

## CHARACTERISTICS OF DIGITAL AND MANUAL ARCHIVE MANAGEMENT

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### Abstract

*This research aims to exploratively describe the characteristics of archive management at UIN SMH Banten. The characteristics referred to are the percentage of manual or digital archive management. There is also an explanation of the many static and dynamic archives managed at UIN SMH Banten. Apart from the percentages at the archive management stage, several obstacles faced by archivists in managing archives at UIN SMH Banten were also discussed. To obtain valid and credible data, questionnaires, interviews and documentation were used. The informants in this research were all archivists who were tasked with managing archives at UIN SMH Banten. From the results of data collection and analysis, it was found that archive management is generally carried out manually and digitally. Even though archives have been managed manually and digitally, archive management is still dominated by manual methods. The archives that are mostly managed by archivists at UIN SMH Banten are dynamic archives. Digitally managed archives are not yet fully integrated at the university level. Meanwhile, archives that are managed manually are still not in accordance with the archive management classification. One of the obstacles to archival management at UIN SMH Banten is the lack of archival facilities and infrastructure which results in problems with digital archive integration.*

**Keywords:** *Archive management, manual archives, digital archives*

## INTRODUCTION

Archives are an inseparable part of administrative purposes. Because one of its functions is as important documentation that something is correct and can be reused for certain purposes. At the university level, archive management has a fatal role because it will impact the administration of various educational activities related to students, educators and educational staff. Each university has archival management characteristics that involve professional staff such as archivists. The archivist will manage the archives according to the type and use of the archives.

There are several definitions of archives according to experts, including according to Sambas, A.M (2018) there are three concepts of archives, namely philosophical, juridical and sociological. Philosophically, archives are records of activities or events that occur that represent the recorded facts. Juridically, archives are legal evidence and accountability tools or materials. Sociologically, archives are personal identity, reflect the past, and can generate a sense of belonging, as well as provide benefits to individuals, organizations, society and the country. So, archives can be used as documents as proof of the implementation of programs and activities in accordance with university planning.

According to Zulkifli, A. (2020), Sambas A.M (2018) and Agus, S. and Rini, S. (2017) types of archives include static archives and dynamic archives. Static archives are archives produced by archive creators because they have historical use, have exhausted their retention, and have permanent information that has been verified, either directly or indirectly by ANRI or archival institutions (Sambas, 2018). Meanwhile, dynamic archives are all archives that are still in various offices, whether government offices, private sector or community organizations, because they are still used directly in implementation planning and other administrative activities (Zulkifli, 2020).

From the results of interviews with archivists at UIN Sultan Maulana Hasanuddin Banten (UIN SMH Banten), the types of archives managed are static archives and dynamic archives. Static archives in several work units include lecturers' teaching assignment letters, department accreditation and student grades. Meanwhile, dynamic archives can be in the form of cooperation agreement letters with various parties. From the interview results, information was also obtained that the archives at UIN SMH Banten had not been fully integrated.

From the results of interviews with archivists, information was obtained that there was a desire from the archivists to digitally integrate archives at the university level. The idea of digitizing archives emerged due to limited archive storage space at UIN SMH Banten. This is in accordance with the opinion of Yakin B. S. (2019) that manual archive storage carries the risk of a lack of storage space. To digitize the archives at UIN SMH Banten, you need to pay attention to several things. One of them is the need for management facilities and infrastructure that are adapted to the characteristics of the types of archives at UIN SMH Banten.

Because of the importance of archives for the administration of a campus, archive management must also be effective and efficient. To optimize archive management, it is necessary to understand archive maintenance, facilities for maintaining archives, structuring and storing archives, and securing archives (Sattar, 2020). Because the archives at UIN SMH Banten are not yet fully integrated, optimizing archive maintenance cannot yet be carried out. One of the reasons is the facilities and infrastructure for archival maintenance.

Insufficient facilities and infrastructure can hamper digital archive management activities. It is necessary to know the characteristics of archive management at UIN SMH Banten, before preparing supporting facilities and infrastructure. From research conducted by Arum W. K, dan Lydia C. (2019), Muhammad R.Y., dan Sri R. Z., (2020), Dellia S.W., and Ismaya (2023), Rahmayanti, et al (2022), and Dwi R. P. (2021), the characteristics of digital archive management have never been discussed, which includes the number of archive management according to category or type of management. Therefore, this research will discuss the characteristics of archive management according to the method and type of archive used.

To provide facilities and infrastructure for archival maintenance at UIN SMH Banten so that all archives can be fully integrated, an initial mapping of the number and need for existing archives is required. Therefore, it is necessary to directly review the condition of archive

management in each work unit at UIN SMH Banten. So, to find out about archive management in each work unit at UIN SMH Banten, research was conducted with the aim of knowing the general characteristics of archive management at UIN SMH Banten.

### Archive Management

In KBBI archives are defined as written, oral or pictorial documents from the past that are stored in written or electronic media and are usually issued by official institutions, stored and maintained in a special place for reference (Sambas, 2018). Based on Republic of Indonesia Law Number 43 of 2009 concerning Archives, archives are records of activities or events in various forms and media in accordance with developments in information and communication technology created and accepted by state institutions, regional governments, educational institutions, companies, political organizations, organizations. society, as well as individuals in the implementation of social, national and state life (Muhammad Rustam, 2019).

So archive management is an archive management activity which aims to protect the function of archives within a certain period of time. If the archive is confidential, then the archive must be stored with a high level of security so that it is not easily seen or accessed except as previously permitted. Therefore, archive management is as important as the objects described in the archive.

### Types of Archive

According to Law No. 7 of 1971, archives are divided based on their function into two groups, namely dynamic archives and static archives (Zulkifli, 2020). Dynamic archives are archives that are used directly in the activities of the archive creator and are stored for a certain period of time (Sambas, 2018). Sambas (2018) also explained that static archives are archives produced by archive creators because they have historical use value, their retention has expired, and they are permanent and have been verified, either directly or indirectly, by the National Archives of the Republic of Indonesia (ANRI) and/or archival institutions. The chart of types of archives according to their function is below.

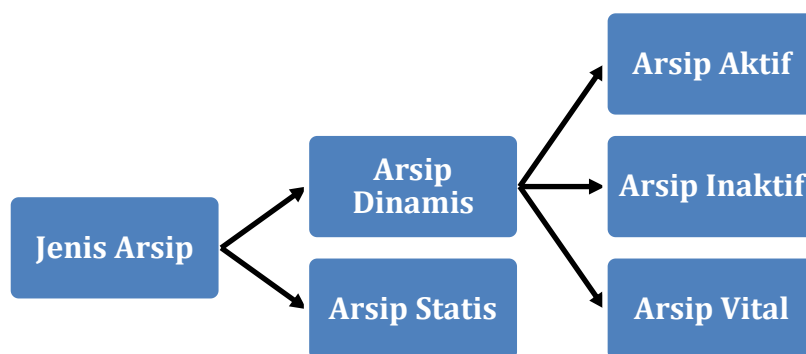


Figure 1. Types of archives based on function

Dynamic archive management, consisting of several archives, namely vital archives, active archives and inactive archives. Vital archives (Sambas, 2018) are archives whose existence meets the basic requirements for the operational continuity of the archive creator, cannot be renewed, and cannot be replaced if damaged or lost. Active archives (Sambas, 2018)

are archives that are used frequently and/or continuously. Meanwhile, inactive archives are archives whose frequency of use has decreased (Sambas, 2018).

Management of static archives (Sattar, 2020) in archival institutions is shown to ensure the safety and security of archives as evidence of national responsibility in the life of society, nation and state. In ANRI Perka number 27 of 2011, it is explained that the functions of static archive management are (i) collective memory, identity and self-identity of the name; (ii) research and scientific development materials; and (iii) public information sources (Sattar, 2020).

### **Advantages of Digital Archive Management**

In accordance with the National Archives of the Republic of Indonesia Regulation (Per ANRI) number 6 of 2021 concerning electronic archive management, electronic archives are archives that are created and received in electronic format or as a result of media transfer. The aim of electronic archive management is to maintain authenticity, integrity, security and safety and facilitate archive access. Some of the benefits of digital archive management according to Per Anri number 6 of 2021 and Sambas, et al (2016) are increasing transparency and accountability, availability of information as material for decision making and improving the quality of risk management, protection and support for litigation, protection of intellectual property rights, and one alternative solution in manual/paper-based records management practices. With digital archive management, management effectiveness and efficiency in archival searches will be optimally implemented at the university.

An archive can function according to the purpose for which the archive was created, if it has the characteristics of being authentic, reliable, intact and usable (Muhammad Rustam, 2019). Authentic archives are archives whose components and attributes are proven. Reliable archives are archives whose archival representation can be trusted. Intact archives are archives that have not undergone changes, while usable archives are archives that can be traced and their existence discovered.

Research on digital archive management has been carried out by various parties, there are several research results on digital archive management by Dellia S.W., and Ismaya (2023), Rahmayanti, et al (2022), and Dwi R. P. (2021). From research by Dellia, S.W., and Ismaya (2023) entitled Electronic Records Management in the Digital Era, the results showed that Indonesia is not yet fully aware of the usefulness of electronic records management and that digital records management training is needed. Results From research results from Rahmayanti, et al (2021) with the title Implementation of Electronic Filing in the Nadine Application at the National Single Window Institution. From the research results, it was found that the Nadine application is very efficient and effective because it can be accessed anywhere and at any time using an intranet network, however the application does not support the archives side because it does not accommodate filing menus to archive shrinkage, so filing electronic archives still uses manual methods.

From research by Dellia S.W., and Ismaya (2023) and Rahmawati, et al (2021), it is concluded that digital archive management has begun to be used as a solution to increase the effectiveness and efficiency of archive management. Although in reality, digital archive management practices still need improvement and improvement. From the research results of Rahmayanti et al (2022) entitled Introduction to Digital Archives Management to Improve Excellent Service at the Sukarame-Pandeglang Village Office, the results showed that staff at the Sukarame Village office were included in digital archive management training in order to grow

and change mindsets in the era of digitalization. Apart from that, staff will regularly participate in training, not only digitalization or communication training, but also training to improve staff competency so that they can compete and have a competitive advantage and provide excellent service.

### Archive Classification

In archive storage procedures, there is one procedure, namely coding or assigning codes based on subject groups, sub-subjects and sub-sub-subjects (Sambas, 2018). This means that in archive storage procedures there needs to be classification of archives to make it easier to find archives if needed. Archives classification is a pattern of organizing archives in stages from the results of the implementation of agency functions and tasks into several categories of archival information units (National Archives Regulation of the Republic of Indonesia Number 9 of 2022 concerning Archives Classification). So archive classification is the process of categorizing archives based on units or groups of certain archives.

To classify archives, there are 2 types of classification that can be used, namely standard archive list classification and self-made archive list classification (Zukifli Amsyah, 2020). The information in the archive list is a term for the subject being archived, for example scientific fields (general, philosophy, religion, etc.), Finance (credit and taxes), Education, etc. Therefore, archivists must be able to determine which files to be archived fall into which archival subject category.

### RESEARCH METHOD

This research uses an exploratory descriptive approach using informants and respondents consisting of all archivists at UIN SMH Banten. The steps in this research consist of pre-research observations, extracting several research problems, developing research instruments, determining the place and time for data collection and determining the analysis techniques for the data that has been collected. At the data collection stage, researchers used questionnaires and interviews and were equipped with documentation of the facilities and infrastructure used to manage archives in each work unit at UIN SMH Banten. After the data was collected, the data was analyzed quantitatively using descriptive statistics and qualitatively by interpreting the percentage results from the calculation results which were supported by confirmation to informants through interviews and documentation. Informants in this research consisted of all archivists at UIN SMH Banten, explained in under table.

Table 1. Research Informants

SOURCE	UNIT
Informan 1	Bagian Tata Usaha Fakultas Tarbiyah dan Keguruan
Informan 2	Bagian Tata Usaha Fakultas Ushuluddin dan Adab
Informan 3	Lembaga Penjaminan Mutu
Informan 4	Bagian Tata Usaha Fakultas Syariah
Informan 5	Lembaga Penelitian dan Pengabdian Kepada Masyarakat
Informan 6	Bagian Tata Usaha Fakultas Ekonomi dan Bisnis Islam
Informan 7	Lembaga Penelitian dan Pengabdian Kepada Masyarakat

Source: UIN SMH Banten, Banten Province

## RESULT AND DISCUSSION

The results obtained after the data collection and analysis process using descriptive statistics, obtained some information about the characteristics of archivist management at UIN SMH Banten. Some information related to the characteristics of archive management at UIN SMH Banten includes information on manual and digital archive storage, static archive management and dynamic archive management. To find out information about the characteristics of archive management at UIN SMH Banten, questionnaires, interviews and documentation were used.

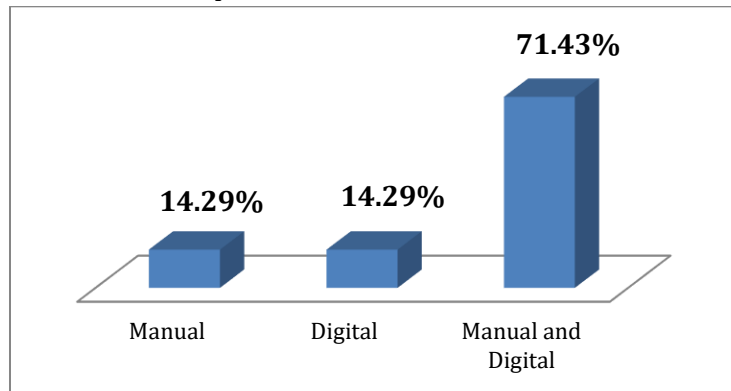


Figure 2. Percentage of archive management systems in UIN SMH Banten

From the results of filling out the questionnaire in Figure 2, it was found that 71.43% of archive management at UIN SMH Banten was carried out manually and digitally. According to the interview results, manual management of archives in each work unit is carried out by storing archives in cupboards or storage boxes. For archives that are stored digitally, usually the physical archives are scanned and stored in a Google Drive account. However, digital archive storage using a Google Drive account is not yet fully integrated. Even in work units, archives stored in Drive are still stored separately in the accounts of each archive creator or archive keeper. In fact, every archive in a work unit should be managed by an archivist and adjust the procedures for managing the type of archive. Meanwhile, manual management of archives in each work unit at UIN Banten is still dominantly carried out with a percentage of more than 50% according to Figure 3.

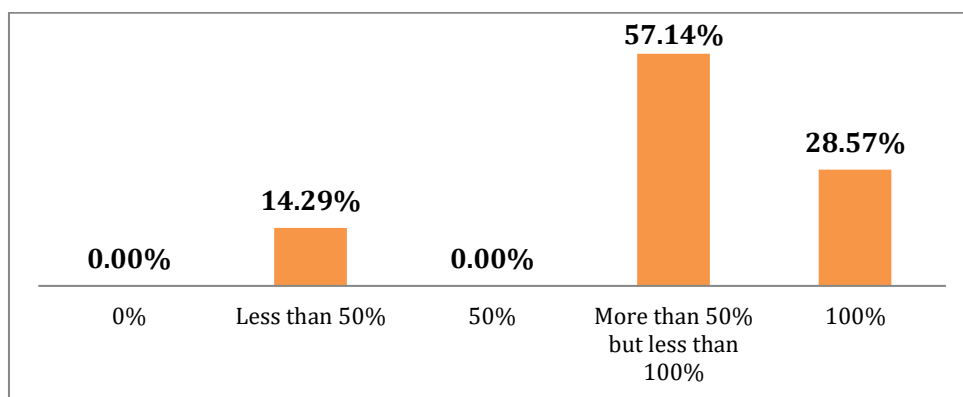


Figure 3. Percentage of manual archive management systems in UIN SMH Banten

Most of the archives are managed manually, many of which are still not in accordance with the provisions for archives management. The management of the archives in question is

not yet appropriate, such as the archives not being classified according to their type. Archives currently stored are categorized based on the year the archive was created. Therefore, several problems occur when tracking the required archives. Because they are stored manually and still correspond to the archive year, if certain archives are needed you have to track down the archives from that year one by one. One of the existing manual archive storage locations is shown in Figure 4.



Figure 4. One of the archive stores that is still managed manually at UIN SMH Banten is not in accordance with archive qualifications

Archive management is predominantly manual at UIN SMH Banten, because there has been no socialization and provision of infrastructure to digitize archives and integrate them as a whole throughout UIN SMH Banten. Even though it has been started by storing archives in Google Drive on each computer device that is not yet fully managed by archivists, it often creates difficulties when searching for the necessary archives. Based on the results of data collection, it was found that less than 50% of archives were managed digitally, in accordance with Figure 5.

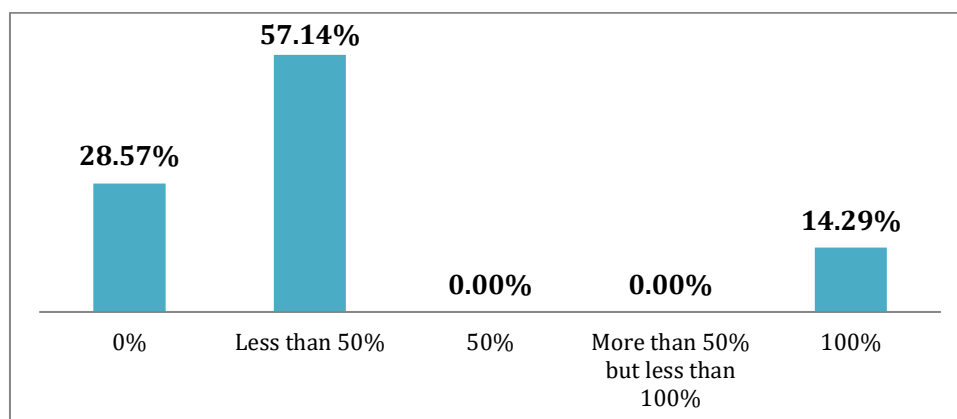


Figure 5. Percentage of digital archive management systems in UIN SMH Banten

Even though archive management at UIN SMH Banten is done manually and digitally, the number of archives managed digitally is still very small. Apart from the fact that there has been no socialization regarding the integration of archives within the campus environment, the

facilities and knowledge regarding digital archive management have not been implemented optimally. From the results of interviews with archivists, digital archive management still uses storage space on the Google Drive account of each archive creator or collector. This means that if the archives are collected by the employee concerned, then the archives are stored in his account and not every archivist necessarily knows about them. This weakness often causes problems. One common problem is the difficulty of tracing the archives needed by a particular unit.

UIN SMH Banten has implemented Single Sign On (SSO) for several applications. One of the applications in SSO UIN SMH Banten is electronic archive management. Even though there is an electronic archive management application, according to the application manager, not all archives can be stored on one server. Due to limited storage space, the electronic records management applications that currently exist are only used to manage especially important dynamic records. The application used by UIN SMH Banten to manage archives digitally can be seen in the figure 6.

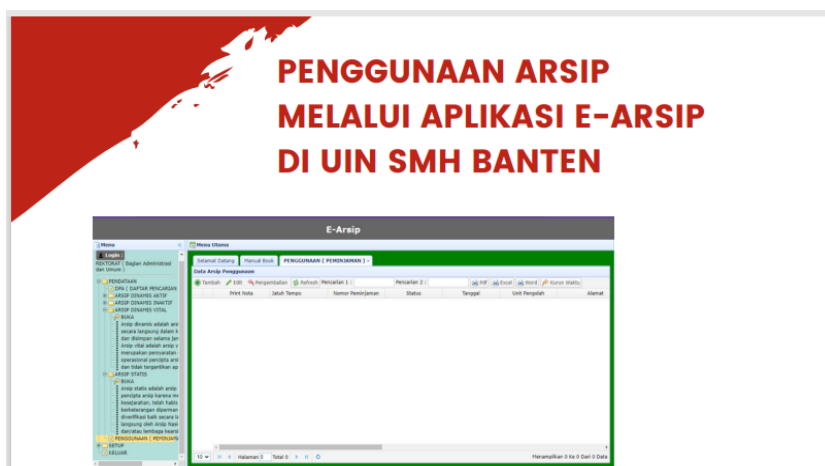


Figure 6. Application used by UIN SMH Banten to manage archives digitally

Based on the results of the interview, information was obtained that the types of archives managed by units at UIN SMH Banten consist of static archives and dynamic archives. The static archives managed by the department include lecturers' teaching assignment letters, unit activity decrees, lecture evaluation results, and others. Meanwhile, dynamic archives are mostly managed by units in the directorate, for example a cooperation agreement letter with UIN. The dominant percentage of static archives at UIN SMH Banten is less than 50%, according to Figure 7. The small number of static archives currently managed by UIN SMH Banten is because many of the previous archives did not participate in being moved to the new campus of UIN SMH Banten, because due to limited storage space. Static archives that are moved are sorted in stages according to their urgency.



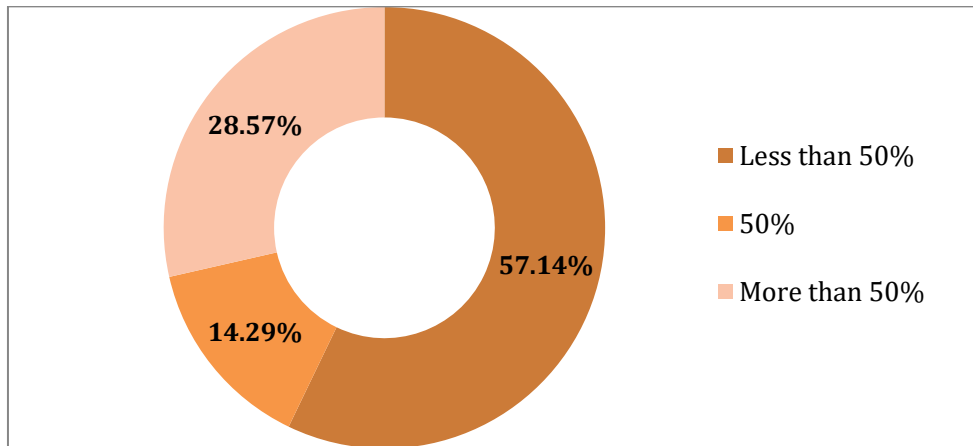


Figure 7. Percentage of the number of Static Archives managed by each work unit

The static archives managed are less than 50%, then the number of dynamic archives managed by archivists at UIN SMH Banten is more than 50%. The large number of dynamic archives managed by UIN SMH Banten is because many of the dynamic archives have been managed digitally. Due to limited storage space capacity, dynamic digitally managed archives are selected according to the level of urgency. The most urgent an archive is, it will take priority over archives that fall into the regular category. The percentage of the number of dynamic archives managed by UIN SMH Banten can be seen in Figure 8.

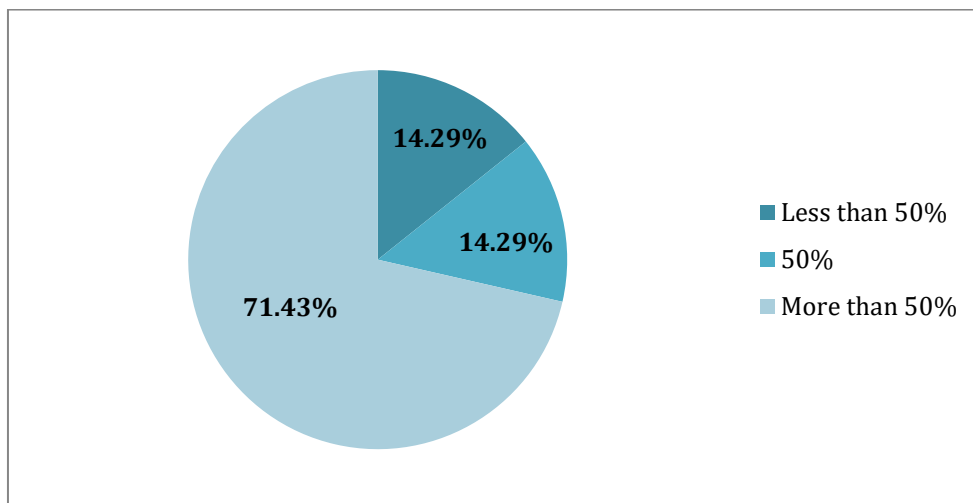


Figure 8. Percentage of the number of Dynamic Archives managed by each work unit

Static archives at the university level are generally managed by work units in the faculty, while many dynamic archives are managed by work units in the rectorate. There are several static archives managed by UIN SMH Banten, such as teaching assignment letters, lecturer proof of teaching documents, lists of student grades, and diplomas and decrees for positions of educators and education staff. Meanwhile, dynamic archives managed at UIN SMH Banten include student diplomas, cooperation MoU, ownership certificates and employee performance recaps.

The majority of archive management in faculty units is still manual and archive storage uses storage shelves. From the results of interviews and observations, archives in the faculty are still arranged based on the year the archive was created, not based on the classification of the

archive into its subject category. It turns out that one of the contributing factors is that the staff who assist archivists in managing archives do not fully understand archive management procedures, especially the classification aspect. Even archivists within UIN SMH Banten generally do not take part in regular training or workshops to develop their competency as archivists.

The archivists at UIN SMH Banten are very aware of the importance of archival training and workshops to upgrade their competence and skills in using digital systems. In fact, generally archivists at UIN SMH Banten are very enthusiastic about planning archive management that is integrated in a digital system. Apart from archivists, it is also important to provide training on archive management to employees who handle archives in the university environment in order to achieve optimization of digitally integrated archive management.

To carry out integrated digital archive management within the UIN SMH Banten environment, several improvements are still needed. From the results of interviews with archivists, several obstacles were obtained in carrying out its management. Based on the results of interviews with archivists, it is known that there are several obstacles in managing archives at UIN SMH Banten. Some of the obstacles are 1) there are still many documents that have not been integrated and managed by archivists, 2) there is not enough archive storage space, 3) there is still a lack of experienced archivists, and 4) there is no system that integrates archives at UIN SMH Banten.

Of the four obstacles to managing archives at UIN SMH Banten, three of them are because archives are still managed conventionally/manually and have not been integrated. To integrate archives into one complete component, existing archives can be managed digitally. Digital archive management is defined by the National Archives and Record Administration (NARA) as archives that are managed in a certain format using computer devices (Muhammad Rahmani Yusuf and Sri Rohyanti Zulaikha, 2020). Archives that are managed digitally will be easier to integrate, stored with a good level of security, and it will be easier to search the archive history when needed.

By managing archives digitally, you can reduce the use of conventional storage space. Archive storage space can be used to support lecture activities or extracurricular activities to support student activities. Digital archive storage can also make it easier to search archives, but extra security is also needed to access some confidential archives. Digital archive management at UIN SMH Banten must be carried out immediately, so that maintenance and storage of existing archives can be made effective and integrated within one university.

## CONCLUSION

The conclusions from the discussion of this research are (i) The archive management method at UIN SMH Banten is manual and online/digital. However, the percentage of archives that are digitized is still below 50%, meaning that archive management at UIN SMH Banten generally still uses manual methods. For the types of archives managed at UIN SMH Banten, dynamic archives are more numerous than statistical archives. Meanwhile, according to archivists, the classification of archives managed is still not in accordance with the category of archive subject. (ii) digital archive management at UIN SMH Banten has been carried out but has not been integrated and the percentage is still very small, apart from that the e-archive application used has limited storage space so that archive management is still carried out independently by the work unit. (iii) There are several obstacles to archive management faced

by archivists at UIN SMH Banten, namely (a) there are still many documents that have not been integrated and managed by archivists; (b) inadequate archive storage space; (c) there is still a lack of experienced archivists; and (d) there is no system that integrates archives at UIN SMH Banten.

## SUGGESTION

Based on the results of research data analysis, several obstacles were found in managing archives at UIN SMH Banten. For more effective management, it is recommended to digitize archives. Several steps that can be taken to digitize archives at UIN SMH Banten are as follows; (1) Preparing facilities and infrastructure to digitize archives such as high-speed scanning machines for each faculty and work unit at UIN SMH Banten, providing high capacity digital archive storage and having a very good level of security according to the type of archive, (2) Equip archivists with knowledge about archives and archive digitization activities by conducting training, (3) Carry out additional archivists or employees to carry out archive digitization activities, (4) Collect all archives in each work unit that will be digitized, (5) Carry out the process of scanning archives that are still in physical form and then convert them into files, (6) Save and carry out the process of verifying scanned archives according to their type, (7) Create event reports for archives that have been digitized to make it easier for archivists to find out all archives that have been digitized, and (8) Authenticate archives that have been digitized by archivists so that the validity of the archives can be guaranteed.

## THANK YOU-NOTE

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