The Communicative Role of Contract-Based Archivists in Optimizing Archival Governance at IAIN Kudus

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Abstract

IAIN Kudus, as one of the State Islamic Higher Education Institutions (PTKN) in Indonesia, plays a significant role in the advancement of science and Islamic studies. In performing its duties and functions, IAIN Kudus comprises various units, centers, faculties, and institutions. By strengthening the Central File Function and the Record Center II Function through the role of Contract-Based Archivists (P3K), the institution can improve operational efficiency, reduce the risk of losing essential information, and ensure compliance with archival management regulations. This study aims to explore the strategic role of P3K Archivists as information and document managers, enhancing the efficiency and effectiveness of institutional archival governance. Using a descriptive qualitative method, this study focuses on the Central File and Record Center II Functions as stipulated in Rector's Regulation, along with archival human resources at IAIN Kudus. Data collection was conducted through observation and literature review of relevant journal articles. The results demonstrate that the role of P3K Archivists in supporting the Central File Function and Record Center II Function at IAIN Kudus can be optimized to strengthen institutional archival governance.

Keywords: P3K Archivists; Records Management; Central File; Record Center II

Introduction

In the digital era, where information complexity continues to increase, effective archival management is essential to maintaining the integrity, authenticity, and availability of institutional information. The functions of the Processing Unit and the Archival Units hold a significant role in supporting systematic document governance within higher education institutions. At IAIN Kudus, the Bureau of General, Academic, and Student

Administration (AUAK) is responsible for managing academic, administrative, and research-related records.

Archival governance in higher education institutions encompasses the Processing Unit, Archival Unit I (UK I), and Archival Unit II (UK II). This study highlights the importance of contract-based archivists (P3K) in strengthening these functions, particularly the Processing Unit and UK II. Archivists have the potential to optimize institutional governance by ensuring compliance with regulations, improving efficiency, and reducing the risk of information loss.

However, challenges remain in terms of awareness, regulation, and implementation. Previous studies (e.g., Handayani, 2019; Ummah, 2018) emphasized the need for standardized archival systems in universities. Yet, gaps exist in understanding how archivists—especially contract-based personnel—can actively support the implementation of national standards (NSPK) in practice. This research therefore focuses on examining the potential role of P3K archivists in enhancing the archival governance of IAIN Kudus.

The objectives of this research are as follows:

1. To analyze how the Processing Unit and Archival Unit II at IAIN Kudus can function effectively under existing regulatory frameworks.
2. To identify the role of P3K archivists in supporting and optimizing archival systems at IAIN Kudus.

Literature Review

Effective policy implementation in public institutions often faces practical barriers, despite expectations of smooth governance (Handayani, 2019). Within the archival context, collaboration between Processing Units, Archival Units, and supporting human resources is critical to ensure accurate information processing and efficient records storage. This aligns with the bureaucratic perspective, which emphasizes the synergy of policymakers, archivists, and administrative staff in achieving institutional goals.

Previous studies provide valuable insights. Handayani (2019) examined the policy framework of archival management in universities, focusing on compliance with the National Archives of Indonesia (ANRI) regulations. Ummah (2018) highlighted the specific role of Archival Unit II in managing semi-active records transferred from Processing Units. These studies demonstrate the importance of regulatory frameworks and the necessity of standardized archival processes.

However, limited attention has been given to the role of P3K archivists. With the enactment of IAIN Kudus Rector's Regulation No. 5 of 2022, which adapts ANRI Regulation No. 24 of 2011 on archival management in higher education, there is a clear legal framework to guide archival governance. Yet, the implementation of these standards depends heavily on human resources. P3K archivists, therefore, represent a key driver in bridging regulatory frameworks with actual practice.

This review underscores that archival governance is not merely a matter of policy but also of execution, requiring both technical capacity and organizational commitment. Consequently, this study seeks to position P3K archivists as central actors in enhancing Processing Unit and Archival Unit II functions at IAIN Kudus.

Method

This research was conducted at IAIN Kudus using a descriptive qualitative approach. The study took place between August 2022 and September 2023. A descriptive design was employed to systematically, accurately, and objectively describe the current state of archival management practices at the institution.

Data Collection

Two main techniques were applied:

1. **Observation** – Direct and indirect observations were conducted to document the implementation of Processing Unit and Archival Unit II functions in faculties, the AUAK Bureau, research and quality assurance institutions (LPPM, LPM), and postgraduate schools. The observations involved structured notes and field documentation.
2. **Literature Study** – Secondary data were collected from relevant regulations and scholarly works. The legal framework included:
    - Law No. 43/2009 on Archiving,
    - Government Regulation No. 28/2012 on its implementation,
    - ANRI Regulation No. 24/2011 on Archival Governance in Higher Education,
    - Rector's Regulation No. 5/2022 on Archival Management at IAIN Kudus.

Academic articles related to archival management were also reviewed to strengthen theoretical grounding and interpret observational findings.

Data Analysis

Data were analyzed through descriptive interpretation. Observations and literature findings were synthesized and compared against national archival standards (NSPK). The analysis focused on answering the research questions:

- How can Processing Units and Archival Unit II function effectively under the regulatory framework at IAIN Kudus?
- How can P3K archivists contribute to optimizing archival governance at the institution?.

Results

The findings indicate that archival functions at IAIN Kudus are formally regulated by Rector's Regulation No. 5/2022, which designates the Processing Unit as responsible for managing active records, while Archival Unit II acts as the institutional record center. Despite regulatory clarity, practical implementation remains inconsistent across units.

1. **Processing Unit Tasks** – Observations show that Processing Units handle the creation and management of active records, but variations in practices persist across faculties and administrative divisions.
2. **Archival Unit II Tasks** – Archival Unit II is expected to serve as the record center for semi-active records. However, the lack of systematic coordination has limited its effectiveness.
3. **Support from P3K Archivists** – Contract-based archivists were identified as potential drivers of improvement. Their involvement in training, classification, and awareness campaigns has initiated a more uniform understanding of archival standards among administrative staff.

The study also found that IAIN Kudus possesses four key instruments for managing dynamic archives: Official Correspondence Guidelines, Archival Classification System, Security and Access Classification System (SKKAAD), and Records Retention Schedule (JRA). These instruments, approved by ANRI, provide a strong foundation for archival governance if consistently implemented.

Discussion

The results highlight a gap between regulatory frameworks and practical implementation. While the institution has adopted the necessary legal instruments, challenges arise from inconsistent awareness, limited training, and insufficient coordination. This aligns with previous findings by Handayani (2019), who emphasized the difficulty of translating policy into effective practice.

P3K archivists play a critical role in bridging this gap. Their functions extend beyond routine documentation to include:

- Promoting archival awareness among administrative staff,
- Ensuring compliance with retention schedules and classification systems,
- Coordinating with IT staff for digital archiving and automation,
- Acting as quality controllers to standardize practices across units.

By positioning P3K archivists as strategic actors, IAIN Kudus can enhance the synergy between Processing Units, Archival Units I and II, and institutional leadership. Furthermore, adopting digital innovations such as electronic signatures and paperless correspondence can support the transition toward modern archival practices.

This discussion confirms that effective archival governance requires not only robust regulations but also professional human resources capable of implementing them. P3K archivists thus represent a sustainable solution to strengthening the archival ecosystem of higher education institutions.

Conclusion

The implementation of national archival standards (NSPK) at IAIN Kudus significantly influences organizational performance, particularly in administrative services. This study concludes that P3K archivists play a pivotal role in optimizing the functions of Processing Units and Archival Unit II. Their contributions include improving efficiency, ensuring compliance, and supporting digital transformation in archival governance.
Key recommendations are as follows:

1. **Integrated Archival Systems** – Establish unified archival practices across units under the coordination of P3K archivists.
2. **Training and Awareness** – Provide continuous capacity-building for administrative staff and archivists on archival standards and digital tools.
3. **Policy Development** – Update institutional policies regularly to align with technological advancements and evolving regulations.
4. **Monitoring and Evaluation** – Conduct periodic audits to ensure compliance and identify areas for improvement.

With adequate training, technological support, and institutional commitment, P3K archivists can serve as key enablers in achieving efficient, effective, and standardized archival governance at IAIN Kudus.

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