



Advancement of Local Culture Through Static Archive Management (Study at the Cirebon Regency Culture and Tourism Office)

Gilang Ramadhan^{1*}, Wildan Pamungkas², Aghnia Dian Lestari³

^{1,2,3}Universitas Swadaya Gunung Jati, Cirebon, West Java, Indonesia

Email: gilangrmdhann89@gmail.com^{1*}, wildanpamungkas15@gmail.com²,
aghnia.dianl@ugj.ac.id³

ABSTRACT:

The decline in appreciation for local cultural values among the younger generation is concerning, particularly due to the lack of authentic sources that detail the origins of the surrounding culture. This study aims to identify and evaluate the management process of static archives at the Cirebon Regency Culture and Tourism Office and assess its effectiveness in preserving local culture. Utilizing a qualitative approach grounded in static archive theory, the research focuses on seven key dimensions of archive management, including appraisal, maintenance, labeling, description, services, reference retrieval, and the provision of research space. The findings reveal that archive management in Cirebon has been effective through a system that involves community collaboration, which plays a crucial role in preserving culturally valuable archives. In conclusion, effective static archive management can enhance the appreciation of local culture among the younger generation, with community participation being a key factor in its success.

Keywords: Static Archives, Local Culture, Manuscript, Cultural Heritage.

INTRODUCTION

The promotion of local culture is the most important part in an effort to advance a region for the branding of the region itself, both to international and domestic friends. To make these efforts, the role of static archives is very necessary to prove the existence of this culture through previous data or documentation as the main reference. The static archives in question are previous records that have historical value and give birth to cultures that are still used by the surrounding community. The following is an example of static archives that have an important role in the advancement of local literature, namely manuscripts and slate inscriptions, both of which have historical value and can be used as a primary source to prove the existence of this culture in an area.

If it combines culture with manuscript collections and monographs, it will fulfill the mission of educating and informing the community. However, the fact on the ground is that many static archives do not receive special attention from the parties involved in terms of their storage patterns and poor maintenance, resulting in their destruction.

Archives can be categorized based on their function into two main groups: dynamic and static. Dynamic archives are still actively used in daily office activities, while static archives are no longer directly used in daily activities (Wardah Mutiawatul, 2016). Law Number 43 of 2009 concerning Archives states that static archives are managed to ensure the safety of archives as a national responsibility for the life of society, nation, and state. As intended, static archives management includes archive acquisition, static archive management, preservation, and access.

Each organization or agency produces documents and manuscripts to carry out its activities. These documents and manuscripts are then stored using a certain system so that they are neatly arranged and easy to find. Important documents that have been kept regularly are known as archives. Archives function as planning materials, the basis for consideration and decision-making, asset protection, protection of intellectual property rights, dispute resolution, territorial protection, value instillation, and improvement of the institution's image. (Rusita, Galuh, 2016)

Static archives have ended their active function in implementing administration and daily activities. However, they must still be maintained because of the valuable value of information for the state, organizations, and society (Mulyani, 2013).

For access to and services of static archives, archival institutions must comply with the following principles: Static archives may only be opened based on applicable laws and regulations (the principle of legal authorization). There must be a means to assist in the rediscovery of archives (finding aids), both in manual and electronic form. The physical condition and archive information accessed must be in good condition, according to Azmi (2016). Access and archive services must consider security and prevent the risk of damage, loss, or destruction by users. (Setiawan, 2017), Access to static archives must be carried out reasonably, with basic services and without cost. Archive access should be provided through a clear (transparent) procedure to all users of static archives without discrimination based on nationality, background, age, qualifications, or research interests. Access procedures should be simplified to protect archives from removal, alteration, removal, or destruction.

Archive governance that is not supported by a good digitization system faces a number of problems. For example, the process of searching for physical evidence of letters becomes difficult when needed, recording letters take a long time, large storage space is required, letter numbering is not centralized, and the agenda book is still the main tool in searching for letters (Bharoto et al., 2023).

Based on these problems, efforts to promote local culture are hampered because of the ineffectiveness of the management of the static archives. Through effective management of static

archives, local history and cultural heritage can be preserved and accessed by future generations. For example, if a static archive is disorganized or poorly maintained, the likelihood of losing important information about the history and past information of the area increases, which reduces the historical and educational value of the archive.

Based on previous research, which is related to the researcher's research, namely the First research entitled *The Role of Archives in the Preservation of Cultural Heritage in Indonesia: A Systematic Review* by Safira in 2020. Archives have an important role in the preservation of cultural heritage buildings in the form of information about history and the development of cultural heritage buildings. The archive of cultural heritage buildings is a dynamic archive that is vital, so its management must be prioritized. This study aims to determine the use of archives in the preservation of cultural heritage in Indonesia. This study uses a systematic review method with a qualitative approach. The data collection method is in the form of planning, implementation, and synthesis of search results. The findings in this study show that in the selected journal articles used in the study, there is a lack of reviews about the importance of archives in the preservation of cultural heritage. Based on all selected journal articles, only about two journal articles review archives as a model for cultural heritage preservation and the lack of cultural heritage documents as a challenge for cultural heritage preservation. In addition, the elaboration of the role of archives in the preservation of cultural heritage focuses on documents containing regulations on the preservation of cultural heritage, where six articles show a preservation model that focuses on the physical form and buildings of cultural heritage. (Safira et al., 2020)

The second research entitled *Research and Analysis of Static Archive Management on the National Archives Of Australia Website Online: A Systematic Review* by Junawan and Deritani in 2020. This article explains the management of Static archives in an institution, which includes archive management, archive acquisition, archive retention schedules, and other information related to a static archive, along with the ease of the process of searching for an archive through an online website, which makes it easy to retrieve archive information. The method used in this study uses a qualitative type using a descriptive approach. In the process of collecting data, the researcher himself is the research instrument, and he collects data from the observation process directly on the website National Archives of Australia. The results of this study show that the National Archives of Australia's management is very good, and the acquisition process also varies. And in this case, it can be seen that the National Archives of Australia has various types of collections, including paper files, photos, audiovisual recordings, and sound recordings, so that in this case it can make it easier for users to search for information and retrieve static archive information (Junawan & Deritani, 2020)".

Third research entitled *Efforts to Preserve Indonesian Culture in the Era of Globalization: A Systematic Review* by Nahak in 2019 The writing of this article aims to explain efforts to preserve

Indonesian culture in the era of globalization. The method used in this paper is qualitative, using literature study techniques to collect data. To overcome this, it is necessary to be aware of the importance of local culture as the nation's identity. It is an obligation for every level of society to maintain it, where the role of the younger generation is expected to continue to try to inherit local culture and will be a strength for the existence of local culture itself even though the current globalization hits it. Efforts to maintain and preserve Indonesia's culture can be done in two ways. That is cultural experience and cultural knowledge. (Nahak, 2019)

In this study, the researcher used the theory of static archive management. In the content of his book entitled "The Appraisal Of Modern Public Records", it is stated that the management of static archives is the activity of managing static archives, which includes: (Schelenberg, 1956)

1. Shrinkage to assess archives

In this case, static archives will be filtered based on their usefulness, which includes the importance of that information in historical and administrative contexts. After this assessment, the storage period will be determined based on the functions carried out by the information, as well as its physical characteristics and intrinsic value. This process makes it possible to identify documents that have historical value, which may require long-term storage for research, regulatory compliance, or cultural heritage purposes. In contrast, other documents that may have more temporary administrative or legal value can be kept in a shorter manner or deleted as needed (Apriyani et al., 2020). In this way, the management of static archives not only considers the practical aspects of physical storage but also appreciates the value of the information contained in them in a broader context.

2. Maintenance and structuring.

In this case, it is necessary to manage static archives to avoid damage to them. Care, designation, and packing are essential processes in the management of static archives that aim to maintain the continuity and accessibility of the information contained in them throughout their life cycle. Maintenance involves efforts to keep the physical condition and content of archive information intact and accessible. This includes setting up the proper storage environment, performing safe handling when accessing or moving archives, and managing repairs or restoration if necessary (Gusda & Rahmah, 2019).

3. Labeling to reproduction.

Labelling in static archives involves clear marking on archive containers for easy identification and access of documents. Meanwhile, reproduction is the process of making copies of documents to expand accessibility and ensure the continuity of information by complying with applicable copyright and data protection rules. (Dwi Kusuma et al., 2021)

4. Description and publishing.

Describing and publishing in static archives are two interrelated processes: describing prepares the information needed to understand and manage the archive, while publishing ensures that the archive is available and accessed according to the set needs. (Pamungkas, 2019)

5. Archive services are available at the stage of looking for references.

Reference Services are services provided by libraries or other institutions to assist users in finding the information and resources they need. This can include assistance in finding reading materials, using databases, identifying relevant sources of information, and providing directions on how to search for information effectively. (Ramadhani & Subekti, 2018). The reference service facilitates users' access to accurate and reliable information.

6. Lending archives.

Lending is the act of granting temporary access to another person or organisation to use and return valuable or historic documents, records, or information (RAHMAWATI, 2016). It aids in research, reference, and learning and promotes a wider exchange of knowledge.

7. Provide research space.

Provide a suitable environment for researchers to conduct in-depth studies, experiments, and data analysis. It supports scientific advancement and innovation in various disciplines. (Anggraeni et al., 2021)

This is a summary of the principles that archival institutions must adhere to in providing access and services to static archives. Based on the abovementioned problems, the researcher is interested in further research on "Management of Static Archives in Efforts to Preserve Local Culture."

RESEARCH METHODS

According to Moleong, qualitative research aims to explore a deep understanding of the phenomena experienced by the research subjects, such as behavior, perception, motivation, action, and other aspects, comprehensively by describing them in the form of words and language in a natural context and using various natural methods (Öhman 2005).

This study uses a qualitative method by using in-depth data collection methods through observation, interviews, and documentation with stakeholders and experts in the field of local culture. This method can help to understand the context, meaning, and values contained in static archives and gain a deeper knowledge of the diversity of local cultures and traditional practices that must be identified and preserved (Hartaman 2017).

Data collection was carried out through observation and interviews. At this stage, the information gathered about the management of static archives to preserve local culture is simplified into a transcription that includes the process clearly and easily understood.

Data reduction means taking the core of the information collected, focusing on the important elements, looking for relevant themes and patterns, and eliminating elements that are not essential in the research. In this way, the reduced data provides a more focused picture and makes it easier for researchers to continue collecting further data, as well as refer back to the data if necessary (Faizah & Rohmiyati, 2018).

Data presentation involves the process of detailing and explaining using text descriptions or narratives to provide an in-depth picture of how static archive management is carried out in an effort to preserve local culture. (Harahap, 2020). It includes a detailed description of the methods used in the collection, compilation, and storage of archives, as well as maintenance strategies to ensure that the documents are preserved both physically and culturally. Data presentation can also include analysis of the results of static archive management, such as identifying patterns or important findings that emerge from this process, all of which aim to document and preserve valuable cultural heritage to local communities.

At this stage, the researcher draws conclusions from the results of the data analysis that has been carried out. In the context of qualitative research, this process of drawing conclusions can provide answers to the formulation of problems that have been proposed since the beginning of the research.

In this study, we chose the Cirebon Regency Culture and Tourism Office within the local government as the research subject to identify static archives related to the preservation of local culture.

RESULTS AND DISCUSSION

The management of static archives in Cirebon Regency has a crucial role in efforts to preserve the rich and diverse local culture. Based on the theory, there are 7 indicators, namely Mention to Assess Archives, Maintenance and Arrangement to Archive Packing, Archive Labeling and Reproduction, Archive Description and Publication on Archives, Archive Services to the stage of looking for Archive references, Archive Borrowing, and Provision of Archive Research Space.

Management of Static Archives at the Cirebon Regency Culture and Tourism Office

Based on the results of an interview at the Cirebon Regency Culture and Tourism Office, the shrinkage of static archives can be caused by various factors, both natural and human activities. In terms of natural factors, static archives can be damaged by extreme weather conditions, such as drastic changes in temperature or humidity, which can lead to deformation or even destruction. In addition, natural disasters such as earthquakes or floods can also damage or destroy such static archives. On the other hand, the human factor also plays an important role in the destruction of static archives. Neglect in maintenance or supervision can cause these static archives not to receive adequate protection, so they are at risk of loss or damage. For example,

the loss of manuscripts and data of historical objects, whether stolen or misused by irresponsible parties, results in significant losses.

Damage to static archives has a major impact on their value, which includes historical, artistic, scientific, and social values. Loss or damage to static archives means the loss of valuable information about the past, artistic beauty, opportunities for scientific research, and people's cultural identities. Therefore, maintaining static archives or ancient documents is essential to ensure that these values are preserved and can be passed on to future generations.

The Cirebon Regency Culture and Tourism Office has a task as preservation, structuring and development. When there are static archives in the form of ancient documents or damaged manuscripts, there are incentives including from tax employees, and in terms of maintenance, when there are damaged static archives, it can be through the government budget. There can be grants if the ancient documents belong to individuals or institutions. When these ancient documents can become a potential center for learning history and cultural development, many young people will be interested in learning history and culture in Cirebon Regency.

In the process of labeling and reproducing static archives in Cirebon Regency. The Agency and elements of the community collaborated to label and reproduce the static archives. Before the static archive is inaugurated as a cultural heritage, the process of labelling static archives involves the use of a registration number.

After the registration process is complete, a new Decree (SK) can be determined. When it has been inaugurated as a cultural heritage or static archive, it is usually equipped with a signboard. The local Culture and Tourism Office and the community play a central role in the labelling and reproduction of cultural heritage, both in the form of objects and buildings, in order to prevent unwanted damage.

The description and publication process at the Cirebon Regency Culture and Culture Office has a team of experts who collect literacy or data related to the object or building. The team of cultural heritage experts consists of several experts, such as historians, anthropologists, legal experts, archaeologists, biologists, and languages certified by the Ministry of Cultural Directors. As for the Culture and Tourism Office of Cirebon Regency already has data on 591 suspected cultural heritage objects, and it has not been recommended as cultural heritage.

For archive services up to the stage of looking for references, the Cirebon Regency Culture and Tourism Office will launch the Katon Cultural Sigar Website. With the existence of the Katon Cultural Sigar, the public and researchers can easily access the latest information about the cultural heritage of Cirebon Regency. For the collection of static archives or objects containing elements of cultural heritage, they have a special team for data collection. Where in this team, there is a data secretary, data verification, and data validation, which is decreed by the head of the culture and tourism office.

The data collected by the data collection team is included in the DAPOBUD data (cultural data application) created by the cultural data in the ministry or the director of culture's system. There are several criteria for the ODCB category, including age, objects, buildings, sites, structures, and areas over 50 years old that have important value for the history of the development of the Indonesian nation, be it education, culture, etc.

In terms of borrowing, the Cirebon Regency Culture and Tourism Office is optimal because the Cirebon Regency Culture and Tourism Office is very careful about the maintenance of static archives and does not carelessly lend static archives because it will cause concerns about loss or damage. Static archives usually cannot be used to save and borrow carelessly. However, if it is related to cultural heritage information in the existing system, the problem can be solved.

Several things are needed for the maintenance of static archives; one of the efforts made by the Cirebon Regency Culture and Tourism Office is the provision of maintenance rooms, especially in museums, in which there is a special room for repairs to conduct research related to cultural heritage objects including photographs that are 50 years old and older and ancient documents or manuscripts. The provision of this research space is very necessary because cultural heritage, in particular, requires precision and caution in the process of maintaining it. If it is damaged or destroyed, there will be no historical or information value in it.

Obstacles to Static Archive Management at the Cirebon Regency Culture and Tourism Office

Many parties have not understood the importance of archives in cultural preservation. The lack of socialization and education about the role of archives causes a lack of attention to maintaining and preserving them. Without this awareness, many archives have the potential to be lost or damaged due to not receiving proper care. Static archives, especially those in physical form such as paper documents and photographs, are particularly vulnerable to physical damage due to age, uncondusive environments, and pest infestation. Substandard storage conditions can speed up the deterioration process, resulting in the loss of valuable information. Changes in local social structures or demographics may decrease interest or support for preserving traditional cultures, including efforts to manage their archives.

CONCLUSION

Static archives are crucial for preserving a community or region's history, culture, and identity. They hold invaluable information about traditions, beliefs, and daily practices that might otherwise fade into obscurity. By diligently managing these archives, we safeguard the cultural heritage of the past and provide a rich resource for future generations to learn from and build upon. This archival stewardship inspires contemporary cultural expressions in art, design, and other fields and helps communities learn from historical experiences, avoiding past mistakes.

The management of static archives transcends mere document storage; it is a vital endeavor to preserve cultural diversity and reinforce local identities. This mission demands active

participation from governments, cultural institutions, and the public to ensure that our cultural heritage remains a living, vibrant part of our collective future. By committing to this cause, we not only honor the past but also enrich the cultural landscape for future generations, ensuring that the legacy of our diverse traditions continues to inspire and guide.

REFERENCES

- Anggraeni, M., Suyitno, I., & Asari, A. (2021). Manajemen Kinerja Pengelolaan Arsip Statis di Unit Pusat Arsip Universitas Negeri Malang pada Masa Pandemi Covid-19. *JoLLA: Journal of Language, Literature, and Arts*, 1(3), 383–396. <https://doi.org/10.17977/um064v1i32021p383-396>
- Apriyani, E., Safira, D., & Rodin, R. (2020). Pengelolaan arsip statis di Dinas Kearsipan Daerah Provinsi Sumatera Selatan. *Al-Kuttab : Jurnal Kajian Perpustakaan, Informasi Dan Kearsipan*, 2(1), 1–11. <https://doi.org/10.24952/ktb.v2i1.2313>
- Bharoto, Rd. M. H., Lestari, A. D., & Prihatmadji, W. (2023). Penerapan Aplikasi E-Surat Dalam Pengelolaan Arsip Elektronik Untuk Mendukung E-Government Pada Desa Palimanan Timur. *Jurnal Ilmiah Publika*, 11(1), 444. <https://doi.org/10.33603/publika.v11i1.8625>
- Dwi Kusuma, A., Sulistyaningrum I, C. D., & Subarno, A. (2021). Analisis Pengelolaan Arsip Statis Di Universitas Slamet Riyadi. *JIKAP (Jurnal Informasi Dan Komunikasi Administrasi Perkantoran)*, 5(1), 108. <https://doi.org/10.20961/jikap.v5i1.49217>
- Faizah, F., & Rohmiyati, Y. (2018). Manajemen Strategi Pengelolaan Arsip Statis Pada Era Keterbukaan Informasi Di Dinas Kearsipan Dan Perpustakaan Kabupaten Pati. *Jurnal Ilmu Perpustakaan*, 7(4), 81–90.
- Gusda, A., & Rahmah, E. (2019). Pemeliharaan Dan Perawatan Arsip Statis Di Kantor Arsip Kabupaten Pesisir Selatan. *Pustabiblia: Journal of Library and Information Science*, 1(1), 485–492.
- Harahap, W. R. (2020). Profesi Arsiparis Sebagai Sumber Daya Manusia Dalam Mengelola Arsip Statis. *Pustaka Karya : Jurnal Ilmiah Ilmu Perpustakaan Dan Informasi*, 8(1), 63. <https://doi.org/10.18592/pk.v7i15.3759>
- Hartaman, A. S. (2017). *Annisa Sebastia Hartaman, 2017 PEMBELAJARAN KETERAMPILAN MELUKIS BAGI ANAK DIDIK LAPAS DI LEMBAGA PEMBINAAN KHUSUS ANAK KELAS II BANDUNG Universitas Pendidikan Indonesia*. 35–42.
- Junawan, H., & Deritani, R. (2020). Riset Dan Analisis Manajemen Arsip Statis Pada Website National Archives of Australia Secara Online. *Jurnal Kajian Kepustakawanan*, 2(2), 195–204.
- Mulyani, W. (2013). No Title66 עלון הנוטע, תמונת מצב. ענף הקיווי: (1997), 39–37.
- Nahak, H. M. I. (2019). Upaya Melestarikan Budaya Indonesia Di Era Globalisasi. *Jurnal Sosiologi Nusantara*, 5(1), 65–76. <https://doi.org/10.33369/jsn.5.1.65-76>

- Öhman, A. (2005). Qualitative methodology for rehabilitation research. *Journal of Rehabilitation Medicine*, 37(5), 273–280. <https://doi.org/10.1080/16501970510040056>
- Pamungkas, A. P. (2019). Proses Temu Kembali Arsip Di Dinas Kearsipan Dan. *Jurnal Ilmu Perpustakaan*, 8(2), 211–221.
- RAHMAWATI, R. (2016). *Pengelolaan Arsip Statis Di Arsip Universitas Gadjah Mada*.
- Ramadhani, D. A., & Subekti, S. (2018). Pengelolaan Arsip Statis Dalam Mendukung Pelayanan Informasi Di Dinas Kearsipan Dan Perpustakaan Provinsi Jawa Tengah. *Jurnal Ilmu Perpustakaan*, 7(4), 171–180.
- Rusita, Galuh, D. H. (2016). Pengelolaan Arsip Statis Di Kantor Perpustakaan Dan Arsip Kabupaten Kulon Progo. *Yogyakarta: Universitas Negeri Yogyakarta*, 1–11.
- Safira, F., Salim, T. A., Rahmi, R., & Sani, M. K. J. A. (2020). Peran Arsip Dalam Pelestarian Cagar Budaya Di Indonesia: Sistematika Review. *Baca: Jurnal Dokumentasi Dan Informasi*, 41(2), 289. <https://doi.org/10.14203/j.baca.v41i2.593>
- Setiawan, M. V. (2017). Akses dan Layanan Arsip Statis di Lembaga Kearsipan Universitas Gadjah Mada. *Libraria*, 6 No. 1(1), 47–62.
- Wardah Mutiawatul. (2016). Pengelolaan Arsip Dinamis. *Libria*, 8(1), 51–68.

Copyright holder:

Gilang Ramadhan, Wildan Pamungkas, Aghnia Dian Lestari (2024)

First publication right:

Asian Journal of Engineering, Social and Health (AJESH)

This article is licensed under:

