



# **OPTIMIZING THE IMPLEMENTATION OF THE ARCHIVAL SYSTEM AT THE PURWOKERTO NARCOTICS PRISON TO IMPROVE ADMINISTRATIVE EFFICIENCY**

**Frisa Agus Mutiara<sup>2</sup>, Ade Irma Anggraeni<sup>2</sup>, Alisa Tri Nawarini<sup>2</sup> and Masahiro Ishimoto<sup>2</sup>**

<sup>1</sup>Economic and Business Faculty, Jenderal Soedirman University

<sup>2</sup>Osaka International University

\*Email Corresponding Author: [frisa.mutiara@mhs.unsoed.ac.id](mailto:frisa.mutiara@mhs.unsoed.ac.id)

## **Abstract**

This article discusses the optimization of the archival system at the Purwokerto Class IIB Narcotics Prison as part of efforts to improve administrative efficiency. The archival system has an important role in the storage and management of documents that are crucial for correctional institutions, such as inmate files, official correspondence, and rehabilitation reports. However, a less than optimal system can lead to administrative delays, the risk of data loss, and decreased transparency. The purpose of this internship is to understand and evaluate the effectiveness of the archival system implemented, as well as to provide recommendations for improvement. The methods used in this study include direct observation, interviews with administrative employees, and analysis of the existing archiving system. The results of the internship show that the implementation of a digital-based system can improve time efficiency, recording accuracy, and document accessibility. However, challenges such as the limitation of human resources that appear in technology and resistance to change are still the main obstacles in the implementation of new systems. Therefore, the recommendations given include increasing employee training, procuring more adequate technological infrastructure, and effective socialization approaches to increase acceptance of digital systems. With the right optimization, the archival system at the Class IIB Narcotics Prison in Purwokerto is expected to be able to support the improvement of the quality of administration and public services as a whole.

**Keywords:** Archives, administration, digitalization, Prisons

## **Abstrak**

Artikel ini membahas optimalisasi sistem kearsipan di Lapas Narkotika Kelas IIB Purwokerto sebagai bagian dari upaya meningkatkan efisiensi administrasi. Sistem kearsipan memiliki peran penting dalam penyimpanan dan pengelolaan dokumen yang krusial bagi lembaga pemasyarakatan, seperti berkas narapidana, surat menyurat resmi, serta laporan rehabilitasi. Namun, sistem yang kurang optimal dapat menyebabkan keterlambatan administrasi, risiko kehilangan data, dan menurunnya transparansi. Tujuan magang ini adalah untuk memahami serta mengevaluasi efektivitas sistem kearsipan yang diterapkan, serta memberikan rekoendasi perbaikan. Metode yang digunakan dalam penelitian ini meliputi observasi langsung, wawancara dengan pegawai administrasi, serta analisis sistem pengarsipan yang ada. Hasil magang menunjukkan bahwa implementasi sistem berbasis digital dapat meningkatkan efisiensi waktu, akurasi pencatatan, dan aksesibilitas dokumen. Namun, tantangan seperti keterbatasan sumber daya manusia yang tampil dalam teknologi serta resistensi terhadap perubahan masih menjadi kendala utama dalam penerapan sistem baru. Oleh karena itu, rekomendasi yang diberikan mencakup peningkatan pelatihan pegawai, pengadaan infrastruktur teknologi yang lebih memadai, serta pendekatan sosialisasi yang efektif untuk meningkatkan penerimaan terhadap sistem digital. Dengan optimalisasi yang tepat, sistem kearsipan di Lapas Narkotika Kelas IIB Purwokerto diharapkan mampu mendukung peningkatan kualitas administrasi dan pelayanan publik secara keseluruhan.

**Kata kunci:** Kearsipan, administrasi, digitalisasi, Lapas

## A. INTRODUCTION

Information system digitization is the process of integrating digital technology in data and information management to improve efficiency, accuracy, and accessibility in various aspects of administration and business. In the modern world, the digitization of information systems allows data storage, processing, and distribution to be carried out more quickly and organized, thus supporting more effective decision-making. The application of this technology is very important for institutions or organizations that manage large amounts of documents, including in the public administration sector such as correctional institutions.

Efficient administration is a key element in supporting the smooth operation of the Purwokerto Class IIB Narcotics Prison. One of the important aspects of administration is the archival system that functions to store, manage, and access documents quickly and precisely. In the penitentiary environment, the documents managed include inmate files, rehabilitation reports, official correspondence, and various other important documents. However, the archival system at the Class IIB Narcotics Prison in Purwokerto still faces challenges, such as the increasing volume of documents, limited human resources, and the risk of data loss or damage. This condition can slow down the administrative process, reduce data accuracy, and reduce institutional transparency and accountability.

To overcome these problems, innovation is needed in the archival system by utilizing digital technology to increase the efficiency of document management. One of the solutions offered is the implementation of electronic systems in records management, which allows for more structured and secure document storage and access. In its implementation, a series of activities are carried out, such as digitizing documents, classifying archives based on certain codes, and integrating the archival system with

information technology that has been implemented in this institution.

The implementation plan of this solution is still in the stage of further review and planning. Evaluations of existing archival systems continue to be carried out to understand the obstacles faced and determine the most effective steps in the digitization process. It is hoped that with the implementation of a more modern system, the management of asip in the Purwokerto Class IIB Narcotics Prison can run more optimally and support administrative efficiency in the future.

## B. IMPLEMENTATION AND METHODS

### 1. Internship Implementation

The author carried out an internship at the Purwokerto Class IIB Narcotics Prison located at Jl. Jend.Sudirman No.104, Pereng, Purwokerto Lor, East Purwokerto District, Banyumas Regency, Central Java 53141. This prison is a technical implementation unit under the Ministry of Law and Human Rights that is responsible for the guidance and rehabilitation of inmates in narcotics cases.

The internship lasts for four months, from August 5 – December 14, 2024, with working hours that follow the provisions of the prison, namely:

Day	Business Hours	Rest (ISHOMA)
Monday - Thursday	07.30 a.m – 02.30 p.m	11.30 p.m – 12.30 p.m
Friday	07.30 a.m – 13.00 p.m	11.30 p.m – 12.30 p.m
Saturday	07.30 a.m – 12.00 p.m	-

*Table 1. Prison Working Hours*

## **2. Internship Method**

In the implementation of this internship, the author uses a hands-on work practice method to gain real experience in the world of work. Some of the activities I did during the internship are as follows:

### **1. Observation and Analysis of Archival Systems**

- a. Observing and studying the process of managing archives in prisons, both manually and digitally.
- b. Analyze the obstacles faced by the existing archival system, such as limited human resources and document accessibility.

### **2. Implementation of Administrative Tasks**

- a. Manage incoming and outgoing mail, including recording, distributing, and archiving documents.
- b. Assisting in the process of filing documents based on the classification system applied in prisons.
- c. Recap employee attendance and input data into administration such as SIMPEG and SUMAKER.

### **3. Implementation of Digitization of Archives**

- a. The author is involved in the process of digitizing documents by improving the efficiency of data retrieval and storage.
- b. Using the management information system that has been implemented in prisons to manage archives more structured and safe.

### **4. Evaluation and Preparation of Reports**

- a. Analyze the effectiveness of the existing archiving system and prepare a report on the constraints and optimization opportunities.

- b. Providing several recommendations to improve efficiency in archive management at the Class IIB Narcotics Prison in Purwokerto.

Through this method, writers gain valuable experience in the world of work, especially in the field of administration and archives. The author also learns how technology can be used to improve work efficiency, as well as how to face challenges in the bureaucratic system in government agencies. This internship gave me a broader insight into document management in the prison environment, which will certainly be very beneficial for the development of the writer's career in the future.

## **C. RESULTS AND DISCUSSION**

### **1. Implementation of Solutions in Overcoming Problems**

During the internship at the Narcotics Prison IIB Purwokerto, one of the main focuses was to optimize the correspondence archive. For this reason, a digital system is used in recording and managing archives to improve administrative efficiency. The implementation of this application-based system aims to reduce dependence on physical documents and improve data accessibility faster and more accurately. The steps taken in the implementation include:

- a. Data Collection and Archive Classification  
Mapping existing documents, selecting archives based on certain categories such as year, type of letter, fund status of use.
- b. Digitization of Archives  
Converts physical archives into a digital format that can be accessed through a computer.

### **2. Outcomes as Indicators of Program Success**

As a result of the implementation of this system, several indicators of success can be identified, among them:

- a. Time Efficiency: With digital systems, the process of searching and storing archives has become faster than manual methods.
- b. Data Accuracy: Digitization reduces the risk of loss or errors in data logging.
- c. Ease of Access: Archives can be found more easily based on the in-app search system applied.
- d. Reduced Paper Usage: Reduced need for printed documents that previously required large storage space.

The following table shows a comparison of efficiency before and after digital implementation:

Aspects	Before Digitalization	After Digitalization
Document search time	± 10-15 minutes	± 2-3 minutes
Risk of Data Loss	Tall	Low
Accessibility	Limited	Accessible at any time

*Table 2. Comparison of digital implementation efficiency*

### 3. Driving and Inhibiting Factors

The implementation of the digital system in archive management at the Class IIB Narcotics Prison in Purwokerto has several driving and inhibiting factors:

1. Driving Factors
  - a. The Need for Administrative Efficiency

The increasing volume of documents demands a faster, structured, and easily accessible filing system, so digitization is a much-needed solution.

- b. Infrastructure Availability  
The availability of computer devices and internet connections that support the digitization of archives.
- c. Awareness of Efficiency  
Employees realize the importance of digital systems to improve work effectiveness.

### 2. Inhibiting Factors

- a. Lack of Employee Training  
Not all employees have the skills in technology-based use.
- b. Resistance to Change  
Some employees are still used to manual methods and are reluctant to switch to digital systems.
- c. Budget Limitations  
The implementation of digital technology requires additional investment in infrastructure and training.

## D. CONCLUSION

### Conclusion

The implementation of the internship at the Class IIB Narcotics Prison in Purwokerto provides in-depth insight into the importance of the archival system in supporting administrative efficiency. The implementation of archive digitization has been proven to be able to increase effectiveness in storage, archive search time becomes shorter, the risk of data loss is reduced, and accessibility to documents increases. However, although the implementation of this technology-based system brings many benefits, there are several obstacles that still need to be overcome, such as the lack of employee skills in using digital systems, resiliency to change, and the limitations of supporting infrastructure. Therefore, a more comprehensive strategy is needed to ensure that these innovations can run optimally and sustainably.

### Suggestion



To improve the archival system at the Class IIB Narcotics Prison in Purwokerto, several strategic steps are needed. First, employee training needs to be held in a timely manner to improve their skills in operating the digital system so that the implementation can run more effectively. In addition, infrastructure improvements in the form of the procurement of more adequate technological devices and a secure data backup system are urgently needed to avoid information loss due to technical constraints. Socialization and a gradual approach also need to be carried out to reduce resistance to change by providing employees with an understanding of the benefits of digitalization in the long term. Periodic evaluations of the implemented systems must continue to be carried out so that they can be adjusted to the needs of the organization. Finally, collaboration with external parties such as other agencies or experts in the field of digital archives can help accelerate the transformation process of the administrative system in prisons. With the implementation of these steps, it is hoped that the archival system at the Purwokerto Class IIB Narcotics Prison can be more optimal, support employee work efficiency, and contribute to improving the overall quality of administrative services.

#### **Acknowledgments**

The author would like to thank the Purwokerto Class IIB Narcotics Prison for the opportunity given to carry out the internship program as well as for the guidance and support during this research process. Thank you also to the Faculty of Economics and Business, Jenderal Soedirman University, who have provided direction and facilities in completing this research. Hopefully the results of this research can provide benefits for the development of the archival system in prisons and become a reference for future studies.

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