



JOURNAL

**IMPLEMENTATION OF INACTIVE ARCHIVE DISPOSAL IN
ARCHIVE MANAGEMENT AT PT XYZ**

Jennah Marsha Sanjaya¹, Christian Wiradendi Wolor², Wida Aristanti³

Marshasanjaya26@gmail.com

Faculty of Economics and Business, Universitas Negeri Jakarta, Indonesia

Abstract:

This study aims to gain an in-depth understanding of the implementation of inactive records disposal in records management at PT XYZ, an infrastructure company in East Jakarta. The focus of the research includes the implementation of the disposal process, the obstacles encountered, and the efforts made by the company to overcome them. This study employs a descriptive method with a qualitative case study approach. Data were collected through observation, structured interviews, and documentation, and analyzed using an interactive model consisting of data collection, data reduction, data display, and conclusion drawing. Informants were selected through purposive sampling, comprising two Corporate Secretary staff, one General Affairs staff, and one Human Capital staff directly involved in records management. The results show that the disposal of inactive records at PT XYZ has been carried out through the stages of records identification, sorting, verification against the Records Retention Schedule (RRS), transfer, destruction, and permanent transfer of records with historical value. However, implementation has not been fully optimal because it is not carried out routinely and consistently across all work units. The obstacles identified include the absence of a periodic disposal schedule, inconsistent application of procedures between divisions, and limited human resources dedicated to records management. The company has undertaken several improvement efforts, such as reorganizing records based on classification and the RRS, strengthening coordination among work units, and mentoring employees, which have had a positive impact on records order, although further evaluation is still needed for the process to run optimally.

Keywords:

Records Disposal; Inactive Records; Records Management; Records Retention Schedule (RRS)

BACKGROUND

Archives are a key source of information that play a vital role in supporting administrative activities and decision-making, as well as serving as valid evidence within an organisation (Yunda et al., 2022). Under Law No. 43 of 2009 on Archiving, records are defined as records of activities or events in various forms and media created and received by state institutions, companies, organisations, or individuals in the context of social, national and state life. As the volume of records increases, organisations face the challenge of managing inactive records—that is, records whose usage has declined but which still possess significant value and utility (Purnomo & Poernamawati, 2025). If inactive records are not managed properly, this will lead to problems such as the accumulation of records, limited storage space, and difficulties in



retrieving information. One of the most crucial yet often overlooked stages in records management is records disposal, namely the process of reducing the volume of records by transferring inactive records from the producing department to the records management unit, destroying records whose retention period has expired, or transferring static records to the national archives. The National Archives of the Republic of Indonesia (ANRI) emphasises that the Records Retention Schedule (RRS) is the primary instrument in the implementation of records reduction, ensuring that the records created continue to provide value to the organisation. The results of a preliminary survey distributed to 20 employees of PT XYZ from various divisions showed that 80 per cent of respondents had experienced difficulties in locating old records, and 50 per cent of respondents stated that the disposal of inactive records had never been carried out in their work units. These findings are reinforced by observational results showing that records are still stored in piles without a clear distinction between active and inactive records, and that there is currently no record centre or standardised record classification system in place. This situation is consistent with the research by Mayesti (2021) and Saeroji et al. (2020)Saeroji et al. (2020), which states that the accumulation of records is generally caused by a lack of awareness-raising and limitations in both budget and storage facilities. Research by Nurwitasari & Fatmawati (2025) also indicates that inconsistencies in the application of the JRA can lead to delays in the disposal of records, whilst Hernandi et al. (2026) found that limitations in archival human resources constitute a major obstacle to records management. Based on these issues, this study aims to examine in depth how the disposal of inactive records is implemented in records management at PT XYZ, what obstacles are encountered, and what efforts are being made to overcome these obstacles. The novelty of this study lies in its focus on the implementation of records disposal in a company that does not yet have a structured disposal system, using qualitative methods and a case study approach.

THEORETICAL FRAMEWORK

Archives can be defined as a collection of documents or records in various forms and media—whether written, visual or audio—produced or received by individuals or organisations and which have value as sources of information, evidence and documentation (Sandi & Sofyan, 2026; Raudah & Radawiyah, 2023). Under Article 1 of Law No. 43 of 2009 on Archival Management, archives are categorised into five types: dynamic archives, vital archives, active archives, inactive archives, and static archives. Inactive records are those whose usage has declined and which are rarely used in day-to-day operational activities; however, they still hold administrative, legal, or historical value and therefore must continue to be properly managed and maintained (Purnomo & Poernamawati, 2025; Ahsanti, 2023). The management of inactive records involves organising records through the stages of sorting, classification, and storage in a records centre in accordance with archival standards, with the aim of facilitating the retrieval process, conducting audits, and supporting administrative accountability (Permana & Setiawan, 2025). The management of inactive records encompasses a range of activities, including transfer, organisation, loan, retrieval, maintenance, security and the disposal of records (Mulyapradana et al. 2021). A Records Retention Schedule (RRS) is a list containing information on the retention periods for records, as well as recommendations regarding the final disposition of records—whether they should be destroyed, reviewed, or preserved permanently (Zoelkarnaen & Wahyu, 2025). The ARS serves as an official guideline for the implementation of both records disposal and preservation, whilst also establishing the retention



periods for each type of record. Records disposal is a crucial activity in records management aimed at reducing the volume of inactive records that no longer hold any practical value, thereby enhancing organisational efficiency (Krisnawati, 2022). According to (Hidayah & Suhartono, 2023), records disposal can be carried out in three ways: transferring records from the processing unit to the records management unit in accordance with the provisions of the JRA; destroying records whose active or inactive retention periods have expired; and handing over static records of historical value to the relevant archival institution. These three stages form the framework for analysing the implementation of the weeding of inactive records in this study.

METHOD

This study employs a descriptive method with a qualitative approach and a case study design to gain an in-depth understanding of the implementation of the disposal of inactive records in records management at PT XYZ, a concrete infrastructure company located in East Jakarta (Niam et al., 2024; Septiana et al., 2024). The research was conducted over a period of five months, from February to June 2026. The data sources for this study comprised primary data obtained through observation, structured interviews and documentation, as well as secondary data in the form of company documents, Standard Operating Procedures (SOPs), lists of inactive records, books and academic articles relating to records management. Research informants were selected using purposive sampling (Jailani & Jeka, 2023), namely two Corporate Secretary staff members, one General Affairs staff member, and one Human Capital staff member who were directly involved in the management of the company's archives. Data validity was tested using triangulation, utilising three mutually supportive data collection methods: observation, interviews and documentation. Data analysis was conducted descriptively through four stages of an interactive model: data collection, data reduction, data presentation, and drawing conclusions and verification.

RESULT

The research findings show that the implementation of the weeding of inactive records at PT XYZ was carried out in several stages, namely: identifying records whose frequency of use had decreased, sorting records by type and classification, reviewing the Records Retention Schedule (RRS), transferring inactive records to a dedicated storage facility, destroying records whose retention period has expired, and transferring records with permanent value. The company has established Standard Operating Procedures (SOPs) and the ARRS as formal guidelines to support this process. However, implementation has not been fully optimal because the culling has not been carried out routinely and consistently across all work units; some units have conducted culling in accordance with procedures, while others still do so only occasionally when the volume of records begins to pile up. The challenges faced in implementing the weeding of inactive records include three main issues. First, the weeding of records has not been carried out periodically according to the established schedule, so records that should have been transferred or destroyed are still stored in the records warehouse. Second, there is a lack of consistency among divisions in applying weeding procedures, a problem exacerbated by the fact that the SOP for records weeding has not been updated. Third, there is a shortage of human resources specifically dedicated to records management, as the weeding process is still handled by administrative staff in each division, resulting in a longer time required for organizing and identifying records.



To address these challenges, PT XYZ has reorganized its archives based on classification and the JRA, implemented a phased records disposal process, improved coordination among work units during the archive transfer process, provided guidance to employees, and optimized the use of storage space. These efforts have begun to have a positive impact on the orderliness of records management, although further evaluation and more consistent implementation are still needed to ensure that records weeding can proceed optimally across all work units.

DISCUSSION

The research findings indicate that the weeding of inactive records at PT XYZ was carried out by identifying and separating active and inactive records, in line with the view that record weeding is necessary to improve storage efficiency and facilitate record retrieval (Faridah et al., 2022). This is also consistent with the research by Nurwitasari et al. (2025), which states that records weeding can support more organized records management. However, the fact that the process has not yet been implemented routinely and comprehensively across all divisions has led to the continued accumulation of inactive records alongside active ones. This finding is consistent with the observations of (Nurdiansyah & Octaviana, 2026), who noted that delays in record weeding can lead to the accumulation of records and hinder the efficiency of records management. The fact that many record management processes are still carried out manually also slows down record cataloging and organization, consistent with the findings of (Purnomo & Poernamawati (2025) that unstructured record management can slow down the document retrieval process. Consistency in applying procedures across all work units is also a key factor in the success of records weeding, as noted by Maharani et al. (2025). The challenges identified in this study—namely, the lack of a regular records disposal schedule, inconsistencies in the application of procedures across divisions, and limited human resources—are consistent with the findings of Nurlaeni et al. (2022) and Utami & Lawanda (2022), who noted that challenges in records disposal are generally technical and administrative in nature, such as the length of the records identification process and limited storage facilities. Permatasari (2026) and (Maharani & Kuswanto (2026) also emphasize that manual records management and limited archival facilities are major obstacles to optimal records management, while Fauziah et al. (2026) highlight the importance of consistent application of the Records Classification System (RCS) across all work units. The improvement efforts undertaken by PT XYZ—such as organizing records based on classification and the JRA, providing guidance to employees, and coordinating across work units—align with the recommendations of Hamsinah et al. (2024) and Sihotang et al. (2024) that systematic organization, the creation of records inventories, and guidance for records managers can enhance records orderliness. Tahra & Lestari (2024) add that improving the quality of records management requires support in the form of additional human resources as well as the reorganization of storage spaces. The use of technology, such as standardized filing methods (Septiawardani & Armayrishtya, 2025) or QR codes for retrieving records (Salama & Sukma, 2026), could serve as an alternative for further development at PT XYZ to improve the effectiveness of weeding inactive records in the future.

CONCLUSION

The implementation of the disposal of inactive records at PT XYZ has been carried out through the stages of identification, sorting, JRA review, transfer, destruction, and handover of records; however, it has not yet been fully optimized because it has not been conducted routinely and consistently across all work units. The main challenges faced include the lack of a periodic disposal schedule, inconsistencies in procedure implementation across divisions due to outdated SOPs, and limited human resources specifically dedicated to records management.



The company has implemented various improvement efforts, such as organizing records based on classification and the JRA, enhancing coordination among work units, providing employee guidance, and implementing phased record disposal, which have had a positive impact on the orderliness of records management, although ongoing evaluation is still required. Based on these findings, PT XYZ is advised to establish a schedule for periodic record disposal in accordance with the JRA, enhance employee competencies through records management training, designate dedicated human resources for records management, strengthen coordination among work units, and provide adequate supporting facilities and infrastructure so that records management can proceed in a more orderly, efficient, and sustainable manner. Future research is recommended to use a quantitative or mixed-methods approach with a broader organizational scope to obtain a more comprehensive picture of the effectiveness of inactive records disposal.

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