



Village Archives Management: The Foundation of Organizational Effectiveness Towards Good Governance

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ABSTRACT

Archive management plays an important role in public administration services implemented by government agencies, both central and regional, especially in meeting the needs of the community. Effective archive management can improve organizational efficiency, which ultimately supports the principles of good governance. In the villages of Jatilawang District, archive management has not been fully optimized, resulting in public administration services not meeting community expectations. This study aims to analyze archive governance, the challenges faced, and their impact on the effectiveness of organizational work. In the long term, this study is expected to contribute to the development of administrative management science, especially in maintaining organized archives to support village development towards good governance. This study uses a mixed method approach, data collection through observation, interviews, and questionnaires. The findings show that although the villages in Jatilawang District have implemented an archiving process from recording to disposal, these villages have not fully complied with existing regulations due to certain constraints. This has an impact on the efficiency of the organization in providing public services, because archive management has a direct impact on organizational performance.

ABSTRAK

Kata Kunci:

Pengelolaan kearsipan
Efektivitas kerja organisasi
tata kelola yang baik

Pengelolaan kearsipan memegang peranan penting dalam pelayanan administrasi publik yang dilaksanakan oleh instansi pemerintah baik pusat maupun daerah, khususnya dalam memenuhi kebutuhan masyarakat. Pengelolaan kearsipan yang efektif dapat meningkatkan efisiensi organisasi, yang pada akhirnya mendukung prinsip tata kelola yang baik. Di desa-desa Kecamatan Jatilawang, pengelolaan kearsipan belum sepenuhnya optimal sehingga mengakibatkan pelayanan administrasi publik tidak sesuai harapan masyarakat. Penelitian ini bertujuan untuk menganalisis tata kelola kearsipan, tantangan yang dihadapi, dan dampaknya terhadap efektivitas kerja organisasi. Dalam jangka panjang, penelitian ini diharapkan dapat memberikan kontribusi terhadap pengembangan ilmu manajemen administrasi, khususnya dalam menjaga kearsipan yang terorganisir untuk mendukung pembangunan desa menuju tata kelola pemerintahan yang baik. Penelitian ini menggunakan pendekatan metode campuran, pengumpulan data

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melalui observasi, wawancara, dan kuesioner. Temuan menunjukkan bahwa meskipun desa-desa di Kecamatan Jatilawang telah menerapkan proses pengarsipan mulai dari pencatatan hingga pembuangan, namun desa-desa tersebut belum sepenuhnya mematuhi peraturan yang ada karena adanya kendala tertentu. Hal ini berdampak pada efisiensi organisasi dalam memberikan pelayanan publik, karena pengelolaan kearsipan berpengaruh langsung terhadap kinerja organisasi.

A. INTRODUCTION

Good governance aims to create a transparent, accountable, effective and efficient government system to improve public welfare. The World Bank and the United Nations Development Programme (UNDP) emphasize that good governance supports development and the protection of human rights. (Dracea et al. 2024) In Indonesia, governance principles are applied at all levels of government, including villages as the smallest administrative unit. (Maranjaya 2022) . Based on Law of the Republic of Indonesia Number 6 of 2016 and Law Number 23 of 2014, villages have the authority to regulate government independently according to the needs of the local community. By implementing the principles of decentralization and regional autonomy, villages are expected to provide optimal public services, which are the main indicators of their success in implementing good governance.

The effectiveness of public services provided by the village government reflects the overall performance of the organization. (Zakiyah and Sunarya, 2024; Einsbie Grata Myn, Muhammad Kasim, and Ela Yusrianti, 2023) Organizational effectiveness is measured by the extent to which the organization reach its objectives and overcome challenges by optimally utilizing available resources (Steers, 1985 in Tobirin 2011 ; Lino, Lau, and Toda 2019) . Dwiyanto 2006 in Tobirin , 2011) added that effective village performance can see from how resources are used to meet the public service needs of rural communities. Therefore, public services must adopt values that increase the overall effectiveness of services in government. village (Prayitno 2024) . One of the aspect important in public service is access to information , which is related close with management archive (Yananda et al. 2023) .

According to the Republic of Indonesia Law Number 43 of 2009 , archives are records of various activities or events created and received by an organization . in organizing state affairs, which utilize information and communication technology. Archives have mark important for organization as source information and memory collective, which supports effectiveness administration government (Ig. Wursanto, 1989 in Yonas, Radjikan, and Hartono 2020) . Without organized archives with good , organization at risk lost footsteps history , rights and identity (Mulyapradana, Anjarini, and Hermanto, 2021) .

Archive management has been regulated in Law of the Republic of Indonesia No. 43 of 2009 and strengthened with regulation archiving village , such as Regulation of the Head of the National Archives of the Republic of Indonesia (PERKA ANRI) No. 14 of 2009 concerning Archive Management Guidelines and PERKA ANRI No. 08 of 2009 concerning Village Archives Program. According to Sedarmayanti (2003) , management archive covers the entire life cycle of archives, from creation, use, maintenance, to destruction of archives (Sauw, Djami, and Bori, 2022) . Governance good archiving it is very important to support planning , making policy , function control , taking decisions , evaluation , and accountability in organization (Jamaluddin, Nurfadila, and Isgunandar 2023 ; Mandulangi et al. 2024; Supiatni et al. 2023) .

However in in practice, management archiving at the level village Still face various constraints. Common problems happen among other systems storage archives that are not structured (Seiffert, 2020; Samsiyah et al. 2015) , difficulty in accessing documents (Mandikiana, Timms-Ferrara, and Maynard, 2019; Fauziyah 2019) , lack of professional staff in the field of archiving (Isoka and Namande, 2022; Abriani, Anggorowati, and Wardani 2018) , as well as limited facilities and infrastructure (Mufidati and Wijayanti 2023) . Observations at several village offices in Jatilawang District Banyumas Regency, shows that archive management is not optimal. Many villages still using conventional storage methods that are not systematic, so that archives are difficult to find again. In addition that , the lack of understanding apparatus village about management archiving and lack of infrastructure Supporter cause Lots corrupted archive or is lost (Hahury, 2021) .

Problems in archiving management office village in the sub-district Jatilawang impact on effectiveness Work organization. Archives that are not organized with Good cause employee difficulty look for document important, so that slowing down the process of administration and public services. The effectiveness of organizational work refers to the extent to which an organization achieves its goals and objectives efficiently and effectively. (Juliati 2020) . Government Office Village Subdistrict Jatilawang as public organizations have as it should be capable give good public service. However implementation management missing archives cause a number of Problems. Unorganized archives make it difficult for employees to find important documents, which slows down the administration and public service processes. Delays in decision-making and citizen document management can hamper the effectiveness of the organization's work as a whole. Research shows that effective archive administration can improve the quality of public services by up to 37.4% (Firandhi, Suarno, and Nurhamita 2024) . Besides that , management bad archive can hinder accountability government village and lower quality service to public (Decarolis et al. 2023; Khirom and Mursyidah 2023)

To improve the effectiveness of services to the community, the government village need increase system archival management (Evany, Audya, and Amalia, 2023) . Various strategies have been applied , such as digitalization archive (Jaillant 2022) , cross-disciplinary collaboration (Obasi and Ezeibe 2022) , as well increasing public engagement (Mufidati and Wijayanti 2023) .However strategy This not optimally implemented at the level village, including in the sub-district Jatilawang, which is still face limitations infrastructure, resources Power human beings, and consciousness public about importance archive village.

A number of study show that good archiving management influential to effectiveness Work organization (Hahury, 2021) . Similar findings were also shown in the research of Apriani, Aneta, and Isa (2024); Sirfan Malik, Meyko Panigoro (2023); as well as Saepudin et al. (2022). Besides that , the study conducted by Putri et al (2020) and Juliati (2020) also emphasized that archival management has impact positive on work effectiveness . However results other studies show that management archive No always influential in a way significant to effectiveness Work organization (Inas and Roni 2022) .

Work effectiveness is the main measure in management for evaluate to what extent the organization reach the purpose (Septiana, Sugeng, and Velani 2024 ; Петривна et al. 2021) . In the context of government village In this, good archive management plays a role important in support achievement objective governance, development, community service, and empowerment village (Republic of Indonesia Government Regulation Number 72 of 2005) . Good archival governance also contributes to quality improvement service public and realize principles of good governance such as transparency, accountability, responsibility, independence, equality, and fairness (Permatasari 2020) .

Although there has been a lot of research discussing governance and the importance of archives management in government organizations in general, there is still a research gap

regarding the contribution of governance. archiving to effectiveness Work organization specifically. Most previous studies have focused more on the implementation of archiving systems at the local or central government level, without reviewing in depth the challenges faced by village offices in managing their archives. In addition that, still limited study empirical about impact direct management archive to effectiveness service public and performance organization village show the need study more carry on in field this. Therefore that, research This become crucial in identify existing problems as well as give solutions that can applied in a way practical For increase effectiveness Work organization village.

This research offers new contributions namely focus on government village through approach studies case at the office villages in Jatilawang District, Banyumas Regency, because this area has various interesting characteristics, such as complex village administration dynamics, limited human resources, and suboptimal archival infrastructure. This study aims to identify the main problems in village archival governance in Jatilawang, analyze their influence on the effectiveness of village organizational work, and provide new insights related to archival management policies that can be applied to improve village governance. In addition, this study also aims to provide recommendations for the government village in increase system management archive use support governance more government good and more optimal public services.

B. LITERATURE REVIEW

Recording Continuum Theory

The Records Continuum Theory was developed by Frank Upward (2000) in the 1990s in Australia as a response to the traditional approach to records management known as the Records Life Cycle Theory. The previous records life cycle theory was based on the idea that records have linear stages consisting of creation, maintenance and destruction. (Matlala and Maphoto 2020) . However, this approach has a weakness because it assumes that archives only become historical materials after going through their entire life cycle, without considering the ongoing relationship between these stages. (Körmendy 2015) .

As an alternative, the Archival Continuum Theory offers a more flexible approach by removing the boundaries between active and inactive archives. (Pratama 2022) . Upward proposes that archive management is a continuous and multidimensional process, where archives can have administrative, legal, and historical value simultaneously from the time they are created onwards (Roman , 2018) . This theory does not separate active, semi-active, and inactive archives because archives are viewed as part of a single, continuous system (interconnectivity). With the principle of sustainable archive management, this theory emphasizes that archives must be managed from the creation stage to the long term without a definite end point. In addition, archives must remain open and accessible to various parties, both for administrative purposes and the public interest (Frings-Hessami , 2020) .

Despite its many advantages, this theory also faces several challenges in its application. One of the challenges is the complexity of the archive management system required. (Putra et al. 2023) . This approach is more difficult to implement compared to the Archive Life Cycle Theory, because it requires a more sophisticated and integrated system. In the context of digital archives, this theory also demands strong metadata management, because archives must remain accessible and authentic at all times (Laily Khoiri Syafiya, Sokhibul Ansor 2024)

In the context of village archive management in Jatilawang District, Banyumas Regency, the application of the Archive Continuum Theory has several important implications. First, archive storage is no longer based on active or inactive status, but must remain continuously available because it can have administrative, legal, or historical value at any time. Second, the archiving system must be integrated so that archive access is easier, without going through a

long process of moving from inactive archives to active archives. Third, this theory can ensure accountability and transparency of village government, because archives are considered part of a continuous administrative process so that they must always be available for public inspection or central government supervision.

In addition, archive digitization is a crucial aspect in increasing work effectiveness. With a metadata-based system, village archives can be managed better, allowing for fast searching, maintaining data security, and access that is not limited by time and location. This approach can also avoid premature destruction of archives, because archives are still managed in the system and can have legal or historical value in the future.

By implementing the Archive Continuum Theory, archive management in the village becomes more effective, open, and participatory, in line with the principles of Good Governance, such as transparency and accountability. The application of this theory can also increase work effectiveness, accelerate public services, and ensure that archives remain a source of information that can be used at any time according to administrative, legal, or policy needs.

Contingency Theory

Contingency Theory in organizational management states that no single management approach can be applied universally. The effectiveness of a system is highly dependent on the specific conditions or environment in which it is implemented (Burns & Stalker, 1961; Lawrence & Lorsch, 1967 in Nassou and Bennani 2024 ; Nderi 2024) . In the context of archive management, this theory emphasizes that archive management strategies must be adjusted to various factors, such as organizational structure, legal and regulatory environment, available resources, technological advances, and the complexity and volume of archives. (Santos and Sousa 2024) .

Contingency Theory was first introduced by Burns & Stalker (1961) and Lawrence & Lorsch (1967), who emphasized that organizational structures must adapt to the external and internal environment in order to operate effectively. (Nassou and Bennani 2024) . In the field of archives management, this concept began to be adopted in the 1980s when practitioners realized that standard approaches to archives management were not always effective in all organizations. (Hadiyanti, Jannah, and Lutfi 2024) . Organizations with strict regulations, such as government agencies, require a more rigid and structured archiving system. Conversely, more flexible organizations, such as technology startups, require a more dynamic approach. As the digital era and Good Governance policies develop, the application of Contingency Theory is increasingly relevant because each organization faces different challenges in managing documents and information. (Jamaluddin Majid 2021) .

In its application to archives management, contingency theory emphasizes the importance of flexibility in the archiving system . (Reinking 2012) . Small organizations with limited resources, such as village governments, can adopt simpler, digital-based archiving systems according to their capacity. Meanwhile, organizations that still have limited technological infrastructure may still rely on physical or manual archiving systems. In contrast, more advanced organizations can utilize electronic systems to improve the efficiency of archive management. In addition, government agencies that are required to follow strict regulations regarding information disclosure need to implement archiving systems with high accessibility and adequate levels of security. In the context of village government, resource constraints often require the use of manual archiving systems with simple recording, although the implementation of digital systems is also starting to be introduced to improve efficiency.

Although it provides a more flexible approach than traditional archival theory, Contingency Theory also has some limitations. (Sakinah et al. 2024) . One of them is the absence of universal standards that can be applied in all organizations, making it difficult to

compare between archiving systems. In large organizations such as central governments or multinational companies, a contingency-based approach can also be difficult to implement because each unit or department may require a different archive management strategy. In addition, organizations with limited resources may have difficulty adapting their archive systems to the latest technological developments. In many areas, especially at the village level, understanding of Contingency Theory in archive management is still low, so its implementation is less than optimal.

In the context of archive management in villages in Jatilawang District, Banyumas Regency, the application of Contingency Theory allows flexibility in the archiving system. Organizations can adjust their archive management system to the specific conditions faced, such as limited resources and infrastructure. Although the contingency-based approach provides flexibility, clear policy and regulatory support is still needed for the implemented archive system to be effective and efficient. Therefore, the combination of the flexibility of Contingency Theory and clear regulations can create an adaptive archive system, in accordance with the needs of the organization, and support transparency and accountability in village government.

Archive Management

According to Terry in (Juliati 2020) management includes planning, organizing, directing, and controlling. Adisasmita in (Yonas et al. 2020) explains management as an integral part of achieving desired results. (Law of the Republic of Indonesia No. 43 of 2009) archives are documented events used by various entities for social activities, with information technology playing a role in it. Gie in (Juliati 2020) sees archives as documents that are stored systematically for easy access. Thus, archive management involves the process of collecting, distributing, disseminating, and storing information.

Archive Management Stages

Sedarmayanti in (Juliati 2020) describes archive management as the life cycle of archives which includes: creation, use, storage, transfer, and destruction. At the creation stage, archives are created for information purposes, from external or internal sources. At the utilization stage, it involves recording and distributing using tools such as diaries or management systems. At the storage and retrieval stage, archives are stored for future use, arranged alphabetically, by subject, geography, or time. At the transfer stage, inactive archives are moved or discarded. At the destruction stage, irrelevant archives are destroyed. (BILIĆ 2023)

Work Effectiveness

Sedarmayanti in (Julia 2020) defines work effectiveness as the achievement of planned goals, improving the quality, quantity, and management of work time. Effectiveness includes work quality, timely performance, and employee satisfaction. Work effectiveness is the ability to perform tasks efficiently, which is enhanced by a good records management system. (Laili, Juliati, and Lamingthon 2023) . Effectiveness work related close with management archives , because efficient archiving ensure access fast to information , support administrative processes , and improve quality service public , which ultimately contribute to the goal organization and satisfaction employee (Putri, Purwanti, and Nur 2023) . Management effective archive in a way significant increase giving service with organize and maintain notes, improve access users , and encourage Accountability . Management archive professional and process control positive influence efficiency and effectiveness giving public services (Isoka and Namande 2022)

Good Governance

Daniri in (Jamaluddin Majid 2021) links good governance to the principles of government administration: transparency, accountability, responsibility, independence, and fairness, ensuring fair and impartial service delivery. Good governance in public services involves

administration based on the interests and norms of the community. Key solutions include setting service standards, creating Standard Operating Procedures, conducting customer satisfaction surveys, and developing complaint handling systems to improve accessibility and quality of services. (Sihotang 2023) . Good governance very important For management effective village, encouraging development sustainable, improving Power compete, and build trust between government village and community. This ensure utilization source efficient power in harmony with interest public , important For welfare local in the village (Junaedi 2023)

C. METHOD

This study uses a mixed-method approach with a sequential exploratory design, where qualitative research is conducted first to understand the phenomenon in depth, followed by quantitative research to test and validate initial findings more broadly. Qualitative methods are applied through in-depth interviews to analyze archival management and its constraints at the Jatilawang District village office. The results of this exploration are then used to inform the quantitative phase, highlighting specific aspects that require further validation, such as the level of awareness and understanding of village officials regarding archive management, the availability of archival resources and facilities, compliance with regulations, and the impact of the archive management system on the effectiveness of organizational work.

Quantitative data collection was conducted through questionnaires distributed to village officials responsible for managing archives in 11 village offices in Jatilawang District. This study used a purposive sampling technique because it allows the selection of respondents who have a direct role in managing archives, so that the data obtained is more relevant and in-depth than random methods. This technique was chosen for several main reasons, including ensuring that participants have appropriate experience, increasing efficiency in data collection, and considering the limitations of the population relevant to the study. In addition, in the context of village government, selecting respondents who understand the conditions and challenges of local archives is crucial to obtaining accurate findings.

As research involving human participation through interviews and surveys, ethical aspects are a major concern. (Yumesri et al. 2024) . Participants were given informed consent prior to data collection, with an explanation of the purpose of the study, the methods used, and their rights as respondents. Confidentiality and anonymity of data were guaranteed by keeping participant identities confidential and using data only for academic purposes. Data protection was also implemented by ensuring that all information collected was stored securely and could only be accessed by the research team. Participants had the right to withdraw from the study at any time without any consequences, as well as the freedom to not answer questions they felt uncomfortable with. In addition, this study ensured risk minimization by creating a safe interview atmosphere that did not have a negative impact on respondents.

Qualitative data analysis in this study uses the Miles and Huberman model which includes three main stages, namely data reduction, data presentation, and drawing conclusions, with triangulation techniques to increase the validity of the findings. Meanwhile, quantitative analysis was carried out using SPSS 25 software to calculate the regression coefficient and determination coefficient to identify the relationship between the independent variable, namely archive management, and the dependent variable, namely the effectiveness of organizational work. With this sequential exploratory approach, research can provide a deeper understanding and empirical measurement of how archive management contributes to work effectiveness at the village level.

D. RESULTS AND DISCUSSION

Results

a. Archive Management

Interviews conducted in 11 villages in Jatilawang Regency, including Tunjung, Tinggarjaya, Bantar, Gunungwetan, and others, revealed several key processes of archival management:

1) Recording

Incoming letters are received and recorded by the Administration (TU) section. The process begins with the receipt of letters by TU, which are then forwarded to the Village Head and then delegated to the relevant parties. Incoming letters are recorded based on the date of receipt or delivery. Archives are stored in filing cabinets, complete with codes, dates, and destination details. Although this system is in accordance with standards, the transition to a digital format will improve efficiency and better protect the integrity of the archives.

2) Archive Storage

Archive management is still done manually. Active archives are stored in archive cabinets, while inactive archives are stored in archive boxes in the archive room. However, this storage is less than optimal because village archives are stored together in cabinets without a designated archivist. Outgoing documents are stored by the general department based on the date of issue. The main challenges are inadequate storage space and cramped office environments. The archive space for inactive archives is inadequate, so new documents are often placed on tables or in boxes before being moved, affecting the efficiency of public services and causing untidy piles that hinder the function of the workspace.

3) Retrieving Archives

Villages still use conventional methods to find archives, relying on daily log books. There is no use of cross-reference cards, indexes, or control cards. However, retrieving archives is not too difficult, because there are already classification codes, daily log books, and a grouping system based on dates. However, this process can be time-consuming, especially for old archives, because each document must be checked one by one.

4) Archive Maintenance

Archive maintenance in villages is generally inadequate. Most villages reported that archive maintenance is rarely carried out and is limited to sorting important documents. Maintenance efforts are limited to separating important archives from less important archives.

5) Archive Disposal and Transfer

A small number of villages have begun to implement the destruction and transfer of archives, but most have not. Some villages carry out destruction due to space constraints, but this is not done in accordance with the established archive storage schedule. Destruction and destruction procedures are often not followed properly due to a lack of understanding of the correct methods, including the types of archives that can be destroyed and how the process should be carried out.

6) Archive Destruction

Some villages destroy archives by burning them, but the implementation is not yet optimal. Based on Law of the Republic of Indonesia No. 43 of 2009 concerning archives, the destruction of archives can be done by disbanding, recycling, burning, or shredding for sale. In addition, the process of destroying archives must be accompanied by minutes of the deliberation meeting before it is carried out.

b. Challenges in Archives Management

Challenges in managing archives in several villages include the lack of facilities and

resources, such as adequate archive cabinets and archive storage. Management is still done manually, without special staff to supervise the archives. In addition, there is a lack of personnel who have expertise in the field of archives and minimal socialization about archive management practices.

c. The Influence of Archives Management on Organizational Work Effectiveness

Before collecting quantitative data, validity and reliability tests were conducted. Validity tests were conducted by comparing the calculated value (r value) with the critical value (r table value). The results of the validity test for the archival management variable are presented in Table 1.

Table 1. Validity Test of Archives Management Variable Instruments

No Item	rcount	rtable 5% Df = (N-2)	Sig	Criteria
1	0.369	0.2483	0.013	Fulfilled
2	0.398	0.2483	0.007	Fulfilled
3	0.672	0.2483	0,000	Fulfilled
4	0.535	0.2483	0,000	Fulfilled
5	0.343	0,2483	0,021	Fulfilled
6	0,624	0,2483	0,000	Fulfilled
7	0,681	0,2483	0,000	Fulfilled
8	0,348	0,2483	0,019	Fulfilled
9	0,280	0,2483	0,063	Fulfilled
10	0,542	0,2483	0,000	Fulfilled
11	0,574	0,2483	0,000	Fulfilled
12	0,572	0,2483	0,000	Fulfilled
13	0,408	0,2483	0,005	Fulfilled
14	0,576	0,2483	0,000	Fulfilled
15	0,630	0,2483	0,000	Fulfilled
16	0,507	0,2483	0,000	Fulfilled

Based on the validity test using the Pearson product moment method and IBM SPSS 25, the r value is compared with the r table. The results of the study indicate that if the r value exceeds the r table value, then the questionnaire items related to archiving management are valid. Likewise, the results of the validity test for the organizational work effectiveness variable are presented in Table 2.

Table 2. Instrument Validity Test Variables Effectiveness Work Organization

No Item	rcount	rtable 5% Df = (N-2)	Sig	Criteria
1	0.723	0.2483	0,000	Fulfilled
2	0,771	0,2483	0,000	Fulfilled
3	0,703	0,2483	0,000	Fulfilled
4	0,764	0,2483	0,000	Fulfilled
5	0,544	0,2483	0,000	Fulfilled
6	0,535	0,2483	0,000	Fulfilled
7	0,752	0,2483	0,000	Fulfilled
8	0,710	0,2483	0,000	Fulfilled
9	0,790	0,2483	0,000	Fulfilled
10	0,356	0,2483	0,016	Fulfilled
11	0,490	0,2483	0,001	Fulfilled
12	0,764	0,2483	0,000	Fulfilled
13	0,505	0,2483	0,000	Fulfilled

14	0,449	0,2483	0,002	Fulfilled
15	0,709	0,2483	0,000	Fulfilled
16	0,805	0,2483	0,000	Fulfilled
17	0,403	0,2483	0,006	Fulfilled
18	0,621	0,2483	0,000	Fulfilled
19	0,514	0,2483	0,000	Fulfilled
20	0,717	0,2483	0,000	Fulfilled

By using SPSS 25 to test the validity of the organizational work effectiveness variable, the r value is known to exceed the r table value, this indicates that the variable items are valid.

Reliability is tested by comparing the Alpha value (Cronbach's Alpha) with the r -table value. The results of the reliability test for archive management are shown Table 3.

Table 3 Reliability Test Instrument Variables Archives Management

Reliability. Statistics	
Cronbach's. Alpha	N. of Items
.749	16

The reliability test for the archive management variable produced a Cronbach's Alpha value of 0.749. Since the reliability threshold is set above 0.70, the results indicate that the archive management instrument (X) is reliable and consistent. The results of the reliability test for the organizational work effectiveness variable are presented in Table 4.

Table 4. Instrument Reliability Test Variables Effectiveness Work Organization

Reliability. Statistics	
Cronbach's. Alpha	N. of Items
.871	20

For the organizational work effectiveness variable (Y), the reliability test produced a Cronbach's Alpha value of 0.871, which indicates that the instrument is reliable and consistent.

The classical assumption test was conducted using the normality test with the Kolmogorov-Smirnov method to determine whether the residual distribution is normal. The results are presented in Table 5.

Table 5. Normality Test

		Unstandardized. Residual
N		45
Normal. Parameters ^{a,b}	Mean.	.0000000
	Std. Deviation.	6.37943932
Most. Extreme Differences	Absolute.	.164
	Positive.	.164
	Negative.	-.112

Test. Statistics	.164
Asymp. Sig. (2-tailed).	.155 ^c
a. Test distribution is Normal	
b. Calculated from data	

Based on the normality test table, the Kolmogorov-Smirnov method shows a significance value of 0.155, which is greater than the alpha significance level of 5% (0.05), thus indicating that the residuals are normally distributed.

The determination coefficient test aims to measure how much the independent variable (archive management) is able to explain the dependent variable (organizational work effectiveness). This test helps determine the percentage of influence of the independent variable on the dependent variable. The results are shown in Table 6.

Table 6. Determination Test Coefficient

Model.	R.	R. Square	Adjusted R. Square	Std. Error. of the Estimate
1	.338 ^a	.314	.393	6.45319

The results of the determination coefficient test show the R-squared value in the regression model of 0.314. This means that archiving management contributes 31.4% to the effectiveness of organizational work, while the remaining 68.6% is influenced by other factors not analyzed in this study.

The t-test evaluates whether the independent variables have a significant impact on the dependent variable, in this case, whether archive management affects the effectiveness of organizational work. The results are presented in Table 7.

Table 7. t-test

Model		Unstandardized. Coefficients		Standardized. Coefficients	t	Sig.
		B	Std. Error	Beta		
1	(Constant)	58,543	10,806		5.417	.000
	X	.416	.177	.338	2.353	.023

The results of data analysis show that the t value of 2.353 is greater than the t table value of 1.679 ($2.353 > 1.679$) with a significance level of 0.000 (< 0.05). Thus, the alternative hypothesis (H_a) is accepted and the null hypothesis (H_o) is rejected. This means that there is a significant positive influence between archive management and the effectiveness of organizational work.

The results of the study analyzed using SPSS showed that archival management (X) had a significant effect on organizational work effectiveness (Y). This is evidenced by the calculated t value of 2.353 which is greater than the t table value of 1.679 ($2.353 > 1.679$) with a significance of 0.000 (< 0.05). Thus, the alternative hypothesis (H_a) is accepted and the null hypothesis (H_o) is rejected, indicating that archival management has a significant effect on organizational work effectiveness. This study is in line with the results of research (Putri et al., 2020) and (Juliati, 2020) which also concluded that archival management has an effect on work effectiveness. The coefficient of determination shows that archival management contributes 31.4% to work effectiveness, while the remaining 68.6% is influenced by other factors not included in this study.

Discussion

Based on results qualitative data analysis, villages in the District Jatilawang has do management archives that include recording, storage and destruction archives. Some advantages found in system This including recording letter in and out that have been own structure clear with date as well as complete details. In addition that, the existence separation between archive active and inactive active show awareness will importance management more archives good. Implementation system code classification and books notes daily has also help in search documents. Some village Already do transfer and depreciation archive in accordance needs, as well as do effort separation document important.

However , the implementation management archives in the villages the Not yet fully in accordance with applicable provisions , as regulated in (Law of the Republic of Indonesia No. 43 of 2009, 2009) about Archives . Still many weakness in the system used, such as method recording is still manual, so at risk cause delay in search documents and potential lost archive. Storage archives are also less than optimal due to limitations room as well as No existence officer special responsible answer in management archives, so that archive No organized with good and difficult found. Besides that, the process of taking archive Still depend on manual method without index or system digital search, which causes time search become long. No existence procedure routine in maintenance archives also cause Lots document left alone in condition No well maintained, risky experience damage or lost. More further, lack of understanding about procedure true destruction make a number of archive destroyed without follow the rules in force, even without official minutes.

Management archives in the villages Subdistrict Jatilawang can associated with theory management archives and effectiveness organization in governance context good governance. According to theory management archives proposed by Schellenberg (1956), management efficient and systematic archiving is element important in support effectiveness and smoothness operational organization (Mandulangi et al. 2024) . Archives functioning as center information , important data provider for taking decisions , and as means For increase accountability organization to the public (Jamaluddin et al. 2023) . In context villages in the District Jatilawang , management process archives that include recording , storage and destruction archive in accordance with the "Records Continuum" theory put forward by (Upward 2000) . Theory This emphasize importance management continuous archive from stage creation , maintenance , use , up to extermination (Costa and Godoy 2020) .

Although Thus, various constraint Still hinder effectiveness management archives in the villages said. Insufficient facilities and infrastructure adequate, limitations source Power humans, and a system that is still manual shows that system archiving in the villages the Not yet reach standard expected efficiency. Based on theory Contingency developed by Lawrence & Lorsch (1967), effectiveness management archive very depends on the environment and resources available power (Wu, Melnyk, and Calantone 2008) . The lack of infrastructure and its limitations training for apparatus village show that system archiving village Not yet adapt self with needs and conditions local.

Management Suboptimal archiving impacts effectiveness organization village. Theory effectiveness organization put forward by Richard M. Steers (1977) states that effectiveness organization depends on how source power , including information in archive , processed in a way efficient For support performance and public services (Hasbullah et al. 2019) . Archives that are not organized with Good hinder smoothness

service public, slow down access to information, and lower efficiency overall in provision service. This is in line with opinion (Isoka and Namande 2022) which confirms that management good archive in a way significant increase quality service with ensure availability fast and accurate information . On the other hand, management bad archive cause inefficiencies that have an impact negative on speed and reliability service public.

Quantitative data analysis in study This show that The R^2 value is 0.314 (31.4%), which means management archiving only explain part small from effectiveness Work organization. The rest, 68.6 %, is influenced by other variables such as structure organization, source Power humans, technology and systems information. Structure bureaucratic organization can hinder effectiveness work, while quality source Power humans , the technology used , as well culture work also plays role important in determine effectiveness organization . Factors leadership, policy organization, as well as regulation external also participate influence effectiveness work, so that a multidimensional approach is needed in analyze effectiveness organization.

The situation that occurs in the villages Subdistrict Jatilawang reflect more challenges wide in management archives in government villages in Indonesia. In general general, many village face constraint similar, like limitations source Power human, lack of infrastructure adequate, and system recording is still manual. Although Law No. 43 of 2009 concerning Archives has arrange obligation management good archives, its implementation at the level village Still varies. Some villages in Indonesia start adopt digital system in management archives, such as Village Mandiri Digital in Banyuwangi , the Digital Village Program in West Java , as well as System Information Village (SID) in Yogyakarta. Success villages the in apply digital systems can made into measure measuring for another village in increase effectiveness management archives.

For increase quality management archives in the villages Subdistrict Jatilawang, required a number of step strategic, such as digitalization archive in a way gradual, training for apparatus village, and supervision more regulation strict. Implementation system archive electronics, use of cloud storage, standardization procedure archiving, as well as implementation system transparency digital based can become solution For increase effectiveness management archive. With steps this, effectiveness organization village and governance good governance can more easy achieved.

Management bad archive No only become obstacle administrative, but also has an impact directly to governance village, transparency government, and level satisfaction inhabitant to service public. Inefficiency in management archive can slow down taking decision, improve risk data loss, and downgrade quality service administration. Therefore that, innovation in governance archive village very required For ensure sustainability more administration efficient, transparent and accountable.

E. CONCLUSION

Village archiving management plays an important role in the effectiveness of organizational work and good governance. Although all villages in Jatilawang District have implemented the archiving process, its implementation is still not fully in accordance with applicable regulations. The main obstacle faced is the use of a manual archiving system that hinders the efficiency of administration and public services. Other obstacles include limited facilities and infrastructure, lack of skilled human resources, and minimal budget and policy support. Poor archiving management can lead to slow bureaucracy, data errors, and uncertainty in public services, while a good archiving system can increase transparency, accountability, and accelerate decision-making. To overcome this problem, several strategies need to be

implemented, such as internal and external audits to measure compliance with regulations, regular training for village officials, and investment in digitalizing the archiving system to make it more efficient and secure. Regulations must also be strengthened with a sanction mechanism for non-compliant villages and incentives for villages that implement good archive management. Archive management is a shared responsibility between the village government, village apparatus, archives office, BPK, regional inspectorate, and the community that plays a role in social supervision and control. With systematic improvements and cross-sector cooperation, archive management can become a key element in supporting more effective, transparent, and accountable village governance.

Confession

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Contribution

The first author contributed by conducting the research, collecting and analyzing data, compiling the report, and managing the publication process. The second author was responsible for data processing, while the third author assisted with data collection and contributed to writing the report.

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