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Reimagining Libraries for a Post -Pandemic World

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Reimagining Libraries for a Post-Pandemic World

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Disaster Mitigation for Protecting Archive at the Library and Archives Office of Gunungkidul Regency, Yogyakarta

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ABSTRACT

This study aims to describe and analyze disaster mitigation in the protection of archives at the Library and Archives Office of Gunungkidul Regency. This research adopted a qualitative descriptive approach. The technique of determining informants is applied by using purposive sampling, where a selected six staff of the Library and Archives office that are regarded as the leading informants are chosen as respondents. The data collection in the study employed observation, interview, and documentation techniques while the data analysis used data reduction, data presentation, and conclusions. The results showed that the disaster mitigation carried out by the Library and Archives Office include socialization about saving archives, preventive action before a disaster planning in handling archives rescue from disasters, technical training for employees, and the establishment of an integrated information and communication system. In its implementation, there were several inhibiting factors, such as human resources and budget issues. Therefore, the solution given in maximizing disaster mitigation are the recruitment of human resources and budget proposal.

Keywords: Disaster mitigation; Archive protection; Library and Archive Office; Gunungkidul

INTRODUCTION

Indonesia is an archipelago country that has diversities and differences geographically, hydrologically, geologically, and demographically. In addition, Indonesia is located geographically between two continental plates that are dynamic. The continental plates can at any time experience shifting activity that can lead to movements resulting in several natural disaster events (Rachmawatie 2016). According to Mumtaz (2018), Yogyakarta Special Region is one of the areas that has received the title of a disaster window area. From the study results, there are 59 sub-districts out of a total of 78 sub-districts in Yogyakarta that are vulnerable to natural disasters. Natural disasters in Yogyakarta occur in several areas, such as in the north, where Mount Merapi is one of the most active mountains in the world and its eruptions periodically. Then in the south, the Yogyakarta coastline directly faces the vast sea, wherein the Indian Ocean there is an Australian fault. When there is a fault plate collision, there will be a tectonic earthquake. If the earthquake strength reaches 6 SR and above, it will become in the potential to cause a tsunami disaster. During the dry season, Yogyakarta has issued a drought status almost

every year. While, during the rainy season, these disasters that occur are floods and landslides. Meanwhile, Gunungkidul district is one of the districts of Yogyakarta Province. The location of Gunungkidul district is close to the coastal area and has a large forest area, which allows natural disasters such as fires, earthquakes, floods, or tsunamis at times.

Natural and non-natural disasters are events that cannot be predicted when they occur because the impact of a disaster is something that is very much avoided. The impacts caused by natural disasters are many and can be felt quickly. The impact of a disaster can not only be detrimental to one or two things but also many things that can be affected by the disaster. One of the most complex impacts of disasters is felt besides the impact of disasters on buildings and people, namely important public files. For example, according to Ihwan (2013) in 2004, there was an earthquake and tsunami in Aceh. Apart from the lives and property that were lost after the disaster, thousands of archives were also damaged and lost. Some of these archives are vital records, namely, archives whose existence is a basic requirement for the operational continuity of the archive creator, cannot be updated, and cannot be replaced if damaged. In the aftermath of the disaster, government institutions and individuals have lost a lot of vital archives which are very important and irreplaceable. This kind of thing can happen because people do not understand how important it is to protect and maintain archives so that they are protected from damage due to natural disasters that cannot be predicted when they occur.

Another example was stated by Srirahayu (2020) that in 2009 there was an earthquake in West Sumatra, especially the city of Padang with a scale of 7.9 SR. The loss from the impact of the earthquake was not only in the form of damage to buildings that were flattened to the ground but also most of the collections owned by the Library and Archives Agency. Of the total collections that were damaged by the disaster, only about 20% could be saved. The archival institution is an institution that keeps important files that can be used by the general public if needed. Early rescue of archives in the archiving institution is very important, if at any time an unpredictable disaster occurs in the archiving institution and there is no quick rescue action or early prevention then the stored files will be damaged. The Library and Archives Office of Gunungkidul Regency is the center of the Gunungkidul regional library archive database, which contains many important archives and documents regarding the Gunungkidul library and regional archives. As a form of prevention and management of natural disasters, it is necessary to have a disaster mitigation effort that must be prepared by the Gunungkidul Regency Library and Archives Office to save important archives and documents from the dangers of natural disasters that can occur at any time. From this background, the authors are interested in researching "Disaster Mitigation Efforts in the Protection of Archives at the Library and Archives Office of Gunungkidul Regency".

LITERATURE REVIEW

Disasters are a consequence of a combination of natural activity (a physical event, such as a volcanic eruption, earthquake, and landslide) and human activities (Sukirno 2011). Law Number 24 (2007) concerning Disaster Management states that a disaster is an event or series of events that threatens and disrupts people's lives and livelihoods caused, either by natural factors and/or non-natural factors as well as human factors, environmental

damage, property loss. Besides, a disaster is an event that has unpredictable timing, is very destructive, and lacks planning.

According IFLA (1999), principal causes of disasters are caused by natural disasters and man-made disasters. Natural disasters include rain and windstorms, floods, biological agents (micro-organisms, insect or vermin infestation), earthquakes, and volcanic eruptions. Meanwhile, man-made disasters cover acts of war and terrorism, fires, water (broken pipes, leaking roofs, blocked drains, fire extinguishing), explosions, liquid chemical spills, building deficiencies (structure, design, environment, maintenance), and power failures.

In Law Number 24 (2007) concerning disaster management, disaster management is a series of efforts that include the establishment of development policies at risk of disasters, disaster prevention, and emergency response and rehabilitation activities. Disaster management is carried out as an effort to eliminate and/or reduce the threat of disaster. According to Mileti Gottschlich (2001) in Muzani (2020) disaster management has four stages including prevention/mitigation, preparation, response, and recovery:

- a. Prevention / mitigation.
A series of efforts to prevent and reduce disaster risk through physical development and awareness-raising and capacity building to deal with disasters.
- b. Preparation.
A series of activities and steps that are appropriate and efficient. For example, the preparation of communication facilities, posts, evacuation sites, contingency plans, and disaster management guidelines.
- c. Responsive.
A series of activities carried out immediately in the event of a disaster to deal with adverse impacts, including rescue and evacuation of victims, property, and fulfillment of basic needs.
- d. Recovery.
A series of emergency recovery processes related to the condition of the disaster that occurred, such as restoring facilities and infrastructure to their normal function.

According to Sukirno (2011), mitigation is a term used to denote all actions to reduce the impact of a disaster that can be carried out before the disaster occurs, including preparedness and long-term risk reduction measures. Meanwhile, Rachmawatie (2016) states that disaster mitigation is a form of effort to reduce the risk of disaster hazards carried out by a certain agency using physical development, increasing awareness of the importance of disaster hazards, and the ability to face disasters. Disaster mitigation can also be interpreted as a disaster management step aimed at reducing or eliminating the victims and losses that arise when a disaster occurs.

In its implementation, disaster mitigation is divided into two types, namely structural and non-structural disaster mitigation (Rachmawatie 2016), namely as follows:

- a. Structural mitigation
It is mitigation efforts by minimizing disasters by building various physical facilities that combine technology. In principle, structural mitigation is an effort to reduce vulnerability to disasters by innovating or engineering the planned building. An

example of structural mitigation is the manufacture of earthquake-resistant buildings.

b. Non-structural mitigation

It is an effort to reduce disaster risk by formulating policies to avoid more damaging risks. Examples of non-structural mitigation include making policies or laws, creating safe urban spatial planning, conducting disaster education, and conducting disaster training.

The archive comes from Greek, which is from the word arche which then changes to archea and then changes back to archeon (Sugiarto and Wiyono 2015). According to Law Number 43 (2009) concerning Archives, archives are records of activities or events in various forms and media following developments in information and communication technology that are created and accepted by state institutions, local governments, educational institutions, companies, political organizations, organizations, community and individuals in the implementation of social, national and state life.

According to Hendrawan (2017), types of archives based on their function are divided into two types including dynamic archives and static archives. As for the maintenance of archives, there are preservation activities which include:

- a. Archive must be stored in a fire-resistant room equipped with a fire extinguisher
- b. The temperature and humidity are kept as stable as possible, the relative humidity is 40% - 50%.
- c. File storage rooms that must be locked and access to room keys are closely monitored
- d. The file room must be equipped with a heat and smoke detection system.
- e. The file room must be equipped with a security alarm system.
- f. The glass windows in the filing room were covered with an ultraviolet light filter and curtains. Maher (1992) in Hendrawan (2017).

According to the Regulation of the Head of ANRI Number 23 (2015) concerning Protection and Rescue of Archives from Disasters,

"The implementation of activities to protect and save archives from disasters is a reference for archive creators, archival institutions and related technical institutions in carrying out protection and rescue actions for archives from disasters"

Furthermore, Regulation of the Head of ANRI Number 23 of 2015 in (Suliyati 2017) explains that disaster management has three stages including during pre-disaster, during emergency response, and post-disaster. Disaster management activities against archives during pre-disaster in the form of:

- a. Archival institutions at the central and regional levels need to carry out maximum and comprehensive socialization of laws and government regulations regarding the management, maintenance, protection, and preservation of archives.
- b. Take anticipation or preventive action before a disaster occurs, namely knowing and understanding the location or location of the institution, whether it is located in an area prone to floods, prone to landslides, close to volcanoes, and similar disasters.

- c. There needs to be planning in handling and saving archives from disasters, starting from disaster anticipation, coordination, handling, and rescue of archives from disasters.
- d. Forming a team for handling and saving archives from disasters.
- e. Forming a team for handling and saving archives from disasters.
- f. Establishing an integrated information system, namely communication between agency leaders, staff in agencies, security forces, and related parties such as the local Disaster Management Agency.
- g. Cooperating with other agencies located far from the disaster site, which can be used as a temporary storage place to secure files from disasters.

The emergency response stage is that the archive manager must carry out a theoretical analysis of the causes and consequences of the disaster and begin planning actions to protect and save archives in a short time. In addition, coordinating with other agencies such as the National Disaster Management Agency (BNPB) or the Regional Disaster Management Agency (BPBD) and archival institutions to reduce the risk of physical damage to archives and information contained therein, provide support in handling damaged archives, and rescue and evacuation of archives.

As for the handling of archives at the post-disaster stage, namely efforts to carry out rehabilitation and reconstruction, which includes restoring the function of archival infrastructure, rehabilitating archival infrastructure, reconstructing archiving infrastructure, increasing the capacity of the archiving system, improving the working environment, arranging the space for managing archives, increasing community participation in maintenance and protection of archives, and increasing collaboration with other related agencies. Of the several stages of disaster management in efforts to protect archives, disaster mitigation is a step to save archives at the pre-disaster stage. Because disaster mitigation is a series of efforts to reduce disaster risk that need to be done in an archival institution.

One of the greatest problems in terms of disaster preparedness plan is that it may never have to be implemented. Therefore, staff enthusiasm, financial support, and continual re-assessment of dangers must be maintained well and carefully in order to put into action. Such plan needs to be able to convince all those concerned of its vital role in the continued existence of the institution. This means not only the professional staff of the library or archive, but also all the support staff, such as cleaners, porters, doorkeepers, etc. and the senior management of the parent institution and funding body. A plan can only have a chance of being effective if all these groups believe and continue to believe in its importance (IFLA 2006).

RESEARCH DESIGN

This research is qualitative. Sources of data used consist of primary and secondary. The primary data sources are in the form of informants, while the secondary data sources in the form of books, journals, the internet, and photos. The data collection techniques of the research employed observation, interview, and documentation. Meanwhile, the data analysis technique used is Miles and Huberman's model consisting of data reduction, data presentation, and conclusion drawing. And the data validity test conducted in this study

is the triangulation of sources, triangulation of techniques, and conducting member checks. The informant profiles in this study are as follows (Denzin and Lincoln 1994, Laugu 2015):

Table 1: Demographic information of informants

No	Name	Position	Education	Gender	Work experience
1	HK	Head of Archives	Bachelor of Public Health	M	4 years
2	AU	Head of Section of Static Archives	Bachelor of State Adm	M	3 years
3	SR	Head of Section of Dynamic Archives	Bachelor of Economics	M	15 years
4	NR	Supervisor Archivist	Diploma 3 of Archives	F	10 years
5	YP	Supervisor Archivist	Diploma 3 of Archives	M	11 years
6	TH	Young Archivist	Diploma 3 of Archives & Bachelor of Library Science	M	9 years

Source: Data processing by researchers, 2021

RESULTS AND DISCUSSION

Disaster Mitigation in Archive Protection

(a) Maintenance of archives

Archive maintenance activities are also known as archive preservation activities. Archive preservation consists of preventive preservation activities, namely preventive measures and curative preservation, namely archive repair activities when damage has occurred. However, the Gunungkidul Archives Depot has only carried out preventive maintenance activities or preventive measures so far.

Active archive storage

Active dynamic archives are stored in the archive folder and then placed in a filing cabinet, which is a special storage area for archives made of fire-resistant iron and is not susceptible to biological disasters such as termite pests. The location of active dynamic archive storage is in the south room of the Head of Archives, in a room with air conditioning facilities, as well as a clean and tidy room condition. The active dynamic archive does not require a lot of maintenance because the intensity of using active dynamic archives is still high.

Inactive archive storage

Types of archives stored in inactive spaces include textual archives and cartographic archives. Inactive archives are important records that must be maintained for the value of the archives, therefore inactive archive storage is provided with facilities such as 24 hours non-stop air conditioning as well as the state of the archive storage space which must always be maintained in quality storage space. Storage of inactive textual files is stored in an archive box and placed on a fireproof steel shelf accompanied by a list of files. Meanwhile, for cartographic archives, it is stored in a large enough filling cabinet or can be called a map cabinet.

Static archive storage

Static archives owned by the Archive Depo include textual and non-textual archives. Textual archives are in the form of letters or files in general, while non-textual archives such as cassette archives and film archives. Static archives have a special storage space, namely static space. Static archive storage is stored in an archive box and then placed on a special shelf called Roll O Pack, the shelf is made of refractory iron with wheels as a tool to make it easier to use. Roll O Pack is a closed archive storage rack, unlike the rack used on inactive filing racks, which is without having to open and close the shelf to access the archives. In addition to the Roll O Pack, in the static archive room, there is also a wooden shelf that is used to store cassette files.

(b) Maintenance tools

Air Conditioner

Every room in the Archive Depot is equipped with adequate air conditioning facilities. For archive storage space, such as inactive dynamic archive space and static space, AC usage is provided for 24 hours nonstop. This is because the storage space is maintained at an ideal temperature. Sudrasono (1989) in Muliyadi (2013) also states that the ideal conditions for storing library and archive materials are air temperatures that are fixed at 16 ° C and 21 ° C. set at 22 ° C.

Light Fire Extinguisher

The light fire extinguisher is a fire prevention tool owned by the Archive Depo. For now, the Archive Depot only has one fire prevention tool which is sufficient. Gunungkidul Archive Depo does not have fire mitigation facilities such as fire detectors or smoke detectors, hydrants, and other equipment for fire disaster prevention.

Thermohygrometer

In Perka ANRI (ANRI 2015) temperature and humidity regulation is carried out based on the type of archive stored with technical implementation which includes periodic checks. Measurement of temperature and humidity using a thermohygrometer, which is a combination of a room thermometer and a hygrometer (hygrometer) to regulate room temperature and humidity. There are two thermohygrometers owned by the Archive Depot, namely in the inactive room, and one unit each of the static space is provided.

Dehumidifier

The dehumidifier is a tool to control the humidity in a room. One of the supporting equipment in archival storage in the storage room is a dehumidifier. Based on Perka ANRI (ANRI 2015) temperature and humidity regulation using a humidifier which functions as an absorber of moisture from the air with a set of not more than 27 ° C and humidity of

not more than 60%. The Archive Depot has two medium-sized units of the dehumidifier and is placed in an inactive room. The air humidity regulation is checked regularly by the archivist so that the room remains in a stable room humidity condition, which is set at a humidity value of 52%.

Exhaust Fan

There are 6 exhaust fans owned by the Archive Depo, which are placed in the inactive room. This tool serves to suck or take air in the archive storage space to be dumped outside, and at the same time draw fresh air outside into the archive storage room. In addition, the exhaust fan can also adjust the volume of air to be circulated in the archive storage space.

Silica Gel

Silica gel is additional equipment owned by the Archive Depot in the archive storage space. Typically, the Archive Depot uses camphor as a means of controlling room humidity and also as a prevention of pests and fungi on archival paper. However, for now, the Archive Depo prefers silica gel as an additional humidity control device, besides being facilitated by the existing thermohygrometer and dehumidifier. Silica gel is placed on every active, inactive archive shelf, or a static archive shelf, precisely at every corner of the archive box.

Pest Poison

Pest poisons are used to avoid damage to archives and file boxes made of paper from rats around the Depo Archives building. Storage equipment and the condition of the archive storage space which is always closed and supported by adequate maintenance and archive maintenance facilities have ensured that rats will not easily enter the archive storage space. However, this is done as a precautionary measure by providing additional means so that archive maintenance efforts can run well.

Fumigation

So far, the Archive Depo has carried out fumigation twice. The last fumigation was carried out in 2019, the fumigation process has gone through the requirements and is guided by ANRI regulations. The fumigation carried out by the Archive Depo lasts for three days because the process uses poisonous gas which requires that all the environment around the Archive Depo is not allowed to carry out work activities. Two days are used for the fumigation process and one day is used for the sterilization period of all activities after the implementation of fumigation.

(c) Disaster mitigation

From several disaster management activities for archives, especially during pre-disaster times based on the ANRI Rule, here are some mitigation efforts for the Gunungkidul Regency Library and Archives Office, including:

Conducting thorough socialization about saving archives

The Archive Division has participated in and carried out several Technical Guidance activities as well as mentoring activities for the community. These assistance activities are such as the socialization organized by the Library and Archives Office of Gunungkidul Regency, especially the Archive Sector, which is a routine activity carried out to provide

socialization related to how to manage, maintain, protect and save archives in the community. Broadly speaking, the socialization activities for the community are given only limited direction on how to properly manage archives in the form of directions for managing and maintaining records in an institution or society and how to save archives if at any time a disaster occurs. However, there has never been any activity specifically focused on disseminating information on how to save archives from disasters.

Take anticipation or preventive action before a disaster occurs

Forms of anticipation or preventive action are taken include understanding the location of the archive storage building or Archive Depot that is far from disaster-prone areas. The location of the archive storage building or the Archive Depot is in the middle of Wonosari city, precisely to the east of the Gunungkidul Regional Government building. Gunungkidul Regency is an area that has experienced several earthquakes, but so far the Archive Depot has never experienced heavy damage to the Archive Depot building.

Planning in handling archive rescue from disasters

It was explained that archivists must ensure that they have a disaster plan that includes, among other things, policies, procedures, and information that lead to appropriate actions to restore and reduce the impact of disaster risks that occur unexpectedly both natural and man-made disasters. In efforts to mitigate disasters in archival protection, it is necessary to have a good and structured plan as a form of anticipation from the Gunungkidul Regency Library and Archives Office so that archives can be saved if at any time a disaster threatens the safety of the archives and employees in the Archive Depot. The planning efforts that have been carried out include the provision of evacuation routes and standard archival rescue procedures. The provision of evacuation routes is very important, not only in buildings or other offices that are prone to disasters but also in all buildings that require good security related to work safety (Tansey 2015).

Conduct technical training for employees and staff

So far, the Library and Archives Office of Gunungkidul Regency has provided training to staff and archives in the form of socialization as well as training related to fire disaster management which was held in 2019. This activity was held by the Gunungkidul Regency Library and Archives Office by collaborating with the UPT Pemadam. The fire whose building is just to the east of the Depo Archives building. Of course, this facilitates the process of implementing the socialization and training held by the Gunungkidul Regency Library and Archives Office because the building is located next to each other.

Establish an integrated information and communication system

Based on the experience that has been carried out, the Department of Library and Archives Department of Gunungkidul Regency has collaborated, which is related to fire disaster management training activities carried out with the UPT Fire Department, namely during the implementation of socialization and training for fire disaster management.

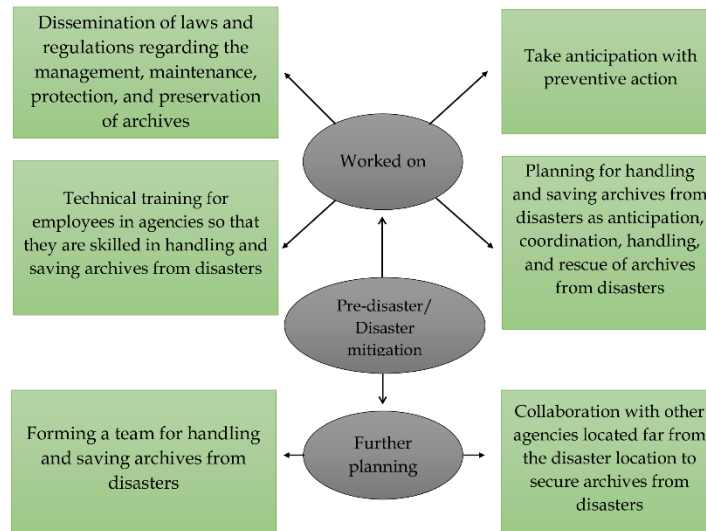


Figure 1: Disaster mitigation at the Library and Archives Office of Gunungkidul Regency
Source: Data processing by researchers, 2021

Inhibiting Factor

(a) Human Resources

According to Hendrawan (2017), the influence of archival human resources in archiving activities as a whole is very important, because what is the meaning of an institutional system or facilities and infrastructure if it is not supported by capable and reliable human resources. The Department of Library and Archives of Gunungkidul Regency, especially the Archives Division, has three archivists in terms of human resources. Among them are two supervising archivists and one young archivist. However, the human resources in the Archival Sector are still lacking because there are only three archivists. To carry out activities such as disaster management or when there is an institution that requires assistance to rescue archives from the Library and Archives Office, all staff and employees must be deployed to the field because if only three people are handled, these activities cannot be completed optimally. This human resource problem has indeed become one of the inhibiting factors that are felt by some employees of the Archival Sector.

The Archive sector does not have a special team in disaster mitigation activities in archive protection, therefore all employees and staff are involved in disaster rescue activities as was done in 2017 when a flood disaster was felt by one of the schools in Gunungkidul, namely SMK Tanjungsari. In the activity of saving the archives due to the flood disaster, all employees and staff together with archivists came together to save the archives.

(b) Budget

The budget is very important and very influential on the implementation of activity including disaster mitigation activities. In addition, the budget is also a measure of the success or failure of the implementation of activities to be carried out by an institution or organization. Therefore, it is important for the Library and Archives Office of Gunungkidul Regency, especially in the Archive Sector, to have a special budget that is given for disaster

mitigation activities in the Archiving Sector itself. But in reality, the budget for disaster mitigation activities is one of the things that is still ignored by its importance. The Gunungkidul Regency Government has realized the importance of archives, but there has been no feedback or provision of a significant budget in the continuity of disaster mitigation activities in the Gunungkidul Regency Library and Archives Office, especially the Archive Sector.

Solutions

Of the several inhibiting factors that have been mentioned and explained, it is necessary to have a solution of several things that hinder disaster mitigation efforts in protecting archives at the Gunungkidul Regency Library and Archives Office. From the results of the interviews that have been conducted, there are several solutions proposed by the Gunungkidul Regency Library and Archives Office. However, from several solutions, as follows:

(a) Recruitment of human resources

The addition of human resources or personnel needed by the Library and Archives Office of Gunungkidul Regency, especially the Archive Sector, is being pursued and is still in the process of recruiting registered personnel. The Archiving Sector has now opened a selection formation for freelance workers who are preferably graduates from the archiving field. Additional personnel in the Archive Sector are continuously sought every year, this is because every employee who registers at the Archive Depot usually does not last long to stay as a freelance daily worker. From the experience of each year, the majority of this personnel also follow the selection formation for civil servant candidates opened by the government, so if these workers pass, the personnel in the Archiving Sector will be reduced.

(b) Budget Proposal

Budget proposal is one of the efforts of the Gunungkidul Library and Archives Office, especially the Archives Sector as a support for disaster mitigation in the Archive Sector. Because there is no special budget for disaster mitigation activities in the framework of archival protection, the budget proposal process is not easy. The budget proposal must go through a fairly long process to obtain them. As it is known that the Gunungkidul Regency Library and Archives Office is an institution under the auspices of the Gunungkidul Regency government, so to obtain a budget it is necessary to have a good and structured budget planning from the Archive Sector then submitted to the Head of Office and then submitted to the Gunungkidul Regional financial institution.

Every year, the institution must submit a budget related to activities to be carried out at an institution. This is because every activity requires facilities and infrastructure as well as supporting the achievement of existing activities in the institution, including archival institutions. However, for now, because obtaining an indirect budget can indeed be accepted, of course, must go through the processes and procedures that have been directed by the leadership.

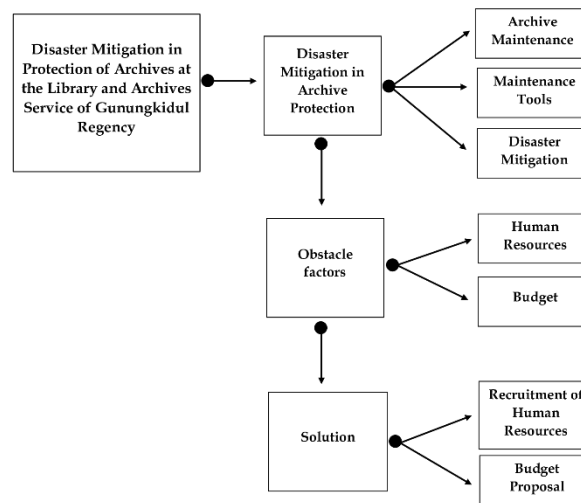


Figure 2: Illustration of the relationship amongst disaster mitigation in archival protection, inhibiting factors, and solutions

Source: Data processing by researchers, 2021

CONCLUSION

The conclusions of this study are as follows: (1) disaster mitigation efforts carried out by the Library and Archives Office of Gunungkidul Regency include socialization about saving archives, anticipating or taking preventive action before a disaster occurs, planning in handling archives rescue from disasters, conducting training technical personnel, forming an integrated information and communication system. However, several things have not been implemented, namely forming a team to rescue archives from disasters and collaborating with other agencies that are located far from disasters; (2) The implementation of disaster mitigation efforts has several obstacles, namely due to the human resource factor in the Archivist Field which only has three archivists and the budget factor which is important in implementing disaster mitigation efforts in archival protection; (3) So far, the solution to the obstacles made by the Library and Archives Office of Gunungkidul Regency includes the addition of human resources in the Archiving Sector and the efforts to submit a budget that is carried out annually by the Archiving Sector.

Based on the results of the research, the researchers gave suggestions to the Gunungkidul Regency Library and Archives Office to maximize disaster mitigation in archival protection so that the implementation process of archive management and storage can run well and optimally. That too is inseparable from all the good performance by human resources in the field of archives so that it is necessary to select good and competent personnel in the field of archiving, as well as other support such as budgets that need to be considered again so that the archive management process can be carried out optimally, including requiring good facilities and infrastructure certainly require a good budget for the archiving sector.

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