The Effect of The Archival System on The Effectiveness of Employee Work at The Cirebon Regency Industry and Trade Office

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ABSTRACT

A good filing system is an important factor in supporting the smooth running of work and improving the efficiency of employees in government agencies. At the Cirebon Regency Industry and Trade Office, an optimal filing system is still a challenge. This study aims to analyze the effect of the filing system on employee work effectiveness. This study uses a quantitative method with a survey approach. Data was collected through questionnaires distributed to 89 employees from various educational strata at the Industry and Trade Office. The results showed that a good filing system, including efficient storage, management, and retrieval of files, has a positive and significant effect on employee work effectiveness. The filing system score was 3545, which indicates a fairly good category, but not yet optimal. Although the filing system at the Cirebon Regency Industry and Trade Office is quite good, there are still aspects that need improvement, especially in the maintenance and depreciation of archives. This study suggests that further analysis be conducted on other factors that affect work effectiveness and solutions to improve filing facilities.

Keywords : Archival System, Work Effectiveness, Employee Productivity, Cirebon Regency, Industry and Trade Office

INTRODUCTION

The local government of Cirebon Regency manages its own region, including in the fields of industry, trade, and consumer protection. In relation to industry and trade, the local government established the Cirebon Regency Regional Regulation, specifically Regional Regulation No. 05 of 2008, concerning the establishment of the Cirebon Regency Regional Service Organization. In an organization, one of the basic things that need to be considered from office activities is the archival system. The archival archival system according to Sugiarto & Wahyono (2015) is the process of storing and arranging letters or files contained in archives so that the archives can be recovered if needed.

Likewise with the Department of Industry and Trade, archives are needed in the implementation because archives are the center of memory for every activity in an office. Without an archive it is impossible for an archivist to remember all the records and documents in full (Belmonte & Opotow, 2017; Giannachi, 2016). The function of archives as memories, information centers and historical sources needs to be managed properly in order to facilitate all successful and effective office work activities and processes (Franks, 2018; Yale, 2015). In this case, the archival sector must always be ready to provide accurate information services to facilitate office activities.

The success of a person's work can be seen from the way it works or what is commonly referred to in the field of management is called "work effectiveness". According to Hasibuan (2016):

"Work Effectiveness is a measurement in the sense of achieving a predetermined goal or objective. He explained that if the goals or objectives have been achieved in accordance with what was previously planned, it is effective. So, if the goal or goal is not completed according to the predetermined time, then the work is not effective."

Based on the results of observations made by the author at the Cirebon Regency Industry and Trade Office, in the implementation of the archival system that has been carried out is still not optimal, this can be seen from several problems that occur such as the time for completion of work is still not optimal, the number of work targets is still not optimal and the neatness in carrying out the work is not good. These problems are caused by the fact that it takes a long time to find an archive, the arrangement of archives is not done properly, the narrow archive space causes many archives to pile up and even scatter and the number of archives found is not in accordance with the number that should be there.The problem that can be ignored is that the effectiveness of the work of employees at the Cirebon Regency Industry and Trade Office has not been optimal, it is suspected that it is because the existing archival system at the Cirebon Regency Industry and Trade Office has not been optimal.

This study aims to find out the implementation of the archival system, to find out the effectiveness of employee work, to find out the influence of the archival system on the effectiveness of employee work and to find out the obstacles faced in the archival system at the Cirebon Regency Industry and Trade Office. Archives have a role as a memory center, as a source of information and as a monitoring tool that is indispensable in every organization in the context of planning, analyzing, developing, formulating policies, making decisions, making reports, accountability, and others (Habash, 2020; Moran & Morner, 2017; Saffady, 2021). The effectiveness of a job depends on the work of employees in it. The effectiveness of employee work in this case refers to archive management. Where good archive management is in the process of placing archives so that there are no difficulties if at any time the archives are needed.

Hasibuan (2016) stated that:

"Work effectiveness is a measurement in the sense of achieving a predetermined goal or goal. It is clear that if the goals or objectives have been achieved in accordance with what was previously planned, it is effective. So, if the goal or objective is not completed according to the predetermined time, then the work is ineffective."

Several studies have explored the relationship between the filing system and the effectiveness of employee work, such as those conducted by Hasibuan (2016), which show that good archive management can increase productivity and work efficiency. However, this study makes a new contribution with a specific focus on the influence of the filing system at the Cirebon Regency Industry and Trade Office, as well as an in-depth analysis of the challenges faced in implementing the filing system in the local context.

Saxena (in Adam, 2017:176) explained that there are several indicators in work effectiveness, namely:

1.   Quantity
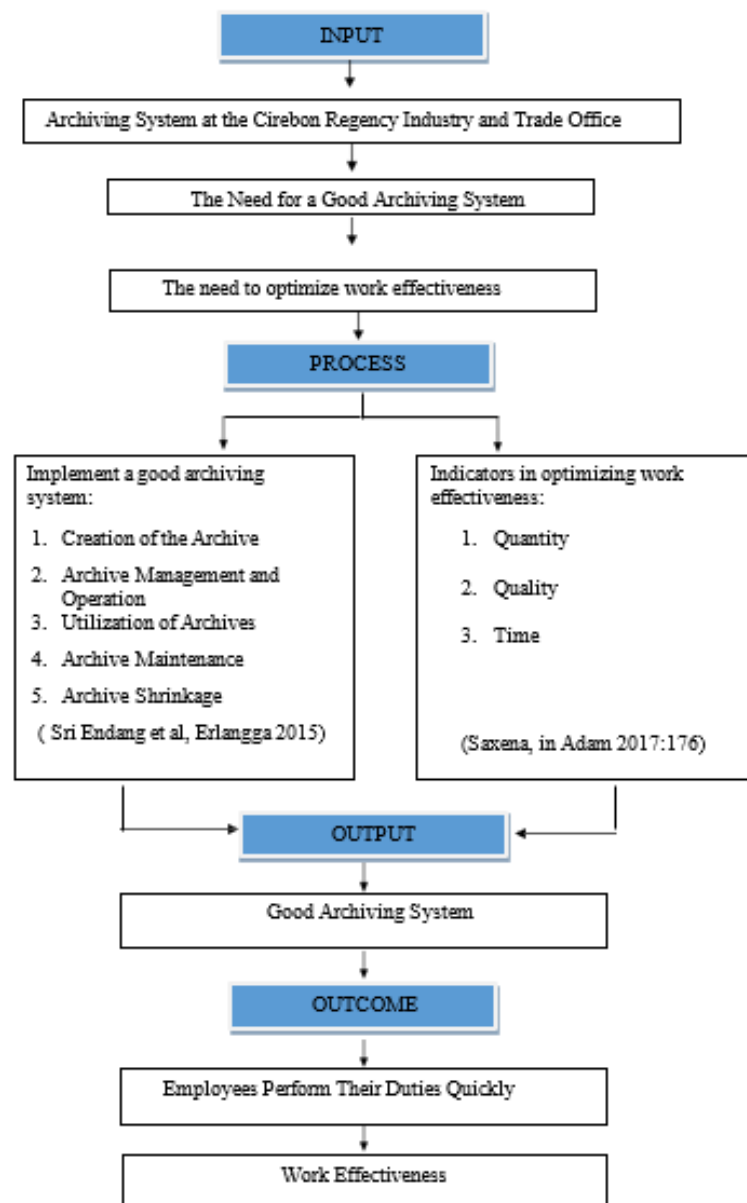2.   Quality
3.   Time

Chart 1. Framework of Thought

Ho: There is no positive and significant influence of the archival system on the effectiveness of employee work at the Cirebon Regency Industry and Trade Office
H1: There is a positive and significant influence of the archival system on the effectiveness of employees in the District Industry and Trade Office

RESEARCH METHOD

The research method used to get results in accordance with the expected objectives is the survey research method. The survey research method is research that analyzes sample data, not population data. The sampling technique from the research population was carried out by proportionate stratified random sampling technique. The research population is 89 employees consisting of 6 strata/levels based on education level, namely:

1. S2 : 7 people
2. Diploma IV (D IV)/ S1: 30 people
3. Diploma III (D III) :3 people
4. High School/Equivalent : 41 people
5. Junior High School/Equivalent : 4 people
6. Elementary School / Equivalent : 4 people

The data collection method in this study is using quantitative data collection techniques which is data collection that can be done in various settings and various sources and various ways. When viewed from the setting, data can be collected in a natural setting, when viewed from the data source, then data collection can use primary and secondary sources.

The data collection techniques in this study are in the form of observation, interviews and questionnaires. The series of activities or steps carried out in the data collection are as follows:

1. Literature Studies
2. Observation
3. Interview
4. Questionnaire

RESULT AND DISCUSSION

This chapter presents the results of research and discussion after conducting research in the field from the number of existing samples and meeting the sample criteria of 32 samples. By using an instrument in the form of a documentary, data on the Archive System on the Work Effectiveness of Employees of the Cirebon Regency Industry and Trade Office can be obtained. This study has two variables consisting of one independent variable of the archival system consisting of the dimensions of archive creation, archive management and control, archive utilization, archive maintenance and archive shrinkage and one variable bound to work effectiveness consisting of the dimension of work effectiveness in quality, quantity and time.

The data analysis used by the researcher is a descriptive analysis method with a quantitative approach to assess archival system variables and work effectiveness variables which are operated into indicators and described through 20 question items for questionnaires (questionnaires) from archival system variables and 12 question items for work effectiveness variable questionnaires.

The results of the questionnaire are then tabulated into a frequency distribution table of each respondent's response to find out whether the level of score of the assessment variable is included in the category of very good, good, good enough, not good, and very bad, for that it is first determined the minimum index value, maximum index value, interval and interval distance. Then a re-check was carried out with the results of interviews and observations of the researcher.

The validity or not of the question items in the questionnaire can be known by processing data using the Pearson Product Moment Correlation Coefficient (rxy) formula. Data processing is carried out using the SPSS computer and the results are attached and summarized as follows:

Table 1. Results of Variable Y (Work Effectiveness) Validity Test in Pilot Research

Number	Value		Information
	rxy table	rxy calculate	
1	0,2429	0,250	Significant/Valid
2	0,24294	0,505	Significant/Valid
3	0,2429	0,282	Significant/Valid
4	0,2429	0,279	Significant/Valid
5	0,2429	0,324	Significant/Valid
6	0,2429	0,268	Significant/Valid
7	0,2429	0,771	Significant/Valid
8	0,2429	0,375	Significant/Valid
9	0,2429	0,491	Significant/Valid
10	0,2429	0,709	Significant/Valid
11	0,2429	0,635	Significant/Valid
12	**0,2429**	**0,781**	**Significant/Valid**

Source: Trial Research Results, Year 2016

As carried out in the validity test, in conducting this reliability test, the author also performed calculations with the help of a computer, namely using the Statistical Package for Social Science (SPSS) version 22 and obtained the following variable values:

Table 2. Results of Reliability Testing of X Variable (Archival System) in Trial

Cronbach's Alpha	Cronbach's Alpha Based on Standardized Items	N of Items
0,875	**0,876**	**20**

Source: Data Processing Results, Year 2016

According to **Simamora (2004:177)**, to test reliability, the criteria used is Cronbach's Alpha value> 0.60. Based on the output above, a **Cronbach's Alpha value** of 0.875 was obtained. Because Cronbach's Alpha value > 0.600 (0.875> 0.600), it can be concluded that the instrument's statement is reliable.

Table 3. Results of Variable Y (Work Effectiveness) Reliability Test in Trial

Cronbach's Alpha	Cronbach's Alpha Based on Standardized Items	N of Items
0,768	**0,757**	**12**

Source: Data Processing Results, Year 2016

According to **Simamora (2004:177)**, to test reliability, the criteria used is Cronbach's Alpha value> 0.60. Based on the output above, a **Cronbach's Alpha value** of 0.768 was obtained. Because the value of Cronbach's Alpha > 0.600 (0.768> 0.600), it can be concluded that the statement of the instrument is reliable. Then to find out the level of reliability, it can be confirmed by the interpretation of the r value according to Arikunto as follows:

Table 4. Reliability Coefficient Classification

No.	R value	Interpretation
1.	Between 0.8 to 1.00	**Very high**
2.	Between 0.6 to 0.8	**Tall**
3.	Between 0.4 to 0.6	**Quite high**
4.	Between 0.2 to 0.4	**Low**
5.	**Between 0.00 to 0.2**	**Very low**

Source: Arikunto (2000:260)

Based on the figure above, it can be concluded that the archival system of the Cirebon Regency Industry and Trade Office is at a very good level with a score of 3545. This proves that the archival system of the Cirebon Regency Industry and Trade Office is quite good, although in essence it is still not up to expectations and is not optimal as it should be. The percentage of implementation of the Archiving System variable can be calculated by the following formula:

$$\frac{3545}{4700} \times 100\% = 75\ \%$$

Variable X (Archival system) consists of five dimensions, namely archive creation, archive management and control, archive utilization, archive maintenance and archive shrinkage. It can be concluded that the archival system at the Cirebon Regency Industry and Trade Office based on Archive Creation is at a fairly good level with a total score of 698. When viewed from the percentages, they are as follows:

$$\frac{698}{940} \times 100\% = 74\ \%$$

Dimension III (Archive Utilization) Variable X

The archival system at the Cirebon Regency Industry and Trade Office based on the Utilization of Archives is at a fairly good level with a total score of 694. When viewed from the percentages, they are as follows:

$$\frac{694}{940} \times 100\% = 74\ \%$$

Dimension IV (Archive Maintenance) Variable X

The archival system at the Cirebon Regency Industry and Trade Office based on Archive Maintenance is at a fairly good level with a total score of 721. When viewed from the percentages, they are as follows:

$$\frac{721}{940} \times 100\% = 77\ \%$$

Dimension V (Archive Shrinkage) Variable X

The archival system at the Cirebon Regency Industry and Trade Office based on Archive Depreciation is at a fairly good level with a total score of 707. When viewed from the percentages, they are as follows:

$$\frac{707}{940} \times 100\% = 75\ \%$$

No.	Dimension	Number of Question Items	Questionnaire Score	Highest Score Standard	Implementation Percentage	Criterion
1.	Creation of the Archive	4 items (1-4)	698	940	74%	**Pretty Good**
2.	Archive Management and Operation	4 items (5-8)	725	940	77%	**Pretty Good**
3	Utilization of Archives	4 items (9-12)	694	940	74%	**Pretty Good**
4	Archive Maintenance	4 items (13-16)	721	940	77%	**Pretty Good**
5	**Archive Shrinkage**	**4 items (16-2)**	**707**	**940**	**75%**	**Pretty Good**

The Influence of the Archive System on the Work Effectiveness of the Cirebon Regency Industry and Trade Office. After it is known how the level of the Archives System of the Cirebon Regency Industry and Trade Office, where the implementation of the archival system is still not optimal, it is at an adequate or not optimal level. Then the Work Effectiveness variable is also still not optimal where it has only reached a fairly good level. Thus, the archival system that is not optimal affects the level of employee work effectiveness. One of the objectives of this study is to prove whether there is an influence of the Archives System on the Work Effectiveness of Employees of the Cirebon Regency Industry and Trade Office. To answer the purpose of this study, the researcher used statistical analysis, namely the determination coefficient which aims to find out how much influence the Archives System has on the Work Effectiveness of Employees of the Cirebon Regency Industry and Trade Office.

The data that affects is the total score of the variables using the Pearson Product Moment (rxy) Correlation formula (Nakagawa et al., 2017; Winarti et al., 2024). Through calculations with the help of the SPSS 22 (Statistical Package for Social Science) program, it was obtained between the two variables that had an influence on each other of 0.708 which can be seen in the appendix while the table rs value for n=47 with a confidence degree of 95% and a degree of error of 5% was 0.2429 Because the rs value was calculated 0.708 > the table rs was 0.2429, there was a positive and significant relationship between the two variables. Thus, the hypothesis proposed by the author, namely Ha (Alternative Hypothesis) is tested and can be accepted as true, while H0 (Zero Hypothesis) is rejected. This shows that there is a positive and significant relationship between the archival system and Work Effectiveness.

The determination coefficient is used to measure the fit of the model, or notated with R 2. This indicator states how much variation of the independent variable (X) is able to explain the change of the bound variable (Y) (Alexander et al., 2015; Fisher et al., 2019; Nakagawa et al., 2017). To determine the magnitude of the influence of the supervisory variable on the work effectiveness variable, it is obtained from the Coefficient of Determination expressed in percent, formulated as follows:

The formula for calculating the determination coefficient is as follows:
$Kd = r2 \times 100\%$

The variables measured were the archival system and work effectiveness. The results of measuring the magnitude of the relationship are found in the following formula:

$$(D = r2 \times 100\% = 0.501 \times 100\% = 50\%)$$

The determination coefficient (R Square) shows a value of 50%, Furthermore, the guidelines for interpreting the determination coefficient or level of influence using Guilford's criteria are as follows:

Table 5. Guidelines for Providing Interpretation of Determination Coefficients

Interfal coefficient	Level of influence
Less than 4%	The influence is very low
4% - 16%	The influence is low but definitely
17% - 49%	The influence is quite heavy
50% - 81%	The influence is strong
More than 81%	The influence is very strong

Thus, the results obtained from the influence of the archival system variable on the work effectiveness variable are in the category of low with strong influence (50% - 81%). This means that the work effectiveness variable is influenced by the archival system variable by 50% and the remaining 50% is influenced by other factors that are not studied in this study**.**

CONCLUSION
Based on the results of research on the effect of the filing system on the effectiveness of employee work at the Cirebon Regency Industry and Trade Office, it can be concluded that the filing system is in the fairly good category with a score of 3545, although it is not yet optimal. Even though all aspects of the filing system are available, the maintenance and depreciation of the archives still show deficiencies. Employee work effectiveness is also classified as quite good with a score of 1981, but suboptimal archive storage hinders the timely completion of tasks. The test results of the coefficient of determination show that the influence of the filing system on work effectiveness is 50%, indicating a fairly high influence. One of the obstacles faced is the limited filing facilities which depend on the availability of local government funds. For further research, it is advisable to conduct a more in-depth analysis of other factors that affect work effectiveness, as well as explore solutions to improve archiving facilities, including the potential use of information technology in archive management.

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