

OPTIMIZING THE ROLE OF FINDING AIDS IN IMPROVING THE EFFECTIVENESS OF ELECTRONIC ARCHIVES MANAGEMENT AT MUHAMMADIYAH UNIVERSITY, JAKARTA

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Abstract

The transformation of archive management to an electronic system requires the existence of effective digital finding aids to support access and retrieval of archives (archival retrieval systems). This study aims to analyze the role of digital finding aids in the E-Archives system of Muhammadiyah University of Jakarta (UMJ). The study used a descriptive qualitative approach with application developers, archive managers, and system users as subjects. Data were collected through observation, interviews, and documentation. Data analysis refers to the interactive model of Matthew B. Miles et al. which includes data reduction, presentation, and iterative drawing and verification of conclusions. Data validity was maintained through triangulation of sources and techniques. The results show that the UMJ E-Archives has implemented basic elements of digital finding aids such as metadata, classification, and search features. However, its effectiveness still needs to be improved through metadata standardization, enrichment of archive descriptions, and adjustments to user needs. The novelty of this study lies in the integration of system analysis and user experience, with practical contributions in the form of recommendations for developing a more structured and user-oriented archive system.

Keywords: digital finding aids, electronic archives, archive retrieval, metadata

INTRODUCTION

Archives are a vital source of information, containing various valuable documents and data that support academic, administrative, and research activities within an institution. Archives play a strategic role in supporting various institutional activities, particularly in the context of higher education, particularly as a source of information. However, many libraries and archives units still face challenges in terms of accessibility and efficient retrieval of archival documents. As a higher education institution, Muhammadiyah University of Jakarta (UMJ), with its substantial archives collection, requires a system that facilitates users' quick and accurate search and access. In the context of higher education, archives serve not only as institutional memory but also as a data source that supports academic activities, research, and decision-making. Therefore, effective and efficient archives management is a fundamental requirement to ensure the availability of accurate and timely information.

Along with the development of information technology, archives management has undergone a transformation from conventional systems to electronic systems. Electronic archives systems enable faster and more extensive storage, management, and distribution of information. However, this digital transformation does not automatically resolve issues related to archive accessibility and retrieval. The complexity of data structures, the large volume of archives, and the limitations of search systems remain major challenges to the optimal use of digital archives. One important component of an electronic records management system is finding aids, which are search tools that help users find the archival information they need quickly and efficiently. Archives must use a finding aid system that meets current professional standards, provides essential information to users, and allows archivists to navigate collections. Finding aids provide intellectual control, moving from general to more specific information. Maher (1992) stated that the primary finding aid is a provenance-based catalog with a uniform description format that includes key elements such as collection title, date, physical volume, and location. In the digital age, this role has become increasingly crucial. Walton (2017) noted that finding aids have evolved from physical documents to online interfaces, enabling extensive remote access to digital archives (Of & Terminology, n.d.). Finding aids can be defined as descriptive tools that help users locate, understand, and access archival collections. These can take the form of inventories, catalogs, guides, lists, or indexes. The existence of finding aids is crucial because it can expedite the archive retrieval process and improve service efficiency, particularly in the context of static archives with a high volume and complexity. This is because, in many institutions, including university archives, finding aids are still provided in printed or manual form, making them difficult for users to access widely and quickly. However, studies on optimizing finding aids as a means of digital archive retrieval in Indonesian universities are still very limited.

Research by Junandi et al. (Junandi et al., 2022) emphasizes the importance of implementing archival standards such as SNI ISO 15489, 23081, and 30301 in improving digital archive governance at the University of Indonesia. This study focuses on policies, procedures, and archive classification as the foundation for good management, but does not yet fully discuss archive description systems or retrieval aids from a user perspective.

Furthermore, research by Lolytasari and Dirsanala (Lolytasari & Dirsanala, 2023) examined the archives digitization process at the University of North Sumatra and the institution's involvement in national archival information networks, such as JIKN and SIKN. This research highlighted the transformation of archives from analog to digital formats and the integration of access systems nationally. However, attention to how users navigate and locate archives effectively through finding aids, particularly within the internal context of higher education, remains a primary focus.

Another study by Kresna Murti and Rukiyah (2019) discussed the use of finding aids, such as inventories and archive lists, in managing archives within local government. While this study touched on the concept of finding aids, it was limited to physical archives and did not examine their application in digital archive systems in universities. Meanwhile, Zakiyah and Karim (2017) emphasized the role of electronic archive systems in supporting the principles of good governance, particularly in terms of transparency and accountability. However, this study did not explicitly discuss the role of finding aids in facilitating user access and retrieval of digital archives.

Unlike previous studies, Setiawan (2017) explicitly highlighted the importance of finding aids in archive services at Gadjah Mada University. This study demonstrated that the use

of finding aids, both in print and digital formats through the Static Archival Information System (SIKS), can improve the accessibility and effectiveness of archive retrieval for users. Overall, previous research indicates that digital archives management in higher education tends to focus on governance, digitization, and system integration, while the user-based accessibility dimension, particularly through the use of digital finding aids, has received relatively little attention. Although some studies have addressed the role of finding aids, studies that comprehensively link finding aids to digital archives systems in the higher education context are limited. Therefore, there is a significant research gap in examining the role of digital finding aids in improving the effectiveness of archives access and retrieval in higher education environments.

Various previous studies indicate that digital archives management in higher education generally focuses on policy aspects, document digitization, and system integration. Research related to the implementation of archival standards emphasizes the importance of regulatory and procedural-based archives governance. Meanwhile, other studies highlight the process of archives digitization and integration within the national archival information network. However, attention to information retrieval, particularly through the optimization of finding aids, remains relatively limited. Research that discusses finding aids generally positions them as administrative tools, not as strategic systems that mediate the relationship between electronic archives management and effective information access. Considering these conditions, research on the University of Muhammadiyah Jakarta (UMJ) Archives website (E-Archives) is a strategic effort to improve the quality of archive retrieval services. This initiative is not only expected to expand the reach and ease of access to archives but also serve as a model for the application of information technology in archives management in higher education. Therefore, this research aims to optimize the digital finding aids system to strengthen the function of archival services, making them more effective, efficient, and user-centered.

As a higher education institution, the University of Muhammadiyah Jakarta (UMJ) has an E-Archives system that supports digital archive management. This system integrates various basic elements of finding aids, such as metadata, document classification, and search features. However, the extent to which this system supports effective archive retrieval and how to optimize the role of finding aids in increasing information accessibility still requires in-depth study. Based on this description, this study aims to analyze the role of digital finding aids in the University of Muhammadiyah Jakarta E-Archives system, specifically in supporting archive management and increasing the effectiveness of information retrieval. This research also identifies obstacles and opportunities for developing digital finding aids that are more responsive to user needs. Thus, this research is expected to contribute to the development of a more effective, standardized, and user-oriented digital archive management system in higher education environments.

RESEARCH METHOD

This research uses a qualitative-descriptive approach (Sugiyono, 2013). Participants or informants in qualitative research are the primary source of data, selected not for generalization, but rather to understand meaning and experience. Informants were selected using purposive sampling, based on the consideration that they have relevant and in-depth experience with the phenomenon being studied (Creswell, 2023).

The research was conducted at the Electronic Archives (E-Archives) at Muhammadiyah University of Jakarta. The subjects included the E-Archives application developers, namely the IT team at Muhammadiyah University of Jakarta (UMJ); the archives managers, namely the General Affairs (Archives) Division at UMJ; and the application users, namely the heads of faculty administration departments at UMJ. The archives managers have the authority to input, add, and delete data into the system, while application users have limited access to the archive search function without the authority to input data.

Data were collected through observations of E-Archives usage, specifically the digital finding aids feature. In-depth interviews were conducted with the E-Archive application developer (UMJ IT), archives managers, and application users, including the Head of Faculty Administration at UMJ, to obtain information on experiences, challenges, and perceptions regarding the effectiveness of digital finding aids. Documentation was based on data from the UMJ e-Archive website.

The data analysis technique in this study refers to the interactive analysis model by Matthew B. Miles et al. (Matthew B. Miles et al., 2014), which includes data reduction, data presentation, and drawing and verifying conclusions. This approach was chosen because it allows for a deep description of the experiences and meanings emerging from system use. This study utilized the E-Archive website as the object of study to evaluate ease of use in the archives retrieval process. Researchers conducted analysis and hands-on practice using the application to identify the level of ease, effectiveness, and challenges in the archives retrieval process, particularly through the digital finding aids feature. Data obtained through observation, interviews, and documentation were reduced by focusing on aspects of system use, user experience, and obstacles encountered. Furthermore, the data were presented in descriptive narrative form to illustrate the patterns of E-Archive utilization by managers and users. The final stage involved iterative conclusion drawing, which was continuously verified to ensure the validity and consistency of the research findings.

To ensure data validity, this study employed data triangulation techniques, combining observations, interviews, and documentation to obtain a comprehensive and reliable picture (Sugiyono, 2013). Data validity testing in this study relied on the concept of trustworthiness by Yvonna S. Lincoln and Egon G. Guba (Lincoln & Guba, 1985), which encompasses credibility, transferability, dependability, and confirmability. Data credibility was established through triangulation of sources and techniques, comparing data from application developers, archive managers, and users, as well as through observations, interviews, and direct practice using e-Archives. The applicability of the research findings to other contexts is explained through a clear and detailed description of the research context. Consistency of the research was maintained by ensuring that the entire process was conducted regularly and well-documented, while objectivity of the results was maintained by ensuring that the findings were based on real, verifiable data.

RESULT AND DISCUSSION

Electronic Archives (E-Archives) of Muhammadiyah University of Jakarta

This e-archives system features a simple, uncluttered, and easy-to-navigate user interface. The left-hand navigation menu contains only two main options: "archives" and "documents," making the system focused and uncluttered. The clear and prominent "Add"

button at the top of the page allows users to quickly add new documents without the need for multiple steps.

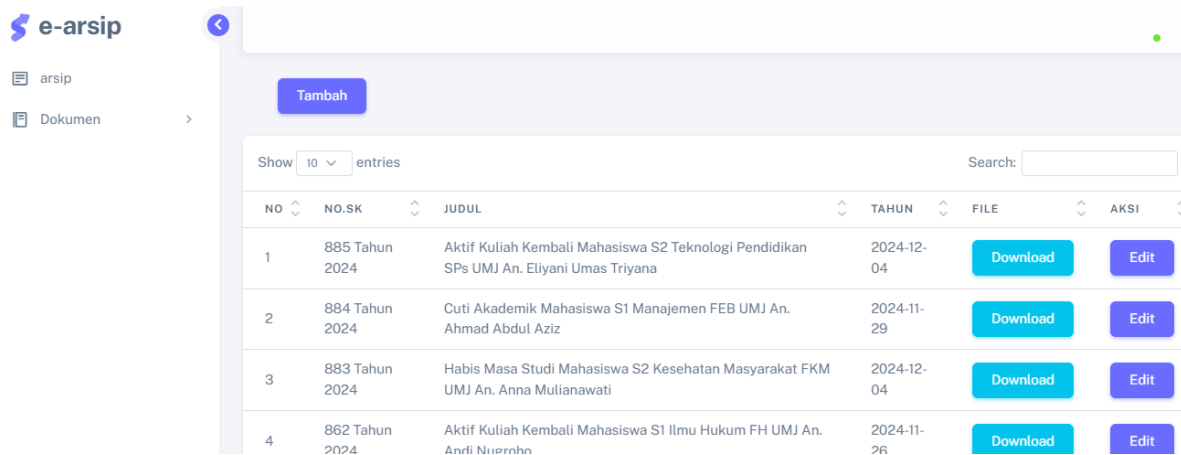


Figure 1. UMJ e-archive display

The table displayed on the system's main page presents archive information concisely yet informatively. Columns such as "No.," "Decree No.," "Title," "Year," "File," and "Action" provide a comprehensive overview of the archive's contents. Document titles, along with the names of the students and associated academic units, as well as the publication date, make archives easy to identify and retrieve.

The quick search feature located at the top right of the table is very helpful in finding specific documents without having to scroll through the entire list. Furthermore, the pagination option via the "Show Entries" menu demonstrates that the system is designed to handle large amounts of data while maintaining speed and efficiency of access.

The "File" column provides a "Download" button that can be used directly to download the archive. This quick file access is very useful for users who only need a copy of a document without needing to view detailed metadata. Meanwhile, the "Edit" button in the "Action" column allows administrators or archivists to update metadata and files if errors or information is updated.

Overall, this e-archive system has sufficient functionality to support digital archive management in higher education institutions. The features offered demonstrate efficiency, ease of use, and a structure suited to institutional documentation and archiving needs. With further development, this system has the potential to support comprehensive integration with the university's academic and administrative systems.

UMJ Electronic Archive Document Addition Feature

The feature for adding archive documents on the Muhammadiyah University of Jakarta archives website is designed to facilitate systematic and efficient digital archive management. Through the provided form, users can input archive data by filling in a number of important pieces of information that form the metadata of the documents to be uploaded. This is useful for ensuring that each document is stored in an organized manner and is easily retrievable in the future.

The form contains the following fields and values:

- NO. ARSIP: Isikan Nomor Arsip
- JENIS ARSIP: Penetapan/Pengesahan
- JUDUL ARSIP: Isikan Judul Arsip
- TINGKAT: Universitas
- TGL & THN SK: YYYY-MM-DD
- FILE: Choose Files, No file chosen
- KETERANGAN: masukkan keterangan

Buttons: Submit, Cancel

Figure 2. Adding a new archive

One of the key elements in this form is the "Archive No." column, which serves as a unique identifier for each document. The archive number helps the system avoid duplication and facilitates searching for archives based on specific codes. Additionally, a "Archive Type" dropdown menu offers various categories, such as Determination/Enactment, Appointment/Dismissal, Regulations, MoUs, Accreditation, and Decrees (SK). This feature plays a crucial role in classifying and grouping documents according to the type of institutional policy or activity.

The dropdown menu for JENIS ARSIP is open, showing the following options:

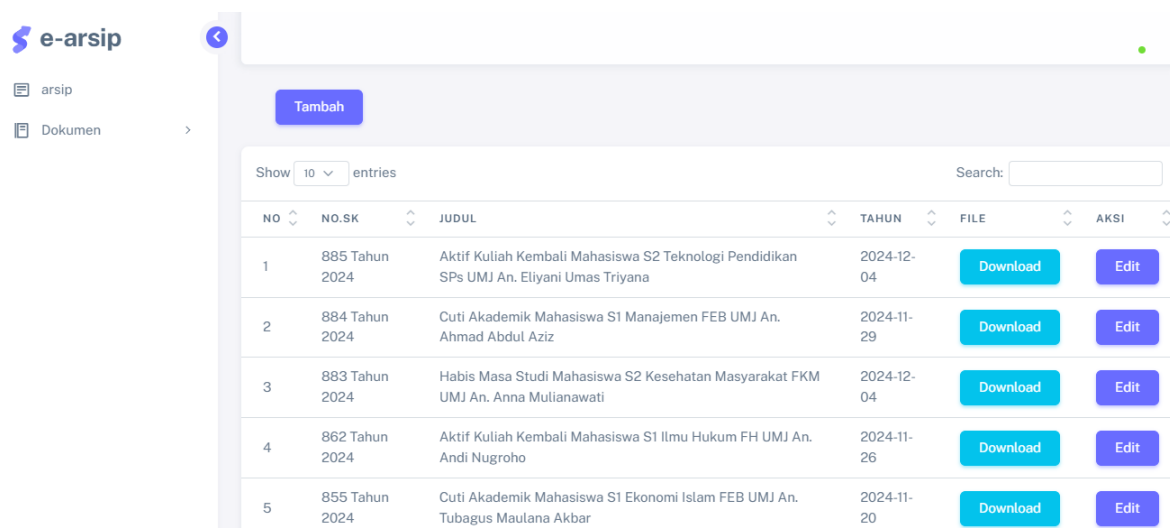
- No Selected
- Penetapan/Pengesahan (Selected)
- Pengangkatan/Pemberhentian
- Peraturan
- MoU
- Akreditasi
- Sertifikat
- Pedoman dan Peraturan Akademik
- SK BanPT
- Surat Keputusan (SK)

Figure 3. Archive Type Feature

Next, the "Archive Title" column allows users to provide a name or title that describes the document's contents. This title is very helpful for quick identification without having to open the document. There is also a "Level" column, which defaults to "University," indicating the level of authority or scope of the document, for example, whether it was issued by a university, faculty, or study program.

Another additional feature is the "Date and Year of Decree" input, which uses the standard date format (YYYY-MM-DD), useful for recording when the decree or document was issued. Next to it is a column for uploading digital documents using the "Choose Files" feature, allowing physical documents to be directly documented as electronic files. Users can also add notes or additional information through the optional "Remarks" column.

After all data has been entered, users can click the "Submit" button to save the document to the system, or select the "Cancel" button to abort the process. With a simple and functional interface design, this system supports the management of digital archives that are neat, documented, and easily accessible to authorized parties within the Muhammadiyah University of Jakarta.



The screenshot shows the 'e-arsip' web application interface. On the left, there is a sidebar with a logo and navigation items: 'arsip' and 'Dokumen'. The main content area features a 'Tambah' (Add) button at the top left. Below it, there is a search bar and a table displaying a list of archive entries. The table has columns for 'NO', 'NO.SK', 'JUDUL', 'TAHUN', 'FILE', and 'AKSI'. Each entry includes a 'Download' button and an 'Edit' button. The data in the table is as follows:

NO	NO.SK	JUDUL	TAHUN	FILE	AKSI
1	885 Tahun 2024	Aktif Kuliah Kembali Mahasiswa S2 Teknologi Pendidikan SPs UMJ An. Eliyani Umas Triyana	2024-12-04	Download	Edit
2	884 Tahun 2024	Cuti Akademik Mahasiswa S1 Manajemen FEB UMJ An. Ahmad Abdul Aziz	2024-11-29	Download	Edit
3	883 Tahun 2024	Habis Masa Studi Mahasiswa S2 Kesehatan Masyarakat FKM UMJ An. Anna Mulianawati	2024-12-04	Download	Edit
4	862 Tahun 2024	Aktif Kuliah Kembali Mahasiswa S1 Ilmu Hukum FH UMJ An. Andi Nugroho	2024-11-26	Download	Edit
5	855 Tahun 2024	Cuti Akademik Mahasiswa S1 Ekonomi Islam FEB UMJ An. Tubagus Maulana Akbar	2024-11-20	Download	Edit

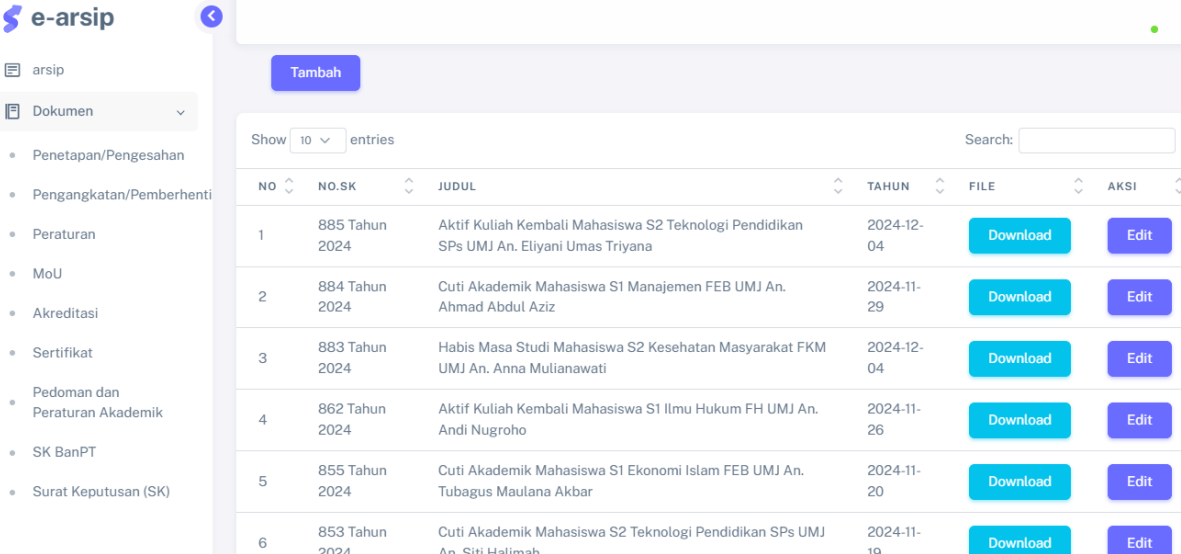
Figure 3. Results of the archive that has been inputted

The archive document addition system on the Muhammadiyah University of Jakarta archives website features a user-friendly interface. Its clean and uncluttered design makes it easy for both general users and administrative staff to input data without difficulty. Furthermore, the provided form includes important metadata elements, such as archive number, archive type, title, level, date, and description, in accordance with digital archive management standards. This complete metadata provides a strong foundation for accurate and systematic information management.

One of the system's advantages is the document categorization feature, which allows for specific archive types. This feature facilitates faster and more targeted indexing and document searching. Finally, the system has significant potential to support archive management automation when integrated with a sophisticated database and search features. This system can support efficient and modern information technology-based archive management.

UMJ E-Archive Document Feature

The "Document" feature not only refers to archive content but also serves as the main category in the system's navigation structure, located in the left sidebar. Under the "Documents" category, there are several subcategories that reflect the specialized grouping of records, including "Determination/Enactment," "Appointment/Dismissal," "Regulations," "MoUs," "Accreditation," "Certificates," and "Academic Guidelines and Regulations." These groupings are crucial for data organization, allowing users to quickly filter and find specific document types without having to search through the entire archive. This reflects UMJ's need to manage different types of administrative and academic documents in a structured manner, facilitating the management and retrieval of complex university archives.



The screenshot shows the 'e-arsip' web interface. On the left is a sidebar with a 'Dokumen' dropdown menu and a list of document categories: Penetapan/Pengesahan, Pengangkatan/Pemberhentian, Peraturan, MoU, Akreditasi, Sertifikat, Pedoman dan Peraturan Akademik, SK BanPT, and Surat Keputusan (SK). The main area features a 'Tambah' button, a search bar, and a table of documents. The table has columns for NO, NO.SK, JUDUL, TAHUN, FILE, and AKSI. Each row contains a document entry with a 'Download' button in the FILE column and an 'Edit' button in the AKSI column.

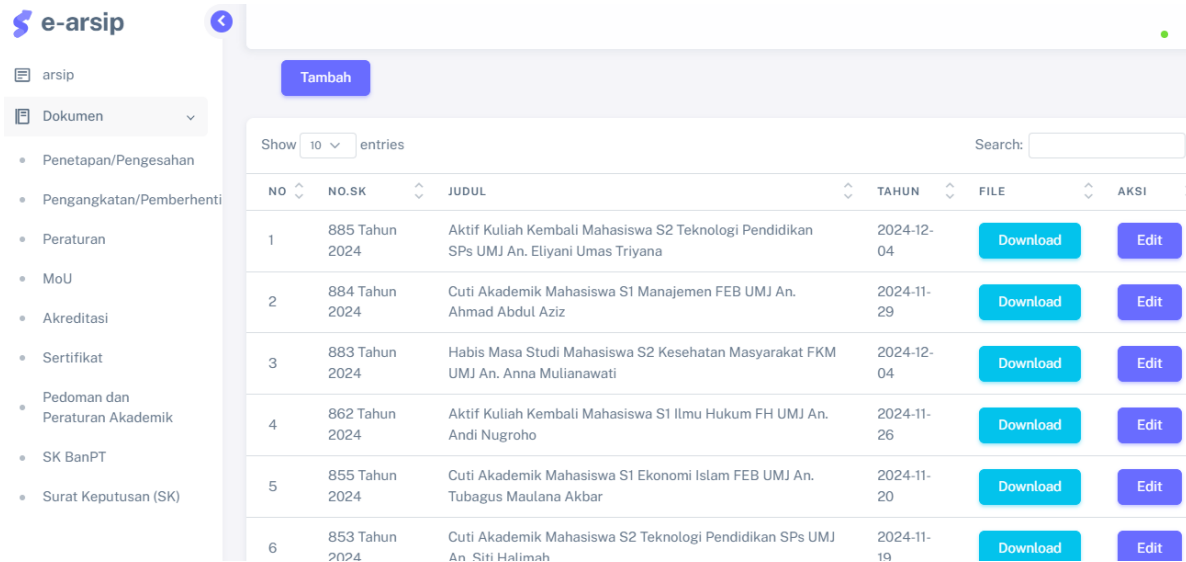
NO	NO.SK	JUDUL	TAHUN	FILE	AKSI
1	885 Tahun 2024	Aktif Kuliah Kembali Mahasiswa S2 Teknologi Pendidikan SPs UMJ An. Eliyani Umas Triyana	2024-12-04	Download	Edit
2	884 Tahun 2024	Cuti Akademik Mahasiswa S1 Manajemen FEB UMJ An. Ahmad Abdul Aziz	2024-11-29	Download	Edit
3	883 Tahun 2024	Habis Masa Studi Mahasiswa S2 Kesehatan Masyarakat FKM UMJ An. Anna Muliawanawati	2024-12-04	Download	Edit
4	862 Tahun 2024	Aktif Kuliah Kembali Mahasiswa S1 Ilmu Hukum FH UMJ An. Andi Nugroho	2024-11-26	Download	Edit
5	855 Tahun 2024	Cuti Akademik Mahasiswa S1 Ekonomi Islam FEB UMJ An. Tubagus Maulana Akbar	2024-11-20	Download	Edit
6	853 Tahun 2024	Cuti Akademik Mahasiswa S2 Teknologi Pendidikan SPs UMJ An. Siti Halimah	2024-11-19	Download	Edit

The second dimension of the "Documents" feature is manifested in the representation of individual archive items and their management capabilities in the main table. Each row in the table effectively represents a single digital document, enriched with essential metadata and direct access to the file. Columns such as "SK NO.," "DUL," and "TAHUN" provide a quick overview of each document's identity and context. However, the most functional element is the "FILE" column, which includes a "Download" button. The presence of this button explicitly indicates that the digital file of the document in question is securely stored on the server and can be accessed and downloaded at any time by authorized users. This functionality transforms the workflow into a digital one, eliminating the need for physical archives or photocopies and enabling remote access, which is crucial for operational efficiency and supporting rapid, data-driven decision-making. Furthermore, the presence of an "Edit" button in the "AKSI" column demonstrates the flexibility to modify document metadata, such as correcting the title or SK number. While it is unclear whether this feature also includes file replacement, comprehensive e-archiving systems generally provide the ability to upload updated versions of documents upon revision, ensuring the integrity and accuracy of the information remains up-to-date.

Finding Aids for Electronic Archives in the Muhammadiyah University of Jakarta E-Archive

The UMJ E-Archive system displays the interface of a web-based e-archive system used to manage administrative documents in the form of Decrees (SK). The system displays a table

containing a complete list of documents, including elements such as the serial number (No), Decree number and year (No. SK), document title (Title), publication date (Year), and two main action buttons: Download and Edit. Furthermore, a navigation menu on the left side of the screen classifies document types, such as Determination/Enactment, Appointment/Dismissal, Regulations, MoUs, Accreditation, and so on. This indicates that the system has adopted a document category-based archive organization approach.



The Muhammadiyah University of Jakarta (UMJ) e-Archives System is a digital platform designed to manage administrative documents such as Decrees (SK), MoUs (Memorandum of Understanding), certificates, and various other institutional documents. Based on the screenshots analyzed, the system displays a list of documents in tabular form, complete with key metadata: document number (No), decree number and year (No.SK), document title (Title), publication date (Year), and action buttons such as Download and Edit. In the context of archival science, this system can be examined based on the principles and elements of finding aids as tools for archive retrieval.

The concept of finding aids in archival science refers to any form of aid used to facilitate users in finding, navigating, understanding, and accessing archives. Finding aids ideally include descriptive information, archive classification structures, keywords, and direct access to archive contents. In the UMJ e-Archives system, metadata elements such as document titles and decree numbers facilitate user identification of documents with relative ease. Specifically structured titles, for example, specifying student names and study programs, enable precise searches based on document content. This demonstrates alignment with the descriptive aspects of Finding Aids.

Furthermore, in terms of structure and navigation, the UMJ e-Archives system provides a category menu on the left side of the screen. This menu contains document type classifications such as "Determination/Enactment," "MoU," "Accreditation," and "Decree (SK)." This feature reflects the organization of archives by type or administrative function, which aligns with the structural principles of Finding Aids. These categories help users browse documents according to their intended use. The search box also facilitates users to search for documents directly based on specific keywords, demonstrating the application of text-based retrieval functionality. In terms of access, the system provides a Download button on each document line, allowing users to download archive files without having to go through additional processes. This direct

access is an integral part of Finding Aids, as it reduces the barrier between searching and using archives. However, there are still several weaknesses or shortcomings that require attention. For example, the system does not display an abstract or synopsis of the document's contents, preventing users from understanding its contents before downloading. Relying solely on titles limits understanding of a document's context, especially if the title is too short or ambiguous. Furthermore, there is no linking feature between related documents, such as leave decrees, reinstatement decrees, or graduation decrees for the same student. Such a feature would be helpful in establishing context and continuity of information.

Furthermore, the system does not yet provide thematic keywords (tagging) or dynamic filters based on faculty, study program, or decision type. Adding these features would strengthen navigation and expand the usefulness of finding aids. The lack of a hierarchical structure or additional classifications also indicates that the system is still at a basic stage in implementing the finding aids concept. Compared to online library catalogs or ISAD(G)-based archive management systems, the UMJ e-Archives system has not yet fully implemented multilevel descriptions or more complex collection structures.

The research results show that the Muhammadiyah University of Jakarta (UMJ) e-Archives system not only functions as a digital document storage medium but also represents an early implementation of finding aids in a digital archival environment. From an archival science perspective, finding aids are tools designed to facilitate the process of identifying, navigating, and effectively retrieving archives (Yakel & Torres, 2003). These findings demonstrate that the UMJ e-Archives system has integrated the basic elements of finding aids, although it is still at a fundamental stage. This indicates a shift from conventional archives management to a digital-based system that is more responsive to the need for information access.

In the descriptive dimension, the UMJ e-Archives system has adopted the use of metadata such as archive number, document title, publication year, and archive type as the main elements in representing documents. In international standards such as the General International Standard Archival Description (ISAD(G)), this metadata is part of the identification elements that function to systematically describe the content and context of archives (International & Archival, 2000). However, research findings indicate that the available metadata remains surface-level descriptive, as it does not include contextual elements such as document abstracts, the background to archive creation, or relationships between documents. This situation indicates that the system does not yet fully support the in-depth representation of archival knowledge.

Structurally, the UMJ E-Archives system provides document grouping based on categories such as Decrees, Memoranda of Understanding (MoUs), Accreditation, and so on. This grouping reflects an effort to apply the principles of systematic archive organization, although it still uses a single-layer classification. In archival theory, an ideal archive structure follows the hierarchical and contextual principles of fonds, series, and files (Schellenberg, 2003). Therefore, the structure of the UMJ E-Archives system reflects administrative needs more than a representation of the complete archive structure as a knowledge system. This indicates that the system is still at the basic stage of digital archive management, not yet a context-based archival system.

Furthermore, in terms of accessibility, the UMJ E-Archives system provides a keyword-based search feature (search box), pagination, and direct access via the download button. These features demonstrate that the system has adopted basic principles in information retrieval

systems, particularly in supporting efficient information retrieval (Baeza-Yates & Berthier Ribeiro-Neto, 2011). However, this system has not yet integrated more advanced search approaches such as semantic search or linked data. As a result, the retrieval process remains mechanical and relies on keyword matches, rather than on understanding the broader context of the information.

When analyzed conceptually, these three dimensions—descriptive, structural, and accessibility—form an integrative model of digital finding aids in the UMJ E-Archives system. This model shows that the system has fulfilled its basic function as an archive retrieval tool, but has not yet developed into a system capable of supporting archival intelligence, namely the user's ability to comprehensively understand the context, relationships, and meaning of archives (Yakel & Torres, 2003). In other words, the current system is more oriented towards information access than towards the construction of archive-based knowledge. The epistemological implications of this finding indicate that the UMJ E-Archive system still positions archives as static entities in the form of downloadable documents, rather than as dynamic and interconnected sources of knowledge. The absence of features such as document abstracts, relationships between archives, and advanced classifications causes limitations in the process of information interpretation by users. This has the potential to result in a condition of access without understanding, where users can access documents, but do not gain a complete understanding of their content and context.

Compared with previous research, such as that by Zakiyah and Karim (Zakiyah & Karim, 2017), which emphasized the role of electronic archiving systems in supporting the principles of good governance, this study offers a more in-depth perspective by highlighting the quality of finding aids within these systems. Most previous studies tended to focus on the efficiency, security, and digitization of archives, without examining how these archives can be optimally found, understood, and utilized. Therefore, this study makes a new contribution by emphasizing that the success of an e-archives system is measured not only by ease of access but also by the system's ability to support the production and distribution of archive-based knowledge.

Overall, the UMJ E-Archives system can be categorized as a foundational digital finding aids system, that is, a system that fulfills the basic functions of providing metadata, category navigation, and digital document access. However, to reach a higher level of maturity, this system needs to be developed by adding elements of contextual description, relationships between documents, and smarter search features. This development is crucial so that the system functions not only as a digital repository but also as an archival information system capable of supporting transparency, accountability, and the sustainable development of institutional knowledge.

The findings of this study indicate the need for further development of the Muhammadiyah University of Jakarta's e-Archives system, particularly in terms of interface display and standards-based archive management. From a user interface perspective, enhancing the design to be more interactive, intuitive, and informative is crucial to facilitate navigation and enhance the user experience when accessing archives. The addition of features such as document previews, keyword highlighting, and information visualization can increase the effectiveness of finding aids in assisting the process of identifying and understanding archives. Furthermore, from a management perspective, the system needs to be aligned with more comprehensive archival standards, such as the application of ISAD(G)-based archive description principles, metadata enrichment, and the development of more hierarchical and relational classifications. Thus, the e-Archives system will function not only as a digital storage medium

but also as an archival information system capable of more comprehensively representing the context, relationships, and meaning of archives and supporting the need for more effective and knowledge-oriented information retrieval.

CONCLUSION

The electronic archives (e-Archives) system at the University of Muhammadiyah Jakarta (UMJ) has made a significant contribution to supporting the effective management of digital archives, particularly administrative documents such as Decrees (SK), MoUs, and accreditation documents. Through features such as metadata input, document classification by type, and file search and download functions, this system fulfills the basic elements of the finding aids concept in archival science. The presence of metadata such as decree number, title, and publication year facilitates document identification, while category navigation in the sidebar allows for more targeted and efficient document searches.

This study shows that the e-Archives system at the University of Muhammadiyah Jakarta functions well as an efficient and accessible digital archives management tool, particularly through the provision of basic metadata, document classification, and search and download features. These findings confirm that the system meets the operational needs of archiving and supports rapid information retrieval.

However, conceptually, this system is still at a basic stage in implementing finding aids. The limited presentation of metadata, the lack of contextual descriptions, and the absence of relationships between documents indicate that the system is still oriented towards administrative access, rather than strengthening the meaning and understanding of archives as a source of knowledge. This situation should not be viewed as a mere deficiency, but rather as an opportunity for development towards a more mature and user-oriented archiving system.

Therefore, strengthening the display aspect, enriching metadata, and implementing archiving standards are necessary strategic steps. This development is crucial so that the e-archive system not only facilitates access but also presents archives as complete, contextual, and meaningful information for its users. To improve the quality of archive retrieval and operational efficiency, UMJ needs to develop the e-archive system by adding advanced features. This includes adding document abstracts, implementing a dynamic tagging and filtering system based on faculty or study program, and developing logically related relationships between archives. Strengthening the classification and navigation structure can transform the e-archives not only as an information repository but also as a knowledge hub that can support strategic decision-making within the university.

As a long-term strategic step, UMJ is also recommended to implement international standards for digital archive management, such as ISAD(G), which enables multi-level interoperability of data and archive descriptions. Furthermore, regular training for archive managers and socialization of the system's use to the entire academic community are crucial to ensure its optimal utilization. With these developments, UMJ's e-archives will become a model for modern archives management that is effective, transparent, and adaptable to developments in information technology.

SUGGESTION

Based on the research results, the e-Archives system at Muhammadiyah University of Jakarta needs to be continuously developed to provide more optimal information services for

users. This can be done by adding supporting information to the metadata, such as document content summaries, keywords, and clearer descriptions of the archive's context, making the document search process easier and more targeted. Furthermore, the archive search and grouping features need to be strengthened through the creation of a more structured classification based on work units, faculties, document types, and archive years. These efforts are important so that the e-Archives system is not only used as a place to store digital documents, but can also serve as a source of information that supports administrative needs and knowledge management within the university environment. In addition to system development, increasing user understanding through socialization and training for archive managers and the academic community is also needed periodically to ensure optimal system use.

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