



Contents lists available at openscie.com

Indonesian Journal of Community Services Cel

Journal homepage: <https://ijcomcel.org>



Electronic Archives Training at Batu Gadang Village, Padang City, West Sumatera

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ARTICLE INFO

Article History:

Received 15 August 2023

Revised 11 September 2023

Accepted 17 September 2023

Published 29 September 2023

Keywords:

Files,

Electronic archives,

Canon Files for Windows.

ABSTRACT

Electronic archiving is a development in the field of archives made possible by information technology. The Batu Gadang Village Head Office is a government agency responsible for serving the community and managing community activities. All members of government agencies must possess the ability to properly administer and store documents. However, the Batu Gadang Village office still relies on manual archive storage, and the proficiency of its employees and administration in electronic archive management remains limited. This leads to records piling up in cupboards, making them difficult to find when needed, and resulting in improper maintenance and a lack of guaranteed confidentiality for the stored information. To address this problem, the community service team provided electronic archive training. Participants taking part in the training were advised to be familiar with using computers. The activities included providing training and then facilitating participants to practice using electronic archives directly with the Canon File for Windows tool. Through this training, officers can utilize the Canon File for Windows tool as an electronic archiving solution.

1. Introduction

Batu Gadang is one of the villages in the Lubuk Kilangan subdistrict, located on Jalan Batu Gadang RT 03 RW 01, Batu Gadang Village, Padang City, West Sumatra. Batu Gadang Village is engaged in government affairs, empowerment, and community services, particularly in secretarial affairs services. In daily life, the services provided include handling various forms of correspondence such as Birth Certificates, Death Certificates, Marriage Certificates, and various other types of letters. The village's community service activities require efficient administration, including the proper storage of letters and other important documents related to community services, as mandated by the Regulation of the Head of the National Archives of the Republic of Indonesia Number 46 of 2015 concerning the Preservation of Archives in Mergers or Dissolution of State and Regional Institutions (Peraturan Kepala Arsip Nasional Republik Indonesia Nomor 46 Tahun 2015 Tentang Penyelamatan Arsip Penggabungan Atau Pembubaran Lembaga Negara Dan Perangkat Daerah). Sometimes, community service-related correspondence does not adhere to structured timelines. Therefore, employees in the village office must have a comprehensive understanding of secretarial matters to respond to community needs promptly. Establishing a well-structured documentation system for correspondence, including creating a list of classification levels, is essential (Amsyah, 2005).

Up to this point, the storage of administrative documents has remained manual. Documents are haphazardly collected and placed on a table, as illustrated in Figure 1. When these documents or letters are needed for a brief period, the process of searching for them is exceedingly time-consuming, often resulting in the unfortunate situation of documents becoming lost and untraceable. This negatively impacts community service satisfaction.



Figure 1. Condition of documents on the administration desk in Batu Gadang Village

Given the aforementioned conditions, effective archive management is essential, and the introduction of electronic archives is highly beneficial for the village office. These electronic archives are particularly advantageous for storing a large and continually increasing volume of documents. Technology-based electronic archives offer several advantages, including: *Efficient Retrieval*: Documents can be quickly located, allowing for their use without the need to leave one's work desk. *Savings*: They save energy, time, and costs. *Full-Text Search*: Users can perform full-text searches based on keywords and file names (Yunita, 2015). Electronic archives encompass technologies that can store records, utilizing computers and dedicated applications for their management. They have emerged as a response to the evolution of information technology and the growing importance of archive management in various institutions, whether government entities, educational institutions, libraries, companies, and more (Iswandi, et al., 2019).

As explained in the research conducted by [Akmaludin \(2012\)](#) in his article, electronic and dynamic archive management encompasses the management of the entire archive life cycle. The utilization of computer technology in the realm of electronic and dynamic records management has a significant impact on systems for processing, storing, accessing, retrieving, and presenting information. Computerization, as a support for archival processing, allows its application to various subsystems of archive management, and the future trend in electronic and dynamic archive management will lead to computer-based record management systems. In compiling electronic archives, there is a lot of software that can be used today, one of which is Canon File for Windows (Canofile). The Canofile work process really requires a scanner as an input tool to store all forms of letters that will be used as electronic archives. In the scanning work process, incoming documents can be sorted continuously, if an error occurs, the document can be inserted among other documents. Documents that have been input via a scanner can be arranged in a structured and dynamic manner. This is the advantage of the electronic and dynamic archive processing application from Canofile ([Akmaludin, 2012](#)). For this reason, the community service team proposes to provide knowledge and skills in the field of archives by emphasizing electronic archives for village employees and administration in Batu Gadang village. The target to be achieved is that employees have knowledge of electronic archive materials, have the ability to operate one example of electronic archive equipment, have a guidebook for electronic archives, and have insight into the development of information technology in archives.

2. Methods

2.1 Location of Community Service

The community service was carried out at the Batu Gadang Village Head Office which is located on Jalan Batu Gadang RT 03 RW 01 Lubuk Kilangan Subdistrict, Padang City, West Sumatra. The training event will be held on Tuesday, August 1 2023 from 09.00 – 12.00 WIB

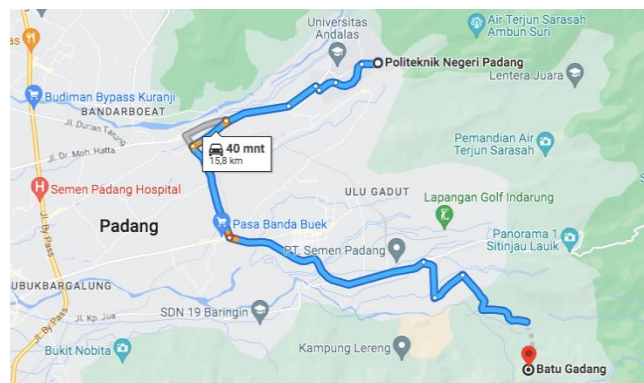


Figure 2. Map of the location of the Batu Gadang Village Head Office, Padang City



Figure 3. Front view of the Batu Gadang Village Head Office, Padang City

2.2 Stages of Community Service Activities

The training for the electronic archive storage system using Canon File for Windows (Canofile) software is designed with a structured and systematic approach, intended to facilitate an effective and efficient learning process. This training activity aims to provide all participants with practical knowledge and skills in organizing electronic records. The implementation method of this community service program involves several stages, which are illustrated in Figure 4 below:

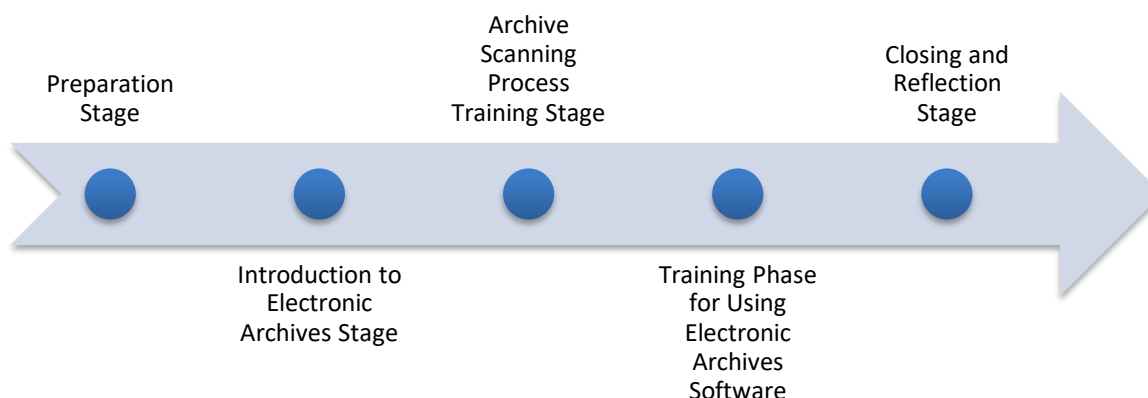


Figure 4. Community Service Stage

Based on Figure 4, the stages or steps taken in implementing community service are divided into several stages as follows:

1. Preparation stage

The duration of this preparation stage is 1 week. Activities in this stage consist of planning a training schedule with partners which will be held on August 1 2023 at 09.00-12.00 WIB, preparing administrative and electronic archive training materials, coordinating with partners, namely the Batu Gadang Village Head Office, and preparing infrastructure such as laptops, projectors, banners and printers. Apart from that, there will be a process of sharing information in the form of invitation letters to all employee staff and administration of the Batu Gadang Village Head Office regarding the training activities that will be held.

Table 1. Community Service Activity Plan

No	Activities	Weeks -	PIC
1	Training confirmation letter to Batu Gadang Village	1-3	Ariani
2	Collection of training materials	4-7	Rahmi
3	Module Creation	8-17	Fisla
4	Training preparation	18-20	Benny
5	Implementation of Training	21	Rahmi, Fisla, Benny, Variyetmi
6	Final reporting	22-24	Variyetmi

2. Introduction to electronic archives stage

Training in the form of knowledge transfer to all employees and administration regarding electronic records management systems. In this stage, participants are taught about archives and electronic archives

and how to create an account on the Canofile software. The facilitator will also explain the existing parts and their respective uses in the Canofile software.

3. Archive scanning process training stage

At this stage, all participants were introduced to the tools that can be used to scan village office archives, such as applications for smartphones, computers and printers, as well as special scanning tools. This scanning process is very important for all participants to know, before carrying out the process of storing records electronically.

4. Training stage for using electronic archives software

The software used in the process of organizing electronic archives is Canon File for Windows (Canofile). At this stage, the facilitator has installed the software on computers and laptops at the Batu Gadang Village Head Office, then each participant is asked to practice directly.

5. Closing and Reflection Stage

At this stage an overall reflection and evaluation session is held. Participants were given the opportunity to share experiences related to what they had gained from the training activities. The facilitator will also provide advice and motivation to continue to be active and responsive to the latest technological developments..

During this implementation process, the community service team will carry out systematic documentation and recording for analysis and evaluation purposes. The data collected will be analyzed qualitatively and quantitatively to measure the level of effectiveness of the impact of this activity. The success of this community service program was also reviewed from the questionnaire distributed to all participants at the final session of the activity. Questionnaire statements include: reliability, responsiveness, empathy, assurance and physical evidence.

The electronic archive training was attended by village leaders and all village staff totaling 7 people, where this training activity was carried out by a community service team, namely permanent lecturers in the Business Administration department of the Padang State Polytechnic consisting of Dr. Fisla Wirda, S.E., Rahmi Wardani, S.Si., MAB, M.Si., Variyetmi Wira, S.E., Ariani Tanjung, S.S., M.Hum and one resource person, namely Benny Chandra, S.E., M.Si.

3. Results and Discussions

This training involves a series of systematic stages, beginning with an introduction to electronic archive storage, followed by the archive scanning process, and an introduction to the Canofile software. All seven staff members from the Batu Gadang sub-district participated in this community service activity. The team conveyed the purpose of this community service activity and provided the materials and modules that had been prepared.

During the introduction to the electronic archives stage, the facilitator explains the organization of archives, both manually and electronically. They discuss the advantages and disadvantages of each archive storage technique and outline the necessary elements for arranging electronic archives. Each participant actively engaged in this introductory process, with the facilitator creating opportunities for discussions and hosting question and answer sessions regarding electronic archives. Figure 5 illustrates when the facilitator imparted knowledge about the Electronic Records Management System. The delivery of this material lasted approximately 1 hour and was attended by all employees and administrative staff.



Figure 5. Delivery of Electronic Filing System Material

After listening to all the materials presented by the facilitator, each participant was instructed and practiced the process of scanning office archives using several tools available at the Batu Gadang Village Head Office. The scanning tools used include smartphone applications and scanning using computers/laptops and printers. This stage is essential for every training participant to understand in order to support the electronic organization of archives. The following picture shows the facilitator guiding the participants through the scanning process using a laptop and printer (Figure 6).



Figure 6. Process of Scanning Archives

The training stage for using Canofile software, with the guidance of a facilitator, each participant gets the opportunity to store archives electronically. At the initial stage of this archive keeping activity, each participant creates a personal account to enter the electronic archive system. Then the archives that have been scanned are saved or archived into the Canofile system. Figure 7 explains the session when the facilitator guides the participants using the Canofile software.



Figure 7. Each participant is asked to practice electronic archives

In the closing session, the facilitator and team provided valuable motivational advice to all participants. At the Batu Gadang village office, which initially still implemented manual archive storage, it was later able to utilize technology for the electronic archive storage process. This is to support the government program to minimize manual storage space and also the amount of paper used.

Measuring the success of this service program is also reviewed from the questionnaire distributed to all participants. Questionnaire statements include: reliability, responsiveness, empathy, assurance and physical evidence. From the questionnaire distributed to respondents, the following results were obtained.

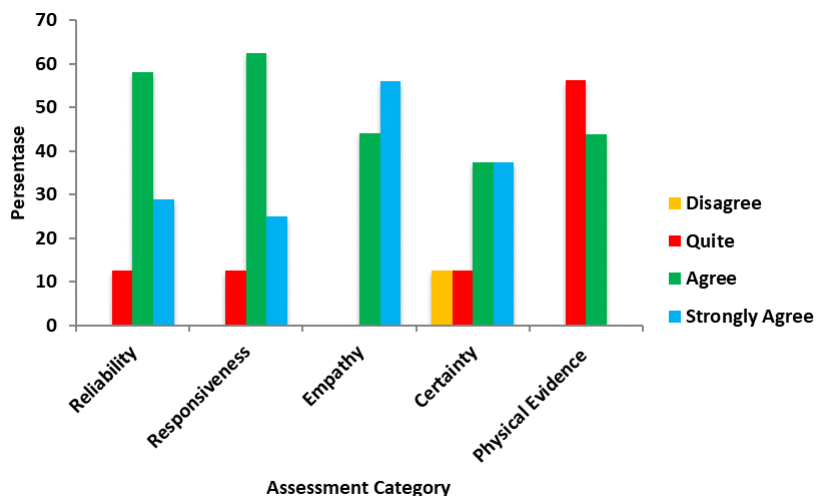


Figure 8. Graph of Participants' Assessment of the Training Program

From Figure 8, it can be observed that for the reliability indicator, 13% of participants responded as "quite," 58% of participants responded as "agree," and 29% of participants responded as "strongly agree." Regarding responsiveness, 13% of participants responded as "quite," 62% of participants responded as "agree," and 25% of participants responded as "strongly agree." On the empathy indicator, 44% of participants responded as "agree," and 56% responded as "strongly agree." Furthermore, on the certainty indicator, 13% of participants responded as "disagree," 13% as "quite," 37% as "agree," and 37% of participants as "strongly agree." For the physical evidence indicator, 56% of participants found it "sufficient," and 44% of participants responded as "agree." Therefore, it can be concluded that this training was successful, as participants' responses ranged from "agreeing" to "strongly agreeing."

4. Conclusions

Based on the results of the evaluation and discussions following the community service implementation, it can be concluded that the electronic archives training program in Batu Gadang village, Padang City, has successfully introduced an electronic archive management system using Canofile software as a filing system at the village office. This training has enhanced the knowledge and skills of village employees and has also sparked the participants' interest and enthusiasm for further learning about electronic archives management. The improvement in archival skills is evident from the participants' responses in filling out post-training questionnaires, where they expressed that they found the training very helpful in understanding and practicing electronic archives arrangement.

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