



Application of E-Archive with Rail Document System Method

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Abstract

This study aims to create an E-Archive information system at PT Xyz which is being worked on for the perfection of archive administration which has not been integrated, and often document management is still done manually, thus making the work ineffective and efficient in handling it. quickly. information needs. implementation of electronic archives through the Rail Document System at Xyz including creation and storage, use and distribution, maintenance and depreciation. Manufacturing and storage includes 3 aspects, namely sorting, scanning, and electronic storage media. In its use and distribution includes an electronic archive security system. In maintenance includes software and hardware and in the depreciation process, namely the process of moving electronic archives.

Keywords— bank, e-archive, rail document system

INTRODUCTION

Archives are an important source of information for an organization. Various information related to the development and operational activities of an organization will always be maintained along with the preservation of the organization's archives. The existence of archives for an organization is not only historical evidence, but also has various functions and value benefits.

Functionally, the archive will be needed by the leadership as consideration in making organizational decisions. Archives are also needed as reference material in preparing organizational plans. In addition, archives are also widely used to support organizational operations. Likewise, for the purpose of supervision, records are an important element in organizational control. In addition to having an important function for an organization, archives also contain various uses for organizations, such as legal use value, educational use value, financial use value, and research use value. Because archives have a function and use value, they must be managed properly so that when they are needed they can be found quickly and accurately.

The rapid development of technology lately on the one hand has a positive impact on the smoothness and convenience of the community in carrying out various activities, but on the other hand these developments also have an impact, especially in the field of archives which should be expected. direct. The development in the field of archives is felt to be very slow if it is associated with technological developments which directly or indirectly produce archives that tend to continue to change. For this reason, archive managers must always be responsive and follow these developments so that they can be used for archival activities.

Electronic filing systems are basically similar in concept to conventional filing techniques. If conventional archives have a physical cupboard to store important documents owned by the company, then this computer-based electronic filing system has a virtual cupboard that contains virtual folders. Next, the virtual folder contains archive sheets that are converted into image files (*.bmp, jpg, etc.) or documents (*.doc, txt, etc.). So in short it can be said that if conventional archives have physical shelves, folders and archive sheets, then electronic archives have shelves, folders, and virtual archives in the form of files. Electronic filing systems can

make everyone's work easier. employees, as well as improving employee work efficiency, where all work processes are assisted by using modern electronic media. The presence of technology in office activities makes electronic archives increasingly needed by companies. Apart from being an office automation application form, office activities are also supported to be more effective and efficient. With electronic archives, the document transaction process will also be easier and more efficient. And many other important benefits when viewed from a business perspective

RESEARCH METHODS

The research method used is descriptive qualitative research method.

The data collection techniques used are as follows:

1. Participatory observation, that is, researchers are involved with the daily activities of the people being observed or used as research data sources for the application of electronic archives through the rail document system.
2. Interviews, researchers ask questions directly to the informant.
3. Document Analysis, researchers document various things that will be useful to answer research questions during the research process.
- 4.

Data were obtained from various sources, using various data collection techniques.

RESULTS AND DISCUSSION

Electronic Records Creation and Storage

Sort Documents

Based on the results of observations, interviews, and also documentation, the process of separating documents at PT Xyz. For incoming documents, they are arranged in the Document Unit, then the next step is carried out, while for outgoing documents, they are carried out in the respective units that issue documents.

Scan

The stage after compiling the document is scanning. All employee documents, letters, and all documents addressed to PT xyz will then be registered. When using a scanning machine, employees are expected to always be careful when scanning documents because the machine will immediately pull the document when the green button is pressed and in the process of scanning the document is prone to folding. Furthermore, the scan results will be stored on the flash drive of the work unit and also stored on the hard drive of the employee's computer.

Media Electronic Storage Media

Electronic archive storage, namely flash drives and hard drives used by employees. And has a site for managing electronic archives called the railroad document system.

Use and Distribution of Electronic Archives

System for accessing electronic archives. This system is called the Rails Document System. The Rail Document System deployment now has two versions. To enter the Rail Document System, you must enter the username and password that each employee already has. The employee username itself is based on the employee number and the password is known only to the employee himself. The Rail Document System contains several features such as the creation of electronic documents, registration of incoming letters which will then be submitted to the

intended work unit then the archive will be stored by the Document Unit, incoming letters that need to be approved, inbox, outbox, and also archives. The appearance of the Rail Document System at first glance does look like a normal email, but for Document Units the Rail Document System functions to manage the archives of all units in PT Xyz.

Electronic Archive Maintenance

1. Software Based on the results of observation studies, interviews, and also documentation, the maintenance of electronic archive software is the responsibility of all employees because all employees need it. If the software is not used properly, document management will be disrupted and work will be disrupted. Antivirus is installed to keep files safe and reduce the risk of file loss. Maintenance of electronic archive devices such as system updates is carried out at the head office.
2. Hardware Maintenance Electronic archive hardware is carried out so as not to slow down work and it is hoped that the life of the hardware can last a long time. In addition, each employee has his own computer to work with. This is of course the responsibility of employees in using the computer they use.

Electronic Archive Shrink

The depreciation of electronic archives is done by moving the archives to a data center record center. In each operational area, of course, there is an archive room, and every year there will be an archive competition organized by the head office. This competition aims to discipline employees in managing archives.

CONCLUSION

Electronic archive is a computer-based archive storage system, if it is developed via the internet, it can be online, so it can be used by large organizations or institutions. Electronic archives can be found in the office world in various forms such as documents, archives in online and web-based environments, files created by business information systems, and electronic messages from information systems. Electronic archives also have a life cycle, namely the creation and storage, distribution and use, maintenance, and disposal of records for storage or deletion.

SUGGESTION

For the next development, it is recommended to keep up with the times for user comfort and new features that are more suitable and relevant.

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