigger and bigger in data capacity, thus slowing down the archive input process. If this happens, it is necessary to plan a *hardware upgrade* budget for additional *server* specifications. In addition, it is also necessary to pay attention to the security aspect, so it is important to *maintain* and improve the security system so that data security is maintained. Of course, this requires PT. Cakra Putra Parahyangan Tasikmalaya to be able to develop a detailed plan related to the creation and management of *Sicakra* digital archives according to the need and goal of the company.

### 2. *Organizing the Sicakra Digital Archive*

At this stage, various things need to be considered, starting from the skill of employee in managing digital archive, financial condition to support the use of digital archive, the condition of the equipment and systems used to support digital archive, archive storage system, and archive management principle. This requires a clear division of responsibility and authority related to the management, storage, and accessibility of digital archive in each division. The absolute thing that must be done is planning the management of *Sicakra's* digital archive with a hierarchical-based organizational structure. Important in organizing *Sicakra's* digital archive is the presence of capable employees in accordance with their fields. Admin must have specialized knowledge and



skill in archival governance and a good understanding of information technology. PT. Cakra Putra Parahyangan Tasikmalaya allocates a special budget for the development of technological infrastructure needed for digital archive management, especially *Sicakra* archive, such as software, hardware, and *cloud storage* service used. For the digital archive storage system, *Sicakra* uses a *website* to load BPKB and STNK archive document so that the storage system is different.

The storage flow starts from preparing consumer data, after that inputting data to the *website*, followed by the process of scanning or *scanning* BPKB and STNK document. For the principle of digital archive management, it adheres to the principle of centralization because it is controlled by one concentrated unit or a special *finance* admin division. This digital archive can be accessed by several parties who need it, but the control is in a certain unit in the admin *finance* division. Thus, PT. Cakra Putra Parahyangan Tasikmalaya can ensure that its digital archive is well organized, easy to find, and efficiently utilized by the company when several things, including employees have the necessary skills, finance supports the effective use of digital archive, the equipment and system used can support the management of digital archive in a more efficient, yet secure, direction.

### 3. *Controlling / Actuating the Sicakra Digital Archive*

According to the research subject, in controlling the management of *Sicakra* digital archives, it is inseparable from the supervision that manages the archive. The maintenance of *Sicakra's* digital archive itself goes through several stages, including creation, storage, distribution, use, maintenance of incentive to disposition or the process of deleting archive that is not needed. Ideally, the depreciation and destruction of archive should be in accordance with ANRI regulation, which is once every ten years. In fact, the STNK and BPKB archiving has not yet been depreciated or destroyed because the admin still does not understand about it. Another reason is because the existing archive has not passed verification (still considered important). As a result, the admin must clean up the archive that have expired and are stored in the archive room or warehouse upstairs. For STNK and BPKB archive that are 5 years old, they are stored in the *finance* admin room because the archives are still categorized as very important so that when needed, it is easier to find them. Regarding the archive borrowing procedure in this company, it has not been carried out according to regulations and there are still frequent loss of archive due to the negligence of the borrower who does not return the archive he borrowed. Of course, this results in the archive admin having to have a record containing borrowing data with a maximum duration of borrowing for 3 days.

### 4. *Monitoring / Controlling Sicakra Digital Archive*

This stage focuses on ascertaining how the *Sicakra* digital archive management process is going well or not. According to the research subject, the supervision of *Sicakra* digital archive management has begun to be carried out, the evaluation is carried out by assessing the extent to which (*planning*) has been achieved, how effective the organization (*organizing*) is in organizing and managing digital archive, the extent to

which action (*actuating*) has produced the desired result, and how well control (*controlling*) is carried out to ensure compliance with applicable standard and policy.

"So far, *Sicakra* digital archiving has been running effectively, although there are still obstacles, both internal and external," said Tia Daulika, S.Pd. admin of the *Sicakra* application (W36).

There are several indicators that need to be considered in evaluating *Sicakra* digital archives (BPKB and STNK archive), including monitoring the quality of digital archive (whether or not they have been effectively organized), the quality of archive admin performance, the process of using the application, and digital archive governance. So far, *Sicakra's* digital archiving has been effective and there have been no fatal problems. The human resource is still in the training process, although the process has been maximized in managing and organizing *Sicakra's* digital archive.

"Care and accuracy are needed when using this application. I have started to understand the process from inputting, storing and searching archive. It seems that it is necessary to regulate and improve the rule that is actually needed in the running of digital archive management, such as more reaffirmed archive borrowing rule, depreciation and destruction of manual and digital archive, and so on," said Tia Daulika, S.Pd. admin of the *Sicakra* application (W37).

## CONCLUSION

Broadly speaking, the research result showed that the management of *Sicakra* digital archive in the admin *finance* division of PT. Cakra Putra Parahyangan Tasikmalaya was carried out quite well and also effectively. One indicator is that the digital archiving process is in accordance with the provision even though archiving is still done manually and digitally. Based on the result of interview and observation, it can be concluded that archive management in this company is in accordance with procedure and in the process also applies POAC in archive management. **Planning for** archive management is done by first evaluating the need and goal of the company, as well as what tool and media will be used. The **organization of** archive is also evident from the delegation of the task of managing *Sicakra's* digital archive, which is managed by the admin *finance* division. There is also training, budget allocation for the procurement of facility and infrastructure that have been specifically prepared, although the tool and equipment needed to manage digital archive are not yet fully adequate (limited number of *printers* and *scanners*). **Control of** archive management focuses on maintenance, with steps such as periodic monitoring and evaluation of the condition and integrity of digital archive, routine *backup* to prevent data loss due to system failure or *website* error due to increasingly large *server*, software update and security system to address vulnerability and maintain data security, and supporting facility and infrastructure that have begun to be effective. For shrinkage and destruction of archive, no destruction has ever been carried out because the document is considered still very important or vital and have not passed verification. Supervision in archive management is carried out by the company through evaluating the implementation of archive management that has



begun to be carried out, such as monitoring the quality of digital archive in their arrangement, the quality of admin performance, how the application is used, and the governance of digital archive. So far, Sicakra-based digital archiving has been running effectively even though it is still backed up with manual archiving. Broadly speaking, the management of *Sicakra* digital archive in the admin *finance* division of PT. Cakra Putra Parahyangan Tasikmalaya has been done well and all that is needed is the process of developing a digital archive management system so that it is more effective and efficient, and can leave manual archiving.

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