



JOURNAL

ANALYSIS OF RECORDS MANAGEMENT FACILITIES IN THE DIRECTORATE OF FINANCE PUSAT PENGELOLAAN KOMPLEK GELORA BUNG KARNO

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Abstract:

Archive facilities management plays an important role in supporting effective records management within an organization. This study aims to analyze the management of archive facilities at the Finance Directorate of the Gelora Bung Karno Complex Management Center (PPKGBK), focusing on planning and organizing, implementation of archive facilities utilization, and supervision of archive facilities management. This research employed a descriptive qualitative approach. Data were collected through observations, interviews, and documentation involving employees responsible for archive management. The findings indicate that archive facilities management at the Finance Directorate of PPKGBK has been implemented effectively. Planning and organizing were carried out through identifying facility needs, procurement planning, and organizing storage media based on archive characteristics. The implementation involved the use of filing cabinets, archive cabinets, binders, archive boxes, and folders to support systematic storage and efficient records retrieval. Supervision was conducted through regular monitoring, evaluation of facility conditions, and reporting of damaged or inadequate storage facilities. However, the increasing volume of records highlights the need to improve storage capacity to ensure sustainable and effective archive management.

Keywords: *archive facilities management, records management, archive facilities, Finance Directorate PPKGBK.*



BACKGROUND

Archives are important organizational assets because they serve as evidence of activities, sources of information, and references in decision-making processes. Effective records management depends not only on proper procedures but also on the availability of adequate archive facilities. Archive facilities such as filing cabinets, archive cabinets, archive boxes, binders, archive folders, and storage racks play an essential role in maintaining the security, organization, and accessibility of records. Proper management of these facilities enables organizations to store records systematically, protect them from physical damage, and facilitate efficient records retrieval.

The Finance Directorate of the Gelora Bung Karno Complex Management Center (PPKGBK) is responsible for managing various financial records generated from budgeting, treasury, accounting, taxation, and financial reporting activities. These records continue to increase in volume every year, creating greater demands for archive storage facilities. Consequently, archive facilities must be managed effectively through appropriate planning, implementation, and supervision to ensure that financial records remain well organized and easily accessible whenever needed.

Based on preliminary observations conducted by the researcher, the Finance Directorate of PPKGBK has utilized various archive facilities, including filing cabinets, archive cabinets, binders (*ordners*), archive boxes, folders, labels, and storage racks. However, the continuous growth of financial records has created challenges related to storage capacity and the arrangement of archive facilities. Several archive storage media have reached their maximum capacity, requiring periodic evaluation and additional storage facilities. These conditions indicate that archive facilities management needs continuous improvement to support effective records management.

Previous studies have generally focused on records management systems, electronic records, or archive administration. Meanwhile, studies specifically discussing archive facilities management, particularly in government institutions, remain limited. Most previous research emphasizes records management procedures rather than the planning, utilization, and supervision of archive facilities that support archival activities. Therefore, this study provides a different perspective by focusing on archive facilities management as an essential component of records management.



This study aims to analyze archive facilities management at the Finance Directorate of the Gelora Bung Karno Complex Management Center (PPKGBK). Specifically, the research examines three aspects of archive facilities management, namely planning and organizing, implementation of archive facilities utilization, and supervision of archive facilities management. The findings are expected to contribute to the development of archive facilities management practices and provide practical recommendations for improving archival management within government institutions.

THEORETICAL FRAMEWORK

Archives are organizational assets that function as evidence of activities, sources of information, and instruments of accountability. Effective records management requires adequate archive facilities to ensure that records are stored systematically, protected from damage, and can be easily retrieved whenever needed. Archive facilities include filing cabinets, archive cabinets, storage racks, archive boxes, binders, folders, labels, and other supporting equipment used in archival activities.

Archive Facilities Management

Archive facilities management refers to the process of planning, organizing, utilizing, maintaining, and supervising archive facilities to support effective records management. Adequate archive facilities contribute to the security, preservation, and accessibility of records, enabling organizations to manage archives efficiently (Rachmah et al., 2023; Bernadetha et al., 2025).

Life Cycle of Records

The Life Cycle of Records theory explains that records pass through several stages, namely creation, use, maintenance, and disposition. During the use and maintenance stages, archive facilities play an important role in protecting records and supporting efficient records retrieval throughout their retention period (Jasmin & Suryani, 2023; Meva et al., 2024).

METHOD

This study employed a descriptive qualitative approach to analyze archive facilities management at the Finance Directorate of the Gelora Bung Karno Complex Management Center (PPKGBK). The research was conducted at the Finance Directorate of PPKGBK, Jakarta. The participants consisted of five employees directly involved in archive management,



namely the Head of Accounting and Budget Division, the Head of Treasury and Taxation Subdirector, the Treasury Administrator, and two Treasury Staff members.

Data were collected through observations, semi-structured interviews, and documentation. The collected data were analyzed using the interactive model of Miles and Huberman, which includes data reduction, data display, and conclusion drawing/verification. To ensure the credibility of the findings, data validity was examined through source triangulation and technique triangulation.

RESULT

The findings indicate that archive facilities management at the Finance Directorate of the Pusat Pengelolaan Komplek Gelora Bung Karno (PPKGBK) has been implemented through three main aspects: planning and organizing, implementation of archive facilities utilization, and supervision.

In the planning and organizing stage, archive facilities are identified based on operational needs, followed by procurement planning according to budget availability. Archive storage media, including filing cabinets, archive cabinets, binders (*ordners*), archive boxes, archive folders, and labels, are organized according to the type and retention period of financial records. The organization of archive facilities enables systematic storage and facilitates records retrieval.

The implementation of archive facilities utilization has been carried out according to the function of each storage medium. Active records are stored in filing cabinets, archive cabinets, and binders to provide easy access, while inactive records are transferred to archive boxes. Labels are attached to each storage medium to simplify archive identification and retrieval. The findings also show that the available archive facilities have generally supported daily archival activities, although storage capacity has become increasingly limited due to the continuous growth of financial records.

Regarding supervision, archive facilities are monitored regularly through inspections of storage conditions, evaluation of archive organization, and reporting of damaged or inadequate facilities. The supervision process ensures that archive facilities remain functional and capable of supporting effective records management. However, the increasing number of



records indicates the need for additional storage facilities and periodic evaluation of archive capacity.

DISCUSSION

The findings show that archive facilities management at the Finance Directorate of PPKGBK has been implemented through three interconnected activities, namely planning and organizing, implementation of archive facilities utilization, and supervision. These activities have supported the systematic management of financial records, making the storage process more organized and facilitating records retrieval when needed. The availability of various archive storage media also reflects the organization's efforts to provide facilities that support daily archival activities.

The implementation of archive facilities has generally met the operational needs of the Finance Directorate. The use of filing cabinets, archive cabinets, binders, archive boxes, and folders according to their respective functions has improved the efficiency of records storage and retrieval. In addition, the arrangement of archives based on document type and storage period has enabled employees to locate records more quickly while maintaining the security and organization of financial archives.

Although archive facilities management has been carried out effectively, the study found that the increasing volume of financial records has become a challenge in maintaining storage capacity. This condition indicates the importance of periodically evaluating archive facilities and planning for additional storage media to ensure that archival management remains effective in the future. Continuous supervision and proper maintenance are also essential to ensure that archive facilities remain functional and capable of supporting organizational activities.

CONCLUSION

This study concludes that archive facilities management at the Finance Directorate of the Gelora Bung Karno Complex Management Center (PPKGBK) has been implemented effectively through planning and organizing, implementation of archive facilities utilization, and supervision. Archive facilities have supported systematic records storage, protection, and retrieval, thereby improving the efficiency of records management. Nevertheless, the increasing volume of financial records requires continuous evaluation and additional storage



facilities to ensure sustainable archive management. The findings of this study provide practical insights for improving archive facilities management and may serve as a reference for future studies on archival management in public organizations.

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