University Archives in Indonesia: A Preliminary Study

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Abstract: *A university archive is a new archival concept in Indonesia which is an institution that is responsible for managing static records. The university archives are regulated in the Law No. 43 (2009) on Archives and its implementation was further enacted in the Law No. 28 (2012). This concept in harmony with Presidential Decree No. 105 (2004) where the management of static archives is carried out by archives institutions, including university at the national level, provincial, district, and city levels. However, looking at the pragmatic needs in which many universities in Indonesia have not conducted filing activities optimally both in terms of fostering a dynamic archiving system and management of long-term archives, thus the idea for having professional university archives should be well-implemented, especially in the universities under category of the State-Owned Legal Entity (Badan Hukum Milik Negara – BHMN). This study discusses the concept and function of university archives and repertoire of what is worth keeping at the university archives. It also discusses the establishment and enhancement possibility and its minimum needed requirements. Based on the experience of the university archives of University of Gadjah Mada (UGM), to enhance the university archive, all working units both in the rector's office, faculty, and departments should be equipped with supporting facilities, physically and non-physically. Finally, the university archive should be also supported by the presence of skilled archival staff and other archival supporting staff.*

Keywords: *Organizational culture; Working motivation; Service quality; Public hospital; Health sector.*

I.   Introduction

Often we hear the plagiarism of scientific papers involve academician, both students and lecturers in colleges and universities worldwide, including Indonesia. Some data or even all data from a university is manipulated for the benefit of students from other universities in writing their assignments and final projects. Or the case of a lecturer who completed scientific papers had taken most of the data from the undergraduate students' assignments without knowledge and permission of the students. Academically, these practices are not allowed and be considered a plagiarist.

Meanwhile, there is another case where a college that will celebrate its anniversary intends to make a history of the book from the college. At the time of writing, it was difficult because of the lack of data in the form of archives which were records of organizational activities. Moreover, the college had experienced developments and changes both in terms of status, location, and its management. When looking for documents and archives needed, it is also unclear whether they are stored in the offices at the university, faculty, department, or other working units. Even the special unit that stores and manages its archival activities is not yet clear which unit responsibility. Those are just a few examples of filing cases found in several universities that are common in Indonesia. Based on the aforementioned cases, the presence of university archive as a special institution that is responsible for managing archives in the university environment is extremely important in Indonesia.

The need for the establishment of a University Archives has recently become more urgent in Indonesia, especially with the changing status of several universities into the State-Owned Legal Entities (*Badan Hukum Milik Negara* – BHMN) where the universities have autonomous authority to manage their own independently, even though they are under purview of the Ministry of National Education. In carrying out their duties and functions to provide educational services, the university engages in various administrative documents, data, information, and papers that needs for the good archival management. The archives or other important documents of the university in Indonesia have not been handled professionally. The documents is the result of university transactions in an effort to carry out activities and functions not only as a corporate memory, authentic evidence, and ingredient of organizational responsibility, but it also as a source of information and research material which is also a function of higher education institutions as an teaching and research institutions.

Considering the importance of the Archive function in an effort to run the wheel of university, there needs to be thought to form a university archives institution as an avenue for filing archives in higher education and at the same time a high-profile archive and other scientific works for the benefit of users (Kiemle, 2002). The fact shows that there are still many universities that do not have university archives as a unit that specifically manages archival activities. On this basis, this study intends to discuss the importance of establishing the archival unit at the university level in Indonesia. The study also highlights the concept of university archive and various the archival treasures that is worth keeping. This article is hoped to provide important explanation for the university authority in establishing the university archive. Through a better archive management, the university output such as the research results in the form of student final project, theses, and dissertations could be stored safely and they could be easily accessed for the benefit of the society.

The rest of the study is structured as follows. Section 2 discusses the concept of university archives, while Section 3 discusses the Development of University Archives in Indonesia, taking the case of the Gadjah Mada University. Finally, the conclusion and recommendation are presented in Section 4.

II.   What is the University Archive?
2.1. The concept of university archives

The University Archives is actually a new conception in terms of archives in Indonesia. According to the Law No. 43 (2009) on Archives, the university archives is defined as the archival institutions in the form of a college organization unit, both public and private sectors that implement it the functions and tasks of organizing archives at university environment. Organizing college archives become the responsibility of the university and implemented by university archival institutions. The filing unit must be established by the university and should be carried out in accordance with the provisions of legislation. The implementation of the university archives as stated in the Law No. 43 (2009) was further regulated in the Law No. 28 (2012) on Archives. According to the Law No. 28 (2012), the university archival institutions are responsible for guiding archives towards work unit in the rector, faculty, community academics, and/or work units with other titles in the university environment. In order to support quality improvement organizing national archives in state institutions, regional government and state universities, archival substance is one of the compulsory curricula education and training leaderships.

With the existence of a law on regional autonomy, it is possible for provincial/district/city regional governments to store and maintain their static archives in accordance with their territorial scope. Then if we look more deeply at the Presidential Decree No. 105 of 2004 on the Management of Static Archives stated that the management of the archives carried out by the Institute Archives consisting of the National Archives, the Institute Archives Provincial Institute of Archival Regency/City, thus it only archives the ability to store and manage archives static. When referring to the above regulation, it is clear that before the Law No. 43 (2009) was enacted, there were no other agencies either company or autonomous institution to manage static archives other than the archival institutions mentioned above.

This is certainly very different from the conception applied to some developed countries where archives are or static archives can be managed by the institution that creates archives either companies or other institutions (Bailey, 2007; Chiang and Yen, 2005). Examples in the State of the United States of America (Kennedy, 1996) or in Australia Archives static government property administered by the National Archives even in Australia (Archives Act, 1983; and Australia Archives Handbook, 1998) there was a distinction between archives static related to governance Commonwealth is managed by the National Archives of Australia, while the archives of other government managed by the Public Records Office (PRO). The Archives managed by the PRO which is among the most sought after by people in Australia are genealogical archives or hereditary or family history archives. As we know Australia is a waste continent a few centuries ago so that many migrants from different countries with different backgrounds. The community, both the younger generation and the older generation, likes to look for their own identities by exploring where their ancestors came from and what profession they did before coming to Australia. What's interesting about this type of archive is that it is still stored well and is very young to be accessed by users, for example the ancestors of Rudy Podolski, for example from Poland from Warsaw who came to Australia in 1845 aboard the Queen Elisabeth sitting number 37 and his profession is as a shoe maker. This type of archive is still well organized and quite complete with a composition or list of passengers who board a particular ship.

While the static archives of other companies or institutions managed by the company, including the static archives of universities are stored, maintained and fully managed by the tertiary institutions concerned. For example, static records owned by BHP companies, Monash University, Melbourne University are kept in their respective institutions, although technically it might be possible for the agency to store the files at a special leased storage institution.

Realizing on the differences in conceptions between Indonesia and several countries, the thoughts and discourses on the possibility of developing a static archive management institution other than archiving

institutions are becoming more prevalent even though the law is not justified. It was initiated by Bank Indonesia which kept its "static archive" which was later approved by the National Archives of Indonesia with its storage and management requirements in accordance with the expected standards. Also there are some individual collectors who try to save and manage static archives even more actively looking for and managing the existence of static archives for their possession. Then other private organizations also appeared that clearly sought stored and managed static archives to be commercialized. Based on this reality it seems necessary to rethink the conception of the management institution Static Archives are not only limited to archival institutions of course for various reasons and considerations of justification that are academically justifiable.

Considering the opportunities and facts, the National Archives of Republic of Indonesia in collaboration with several universities, especially those that are affiliated with State-Owned Legal Entities (BHMN) in accordance with Government Regulation of the Republic of Indonesia Number 153 of 2000, pioneered the study and formation of University Archives that serves as a forum for the management of static archives and as an archiving advisory institution for the university environment.

Maher (1992) in his book "The Management of College and University Archives" said that the University Research is basically an integrated program consisting of policies, human resources, activities and facilities available to maintain and maintain archives and create archives which are legacies of accessible university activities and presented to the interests of users more easily. Thus university archives as an institution that organizes archival activities both for fostering dynamic archives and as a forum for storing static archives so that they can be presented to users (Paulsson and Naeve, 2003). So that by looking at the functions as mentioned above, the repertoire of static archives can be used optimally, while dynamic archives stored in each work unit both in the faculty or department or study program can be managed properly.

From the reality in the field, it shows that there are still many universities that do not have a place to conduct internal archiving development, if there is only a basic development stage carried out by the Secretariat General through the General Bureau, the Ministry of National Education which functions as the Ministry's archival unit is very limited and hasn't touched all colleges. Especially by looking at a university unit, it has autonomy to carry out activities independently. Indeed, coordinative state universities are specifically under the Directorate General of Higher Education, but returned again because of their status so that archival activities have not been optimally touched. Many tertiary institutions are also not yet clear which functions to conduct archival training including whose function is to manage high-profile archives. So far there has been a tendency that the research archives such as in the form of theses, theses, or dissertations are still not well managed and stored in library institutions. While other important types of archives are still neglected.

The purpose of establishing the University Archives according to Maher (1992) is as follows:
1. To assess, store , manage, process, present and maintain high-purpose archives for universities for the benefit of users;
2. To provide adequate facilities for the activities of retention and preservation of archives;
3. Providing information services that can help implement college activities;
4. Providing research services with the provision of required archival material;
5. Disseminate knowledge and understanding of the goals, programs and targets of higher education and the possibility of development;
6. Facilitating filing activities efficiently; and
7. Provide a source of information to spur more creative learning and teaching techniques.

2.2. Forms of University Archives

Repertoire (*khasanah*) is a collection of static archives that are commonly stored in university archives those are ready to be presented for the benefit of users, both internal and external users from outside the university. The archives that are eligible to be stored in university archives are as follows:
1. Archives about the establishment of higher education, status, vision and mission, history of the establishment of faculties, departments and others;
2. Archives about the results of meetings and minutes from university or faculty activities;
3. Correspondence archives from the chancellor, dean or other decision makers including annual reports;
4. Student academic archive;
5. Results of scientific research and community service activities;
6. Summary of budget and financial statements;
7. College publications such as brochures, leaflets, teaching schedules, curriculum, and graduation requirements;
8. Directory in the form of name and address as well as other information from faculty, staff, students and alumni;
9. Newsletters, journals and other internal publications; and

10. Personal Archives (manuscripts) about the history and figures of the relevant university. In this type, the archives can be broadly grouped into several categories, namely individual collections that are still related to the university such as from faculty members, staff, students or alumni. Another type is an unrelated collection of individuals directly with the university but has collaborated with universities. Or it can also be a collection of individuals from outside the university but because of certain considerations so that it can be grouped as a university's personal archive.

   Broadly speaking these types of archives can be grouped into:
1. Archives about the history of the establishment of universities, both paper and non-paper, such as photos, videos, tapes, and so on.
2. Official archives which include regulating decisions, cooperation agreements, annual reports;
3. Personal paper consists of research archives, archives about collection of speeches, student papers such as theses, theses, dissertations;
4. Reference collection in the form of documents that are used as reference materials such as academic guidebooks, student statistics;
5. Anniversary archives which include student graduation archives, anniversary;
6. Club archives related to organizations formed both for teaching staff, employees or for students such as student associations, senates, nature lovers associations, scouts, employee and student cooperatives;
7. Publication archives are printed materials / internal publications such as magazines, journals, posters, bulletins, and so on.

   From some archives criteria that are worth keeping as mentioned above, it seems that the archive of student records and work archives or research results is an example of archives that are very vital, especially in Indonesia. This is to anticipate the possibility of misuse of the recent asphalt diploma which is very widespread, where a person due to the political interests claiming to be from a particular college is not true. Also the case of plagiarism of writing or research results is like the case presented at the beginning of this paper. By managing both types of archives properly and correctly, the possibility of abuse or plagiarism can be minimized.

   For archives of scientific works in the form of research results whether contained in a thesis, thesis or dissertation it is still somewhat controversial whether it is the material/object of archives or libraries, because so far there has been a tendency for these materials to be part of library activities and objects. But there are several reasons that the results are actually archival objects, especially the original text, while the copy is library material. In addition, the scientific papers are evidence material from university programs in order to award a degree at the same level as a bachelor, master or doctoral level. Thus this paper is the work of one of the main mission of the university as an educational and research institution and is one type of vital archive that can protect the university and individual rights in fulfilling its responsibilities. Another reason is that the paper is the result of research as evidence that has historical importance and for the benefit of scientific development. Thus scientific papers are the result of unique activities that require special security and care.

   Returning to any repertoire that is stored in the University Archives, it can be stated the example of the University of Melbourne Archives, Australia that is stored in the http://www.lib.unimelb.edu.au/collections/archives/ is not only an archive related to the university but rather an interesting archive of individuals who are figures or archives of private company, for example:
a. Archive of activity reports, minutes of meetings, other correspondence from the "Victorian Trade Hall Council" from 1857-1998.
b. Archives about stock exchanges and profiles and data of companies involved in the Stock Exchange of Melbourne activities from 1870-1994.
c. Archives of correspondents and minutes of company meetings "Broken Hills Association Smelters" in 1889-1980.
d. An archive of legal assistance clients related to the company with Blake & Rigall from 1829-1962.
e. Archives about elections and suffrage along with minutes of meetings from the Liberal Party branch of the State of Victoria.
f. Correspondent archives, publications and minutes of the Australian Communist Party Victoria branch office from 1930s-1980s.

   Whereas archives relating to universities are grouped into 3 categories, namely:
a. Static archives involving official services such as government and administrative archives that start from records and minutes of Council meetings that include the committee/team, the board of professors, academic boards, faculties and departments (registration archives and other archives). The oldest archive created was in 1853 until 1978.
b. Archives of associations and institutions formed in universities in the fields of sports such as Athletics clubs, women's tennis clubs, clubs or clubs formed by associations of departments/fields of study such as Medical Student Associations, Social Sciences Clubs, Chemical Student Clubs, etc.
c. An archive of individuals who are considered to be figures or former academic staff members.

While the Concordia University Archives, in the State of Canada stores static archives with the aim of the interests of aspects of Concordia University and other similar archives. Broadly speaking, it can be grouped into:

a. Archive about institutional history of the university concerned;
b. Archives of individual collections which are considered as figures; and
c. An archive of the results of meetings and minutes from the university council or a kind of board of professors and councils or senate members.

Interestingly enough, this institution also offers services not only related to access from its repertoire for the benefit of users, but other services that are not directly related to other services that are not directly related, such as services for the maintenance and development of dynamic filing systems for universities that concerned such as system filing activities, Archive Retention Schedule, inactive Archive management program (Thakar et al., 2008).

In addition, the institution also provides an integrated network with several other static archive management institutions incorporated in Montreal community activities such as the Montreal Jazz History, Montreal Visual Art, Culture from the Canada-Ireland Community in Montreal, all connected and easily accessible for users. Whereas other services that are not less important include collaborative services of postgraduate researchers and students on how to use static archives and how to use the system at the university. The services for archival records that are important and confidential and are considered to be of no use value.

From the two examples the university archives above can be used as material for our thoughts what can be stored as a repertoire of archives and any material that can be accessed by the public. In addition, the two universities have access to the internet with a portal with the relevant university, making it easier for users to search for needed archives and other supporting information.

2.3. University Archival Human Resource
The archives of an institution will never appear and can be accessed without the support of the University's HR Archives optimally. The course of university archives is indeed needed by reliable HR with minimum qualifications as follows:

a. A director or leader in charge is a professional who has the basis of archival experience, including having received training in filing and having experience and being familiar with the activities of research methodology. In addition, the person concerned has the ability to manage the underlying human resources explicitly as well as good relationships with alumni, faculty, students and the user community.
b. Supporting administrative staff to handle secretarial activities such as letters, internal staffing, finance and other operational support activities.
c. Officials responsible for processing or processing Archives as collections or repertoire from university archives, of course, must have strong experience and knowledge base in the field of filing.
d. The officer is responsible for guiding the faculty or other work units so that the implementation of the university filing system runs well. This officer must also have the capability in the field of archiving for either dynamic or static archives.
e. Archival functional officials who have expertise in managing archives including dynamic and static file processing make entry points so that they can be accessed by users including reading room staff and services for users.

Finally, the need for archival human resources should be adapted to the scope of university archives activities that will be formed including the repertoire they have, the more activities carried out, the more energy is needed (Ricks and Gow, 1992; and Reason, 2000).

2.4. Facilities and Equipment
Maher (1992) in Guidelines for College and University Archives more specifically said that university archives have minimum facility requirements in order to run optimally, namely:

a. Archives should be placed in fireproof buildings equipped with fire extinguishers;
b. The temperature and humidity of the air should be maintained constantly, i.e. between 16-21 with a humidity of 40-50%;
c. All archives should be provided with safety locks and only used for limited environments;
d. The storage building is also equipped with a smoke detector and water detector system;
e. Archives should also be protected with alarm security; and
f. If the storage area has a window, then try to have an ultra violet light filter so as not to speed up damage to the archive, and other standard requirements.

While for the reading room has several requirements, among others, are easily reachable by storage, it can also accommodate multiple users. In addition, it should be equipped with good lighting and adequate seating facilities, and the main thing is to provide finding aids in the form of instructions for the archive treasures they

have, tables for supervisors, registration points and lockers for storing visitor goods. Another consideration is that there is a need to provide special rooms for staff and rooms to process archival treasures that need to be processed immediately, which is separate from the service room so as not to interfere with service activities (Somadikarta, 2000).

III.   Development of University Archives in Indonesia

By looking at the development of pragmatic needs for the importance of a container for the storage and management of static archives as well as clarity in fostering archival systems in higher education, with little consequence ignoring the conception of archives where static archives are only stored in the National Archives of Indonesia and regional archival institutions developing a University Archives institution. As a master project, it was appointed and tested at Gajah Mada University on the basis of the Charter of Cooperation Number 411/P/KS/2002 and LT 20.3/922/2002. The Charter was then followed up with preliminary research in 2002 by producing:

1. Conceptual Framework for University Archives, Gajah Mada University (UGM); this report contains several alternative models of University Archives by comparing the experience of establishing University Archives in several foreign universities;
2. Active Dynamic Archive processing system at the UGM; contains an overview of the conditions of dynamic filing created in work units within the UGM and its processing system; and
3. Personal Records data in the form of Research Archives at the UGM Working Units is an initial data collection of approximately 6,000 titles of research archives spread across units in the UGM.

In 2003, a continued research was done focusing on the stage of preparation for the formation of University Archives at the UGM with results, as below:

1. The study of Static Archives in the UGM Environment, which is a data collection for types of official archives, personal papers, reference collections, anniversary archives, club/societies archives, publication archives and oral history projects;
2. Preparation of Establishment of University Archives at the UGM, which contains institutional formulation which includes the structure, functions, and details of the tasks of the existing work units.

Finally, in 2004 the university archives were formed in the UGM, which functionally had authority in the management of the University Static Archives which included maintenance, rescue, correctional and archival presentation for the interests of users; Inactive archive management which is the transfer of work units at the UGM; and fostering an archival system at the UGM. By looking at the wide-ranging functions of both inactive and static management activities and guidance functions, it is hoped that archival activities in the university environment will run optimally. The case and experience of the UGM University Archives can be used as an example and study for other universities or colleges in an effort to establish a University Archive.

With the issuance of the Government Regulation of the Republic of Indonesia Number 153 of 2000 which stipulates that several universities, including the UGM, have become status as State-Owned Legal Entities (BHMN), this basis underlies the National Archives of the Republic of Indonesia to develop the concept of university archives as a place to do archival management activities more programmed. With the status as a BHMN, it is expected that higher education institutions can be more independent to manage their households by reducing subsidies to a minimum from the central government, although in its implementation it is still transitioning and there is the impression that higher education is more commercially meaningful but not yet followed by other facilities.

With the establishment of university archives in the UGM, the National Archives of the Republic of Indonesia will develop a number of similar organizations in other universities such as the University of Indonesia, the Bandung Institute of Technology and following the Bogor Agricultural Institute. By looking at the different conditions, locations and internal policies, the National Archives of the Republic of Indonesia realize that the implementation of each university is likely to have a different level of implementation both in terms of echelon, authority and other supporting facilities. Related to these problems, the National Archives of the Republic of Indonesia is necessary to set minimum standards for standard University Archives for the environment of higher education in Indonesia.

IV.   Conclusion

The university archive is a new archival concept in Indonesia which is an institution that is responsible for managing static records. From a judicial perspective, the Law No. 43 (2009) on Archives and its implementation that further regulated in the Law No. 28 (2012) were in harmony with the Presidential Decree Number 105 of 2004 where the management of static archives is carried out by the archival institution, including university both at the national level and provincial level, district level, and city level. In the last two decades, many universities in Indonesia have not conducted filing activities optimally both in terms of fostering a dynamic archiving system and management of long-term archives, thus the idea for establishing the university

archives and its enhancement, especially in the universities under category of the State-Owned Legal Entity (*Badan Hukum Milik Negara* – BHMN) is extremely important. With regards to the issues of the university archives, the study provides several conclusions as follows:

1. Authority, given the unclear authority that needs to be carried out by universities in the field of filing, it is necessary to convey here that ideally universities have a function in fostering internal dynamic filing systems. The units that need to be fostered are work units both in the rector's office, agencies or institutions that are independent, faculty, majors or study programs. This guidance is intended so that the application of the filing system runs optimally of course after being equipped with supporting facilities such as standard archival guidelines or manuals.

2. The authority to carry out inactive management functions of Archives which is the transfer of the work unit that has a value and the frequency of its use has decreased. To carry out this authority, of course, adequate supporting facilities are used both for buildings that are suitable for storage standards and other supporting facilities. The fact so far seems that inactive archives of universities have not been managed properly and generally and generally still exist in the work unit of the Archive creator without standard management so that many of them are destroyed naturally or are not clearly existent.

3. The authority to manage archives that are long-term, both vital and permanent, so that archives that function as corporate memory and collective memory can be maintained and preserved as authentic evidence and results of activities and national accountability.

4. In accordance with the function of universities as educational institutions and research institutions, the results of scientific papers which are the results of research in the form of students' final project, or theses or dissertations can be presented and accessed easily for the benefit of users, whether researchers, academics or other users.

5. Establishing the independent forum of assistance that can reach up to work units both in the rector's environment, independent or faculty bodies or institutions, departments or study programs as the Archive creator unit.

6. The university archives should be supported by adequate facilities, standard internal and dynamic filing systems, standard inactive and static dynamic archive storage facilities and other supporting facilities.

7. Finally, the university archives should be supported by human resources in the field of reliable archives both for coaching executives, inactive and static Archive management technical staff, and supporting staff in Archive services needed by users.

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