

ARTICLE

Optimization of Reporting by Using Technology in Order to Create a Reliable Archives Management Effectiveness in Padang City and North Aceh District

Adi Suhendra

Research and Development Agency, Ministry of Home Affairs Republic Indonesia | Kramat Raya Street No. 132, Central Jakarta

✉ adisuhendra.pm@gmail.com

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Abstract: This research is about Compilation of reports conducted by local governments in Padang City and North Aceh District. This research is considered important because the implementation of the activities of preparing reports is the result of reports on the implementation of activities and the achievement of the performance of government administrators. The population in this study is an area that has made innovations related to administrative innovation by utilizing technology. Meanwhile, the research subject is the innovation created by the City of Padang called the Report Submission innovation through the Regional Development Management Information System (SIMBANGDA) and the innovation in the Tapem Section of North Aceh Regency called Report Compilation Through "Ledis Go" (Digital Cabinets Based on Google Drive). The results of this study indicate that the innovations created by the city of Padang and also the district of North Aceh have succeeded in facilitating the preparation of reports by utilizing technology and successfully achieving the goals that have been designed. With the innovation of Report Submission through the Regional Development Management Information System (SIMBANGDA) in the City of Padang, it provides several benefits, including the timely submission of development activity reports, accelerating program and activity reports according to targets. Third, program activity reports are timely, accurate, transparent and accountable or can be accounted for, as well as the achievement of Padang City targets. Meanwhile, the innovation of Reporting Through "Ledis Go" (Digital Cabinets Based on Google Drive) in the Tapem Section of North Aceh Regency has succeeded in achieving the main goal, namely the realization of data collection, processing, and storage that is easily accessible anytime and anywhere, so that the preparation of reports in the field of autonomy others can be done quickly. Where, this innovation program has succeeded in producing output in the form of softcopy data that can be accessed directly through the Google Drive application, thus facilitating the preparation of LKPJ.

Keywords: Innovation, Reporting, Governance, Secretariat

1. Introduction

This research is about Compilation of reports carried out by local governments in the City of Padang and North Aceh District, namely the innovation of Report Submission through the Regional Development Management Information System (SIMBANGDA) in the City of Padang and Preparation of Reports Through "Ledis Go" (Digital Cabinets Based on Google Drive) in the Tapem Section North Aceh District.

Based on the Regulation of the Regent of North Aceh Number 1 of 2017 concerning the Structure, Position, Duties, Functions and Work Procedures of the Regional Secretariat of North Aceh Regency, the Governance Section is an assistant element of the Assistant for Government, Privileges and People's Welfare has the task

of preparing policy formulation, coordinating the implementation of duties and functions, monitoring and evaluating program activities and implementing technical guidance, administration in the field of government and regional administration, regional autonomy, administrative services for the Council Secretariat, public peace and order, community protection, population administration and civil registration, land affairs, sub-district administration, general elections, national unity. and politics, population control and forkopimda.

Meanwhile, based on Regional Regulation number 6 of 2016 concerning the formation and preparation of the Padang City regional apparatus, the Development Section is one of the Units/Sections of the Padang City Regional Secretariat which has the main task of implementing and coordinating technical preparation, monitoring, administrative guidance, evaluation and control of the implementation of development administration. which is financed by the Padang City Regional Revenue and Expenditure Budget (APBD).

As one of the important actors, the Regional Government according to its authority is expected to be able to produce appropriate decisions and actions to overcome problems and meet the needs of the people in their area. In line with this, we realize that serious efforts are needed to raise the quality of local government decisions and actions to be more effective and efficient through innovative breakthroughs. It can be stated more explicitly that innovation is needed by the Regional Government to improve the quality of the decisions and actions it produces so that the impact can improve the welfare of the local community (Wicaksono, 2019). Where, the community becomes one of the actors determining the success of a policy (Hadi et al., 2020).

The focus of this research focuses on the innovation of Report Submission through the Regional Development Management Information System (SIMBANGDA) in the City of Padang and Report Preparation Through "Ledis Go" (Digital Cabinets Based on Google Drive) in the Tapem Section of North Aceh Regency. Where, in the innovations made by the City of Padang, in implementation every year, Regional Apparatus Organizations refer to the Regional Development Work Plan (RKPD) document, which to support the program a Budget Implementation Document (DPA) is prepared. The growing need for information in the Development Section regarding Simbangda which has not been able to be accommodated by the Simbangda Application system

in the Development Section. Meanwhile, in the innovations carried out by North Aceh Regency,

Innovation is a new discovery that is different from the previous one in the form of thoughts and ideas that can be developed and implemented so that the benefits are felt (Hutagalung & Hermawan, 2018). Government innovation is an idea / idea / method or equipment used by the government in making improvements to the formulation and implementation of policies. Innovation in government is a creative idea in carrying out reforms in the government system in order to improve the performance of the government itself (Rozikin et al., 2020). In general, innovation is often translated as a new invention. But actually the "newness" aspect of innovation is very much emphasized for innovation in the private sector or the industrial sector (Anggraeny, 2013). Utilization of Information and Communication Technology (ICT) in local government can improve city functions and management (Gumilar, 2019).

Awareness of assets and use of skills has an important role in empowering innovation in society, and this step requires the role of facilitator (Sofianto, 2020). Currently, the bureaucracy must be able to implement public policies that are effective, efficient and fast, leading to quality and speed of service and increasing competitiveness (Cahyono, 2017; Sofianto, 2019). The one who performs public services is the government, where the government is essentially not to serve itself but also citizens by dominating the conditions in order to form a comfort in all social access. (Haqie et al., 2020).

Research related to archival innovation has been carried out by several previous researchers. Among them are research conducted by Harianto (2013) and Gunaidi et al. (2018) which explains that good management of electronic records will ensure the availability of evidence of government decisions and activities, demonstrate compliance with the accountability of archive creators, support functions and tasks through the creation of reliable and usable records, contribute to the efficiency and effectiveness of activities and reduce risks.

Besides that, Fitri (2020) in his research explained that paper-based archive management that previously became a concentration was soon replaced by electronic formats which exploded in quantity and use. In the digital era, electronic archive management has become a trend as well as the focus of management development in many institutions. Electronic archives are considered more in line with the needs of the times

that demand speed of sharing, ease of access and flexibility in networking.

Handayani (2018) in his research also explains that public institutions must manage the archives they create effectively and efficiently so that archive-based information is easily found when needed, and is always in good condition. In connection with the importance of archives, archives created with various media and styles require supporting resources so that they are always ready to be accessed. The complexity of the problems faced by bureaucrats confronts them in their efforts to implement archival policies.

Not only that, Gamaputra et al. (2018) also conducts research related to archives, namely e-Cabinet: Archives Management Innovation in the Context of Accelerating Technology Implementation. Where, in his research, he explains that the development of human resources with training and education is absolutely necessary in all matters including knowledge and skills in archive management, information and communication technology. Technology is a tool in the framework of solving basic problems. Without the use of technology, this will cause many problems that cannot be solved properly and perfectly.

In contrast to previous research, this research will focus on two areas by thoroughly discussing the innovations carried out in order to optimize the preparation of reports by utilizing existing technology, namely the innovation of Report Submission through the Regional Development Management Information System (SIMBANGDA) in the City of Padang and the innovation of Reporting Through "Ledis Go" (Digital Cabinets Based on Google Drive) in the Tapem Section of North Aceh Regency as one solution that can be done to improve time efficiency and improve performance effectiveness in coaching and solving problems from preparing reports such as preparing materials for implementing work plans in the government sector and regional administration, regional autonomy, administrative services for the secretariat of the council, sub-district administration, general elections, national and political unity.

This research is considered important because the implementation of the activities of preparing reports is the result of reports on the implementation of activities and the achievement of the performance of government administrators. With this research, it is hoped that it can be an inspiration for other regions experiencing similar problems to innovate in preparing reports, so that problems both technically and work

output can be handled and resolved in a fairly short time, and work inhibiting factors can be minimized.

2. Research Methods

The collection technique is a technique or method This study uses a qualitative method. Qualitative research according to Sugiyono (2017) is a process of exploring and understanding the meaning of behavior carried out by individuals and groups, as well as describing how problems occur in the social and humanitarian fields. The research process consists of research questions and temporary procedures, data collection, data analysis conducted inductively, constructing partial data into themes, then interpreting the meaning of the data, and the final activity is writing a report.

In this study, data collection was also carried out through searching various sources which were then processed and described in narrative form according to data needs. The population in this study is an area that has made innovations related to administrative innovation by utilizing technology. Meanwhile, the research subjects were in Padang City with the name of Report Submission innovation through the Regional Development Management Information System (SIMBANGDA) and in North Aceh Regency with an innovation called Report Preparation Through "Ledis Go" (Digital Cabinets Based on Google Drive) in the Tapem Section of North Aceh Regency.

3. Results and Discussion

3.1. Submission of Reports through the Regional Development Management Information System (SIMBANGDA)

The Development Section is one of the Units/Sections of the Padang City Regional Secretariat which has the main task in accordance with Regional Regulation number 6 of 2016 concerning the formation and preparation of the Padang City regional apparatus, which has the main task of implementing and coordinating technical preparation, monitoring, administrative guidance, evaluation and control. Implementation of Development Administration which is financed by the Regional Revenue and Expenditure Budget (APBD) of Padang City.

In its implementation every year, Regional Apparatus Organizations refer to the Regional Development Work Plan (RKPD) document, which to support the program a Budget Implementation Document (DPA) is prepared. The growing need for information in the Development Section regarding Simbangda which has not been able to be

accommodated by the Simbangda Application system in the Development Section.

The need for fast and accurate submission of reports is very much needed to support the function of Simbangda operations in each SKPD for the Development of Implementation of Development Activities in the Padang City Government.

The problems faced are as follows. First, the progress of the implementation of development programs and activities reported through the Simbangda has not been able to speed up or simplify the reporting that is managed by the Development Section of the Regional Secretariat. Padang city. Second, the slow response of the application when used for multiuser processes, so it is necessary to optimize the application in order to support the multiuser performance of the SKPD concerned. And third, the existing Simbangda application needs to be developed with more advanced technology in order to support the performance of each SKPD to be more effective and efficient.

The report as referred to above is made based on financial realization and physical realization is calculated according to the report submitted by the respective SKPD. The purpose of implementing the Simbangda Application Development for Fiscal Year 2017 is to meet the needs for reporting on the progress of the implementation of the Padang City Regional Development Program and Activities, so as to facilitate a more effective and efficient reporting system to support the performance of each SKPD within the Padang City Government. The benefits of creating this innovation include, firstly, the timely submission of development activity reports. Second, to accelerate program and activity reports according to targets. Third, program activity reports are timely, accurate, transparent and accountable or accountable. Fourth,

While the criteria for success are that the SIMBANGDA application has been optimized, the dissemination of Mayor Regulation no. 47 of 2016, there are technical guidelines, and measurable weights of reporting on the financial and physical realization of development activities of the Padang City government, as well as reports submitted on time.

3.2. Compilation of Reports through "LEDIS GO" (Digital Cabinets Based on Google Drive) at the Tapem Section of North Aceh Regency

Based on the Regulation of the Regent of North Aceh Number 1 of 2017 concerning the Structure, Position, Duties, Functions and Work Procedures of the Regional Secretariat of North Aceh Regency, the Governance

Section is an assistant element of the Assistant for Government, Privileges and People's Welfare has the task of preparing policy formulation, coordinating the implementation of duties and functions, monitoring and evaluating program activities and implementing technical guidance, administration in the field of government and regional administration, regional autonomy, administrative services for the Council Secretariat, public peace and order, community protection, population administration and civil registration, land affairs, sub-district administration, general elections, national unity. and politics, population control and forkopimda.

PartThe government consists of 3 (three) Sub-Sections, where each Sub-Section is led by a Head of Sub-Section who is and is directly responsible to the Head of the Government Division in accordance with his/her field of duty. The Sub-Division of Regional Autonomy and Government Apparatus has the task of, first, to prepare materials for the preparation of work plans in the areas of regional government and administration, regional autonomy, administrative services for the secretariat of the council, sub-district administration, general elections, national unity and politics. Second, prepare materials for policy formulation and technical guidance in the fields of regional government and administration, regional autonomy, administrative services for the secretariat of the council, sub-district administration, general elections, national unity and politics. Third, prepare materials for implementing work plans in the areas of regional government and administration, regional autonomy, administrative services for the secretariat of the council, sub-district administration, general elections, national unity and politics. Fourth, carry out tasks in the field of regional government and administration, regional autonomy, administrative services for the secretariat of the council, sub-district administration, general elections, national unity and politics according to the work plan. Fifth, carry out supervision and control in the field of regional autonomy and government apparatus in accordance with the provisions of laws and regulations. Sixth, preparing monitoring and evaluation materials in the field of regional government and administration, regional autonomy, administrative services for the secretariat of the council, sub-district administration, general elections, national unity and politics in accordance with the scope of their duties. Seventh, prepare report material on the implementation of duties in accordance with the scope of their duties. And

eighth carry out other official duties given by the leadership in accordance with their field of duty.

Increasing efficiency, effectiveness, productivity and accountability of local government administration through the supervision of DPRD. In the implementation of Activities The preparation of these reports is the result of reports on the implementation of activities and the performance achievements of government, development and community administrators throughout North Aceh SKPK in accordance with their respective tupoksi.

The obstacles that are often faced in the preparation of the report are first, the delay in submitting the LKPJ and LPPD from the SKPK to the Governance Section, resulting in delays in the preparation of the LKPJ and LPPD of North Aceh Regency. Second, the distance between the SKPK and the Regional Secretariat (Government Administration Section) takes time / is far so it takes time for consultation / an error occurs when submitting the LKPJ and LPPD SKPK. Third, the limited budget available for data/material collection that will be used in the preparation of the North Aceh Regency report. Fourth, submission of LKPJ and LPPD from SKPK to the Governance Section on time but the softcopy of LKPJ/LPPD data from SKPK is not available,

From the above problems, the Head of the Regional Autonomy and Government Apparatus of North Aceh Regency innovated with the title of COMPLETING REPORTS THROUGH "LEDIS GO" (DIGITAL WARDROBE BASED ON GOOGLE DRIVE) IN THE GOVERNMENT SECTION OF NORTH ACEH SETDAKAB.

This online data management initiative is an innovation that utilizes a free service provided by Google, namely Google Drive which can function as an internet or cloud-based online storage area. So the idea emerged to create a "Google Drive-Based Digital Cabinet" or abbreviated as "Ledis Go". With the main objective of realizing the collection, processing, and storage of data that is easily accessible anytime and anywhere, so that the preparation of reports in other areas of autonomy can be carried out quickly.

The steps for implementing innovation are carried out in 3 stages. The first stage is the stage of creating a google drive account, by reporting the Implementation of Activities to the Head of the Governance Section, consulting with the Aceh Governance Bureau, compiling an Effective Team Decree and coordinating with the Team (internal stakeholders), coordinating with external stakeholders, and making invitations.

socialization and google drive accounts for admin (Government Division) and users (SKPK). The second stage is the stage of Uploading and Downloading Data in "Ledis Go". This is done by compiling the SOP for LKPJ Preparation through Ledis Go and designing "Ledis Go" for admins which contains a folder (Ledis Go) per SKPK and sharing it to users (SKPK) as well as trial uploading data, create and distribute a letter signed by the Regent/Sekda for the SKPK containing requests for LKPJ data and the LKPJ outline/framework, data submitted in hardcopy and softcopy formats uploaded to "Ledis Go", Socialization of LKPJ preparation through Ledis Go and creating a whatsapp group as a sharing medium for LKPJ compilers, making invitations and implementing with the Team (internal stakeholders) and SKPK (external stakeholders) by assisting in uploading data in "Ledis Go", and downloading, verifying the results of data entry from SKPK and compiling LKPJ. The third stage is the Evaluation Stage by reporting the results of the implementation of activities and consulting with the Head of the Governance Section. Socialization of LKPJ preparation through Ledis Go and creating a whatsapp group as a sharing medium for LKPJ compilers, making invitations and implementing with the team (internal stakeholders) and SKPK (external stakeholders) by assisting in uploading data in "Ledis Go", and downloading, verifying the results filling in data from SKPK and compiling LKPJ. The third stage is the Evaluation Stage by reporting the results of the implementation of activities and consulting with the Head of the Governance Section. Socialization of LKPJ preparation through Ledis Go and creating a whatsapp group as a sharing medium for LKPJ compilers, making invitations and implementing with the team (internal stakeholders) and SKPK (external stakeholders) by assisting in uploading data in "Ledis Go", and downloading, verifying the results filling in data from SKPK and compiling LKPJ. The third stage is the Evaluation Stage by reporting the results of the implementation of activities and consulting with the Head of the Governance Section.

The stakeholders involved in the implementation of this activity can be divided into 2 (two) stakeholders, namely the first internal stakeholders such as the North Aceh Regent, North Aceh Deputy Regent, North Aceh District Secretary, Government Assistant, Privileges and People's Welfare, Head of Administration, Heads of Subdivisions Administration Section, and Staff of the Regional Autonomy Subdivision and Government Apparatus. Meanwhile, the External Stakeholders are

the Head of the Aceh Governance Bureau, the Aceh Inspector (stakeholder promoter), the Head of the Communications, Information and Encryption Division, the Heads of SKPKs, the Heads of Sub-sections/bids of the SKPK in charge of compiling the LKPJ, and the Members of the DPRK Aceh Utara.

In the implementation of this innovation, a team was formed with members consisting of the Head of the Sub-Division of Governance, the Implementation Team, and the Preparers of the Completeness of the Official Manuscripts Document and Information Providers for the Implementation of Innovations. With the formation of this team, in the implementation of tasks can be divided clearly according to the duties of each member.

The output of this innovation is the existence of softcopy data that can be accessed directly through the Google Drive application, making it easier to prepare LKPJ.

To monitor progress and evaluate activities, direct supervision of this innovation is carried out gradually and systematically.

In the implementation of the innovation implementation of the preparation of the Accountability Report (LKPJ) in the Government Section of the North Aceh Regional Secretariat, there were several obstacles that were found, including the following, namely, first, the source of funding was not maximized because it was not in planning and budgeting so that for development to a wider scope it was not possible to realized. Second, the lack of information and technology infrastructure within the North Aceh District Government, especially to access the internet at high speed. And third, other non-technical obstacles in which innovators cannot focus on implementing innovation because they must also complete official duties related to main tasks.

The solution to these problems is, first, to be more active in digging up information and meeting with external stakeholders by providing direct assistance with external stakeholders. Second, to overcome the slow internet network, the reformer uses its own hotspot via an android phone. Third, the implementation of change projects is carried out simultaneously with the implementation of routine activities so that reformers must divide tasks evenly. Fourth, the implementation of the change project is carried out during working hours and the need for additional information and other required data is carried out at the end of working hours.

This innovation is an innovation in the main data collection so that the data can be used for the preparation of reports in other areas of regional autonomy such as the Annual LPPD, End of Office LKPJ, End of Office LPPD, and EKPOD. Meanwhile, Innovation Videos cannot be uploaded to <http://index.inovasi.otda.go.id>.

4. Conclusion

The innovations created by the City of Padang and also the District of North Aceh have succeeded in facilitating the preparation of reports by utilizing technology and successfully achieving the goals that have been designed.

With the innovation of Report Submission through the Regional Development Management Information System (SIMBANGDA) in the City of Padang, it provides several benefits, including first, the timely submission of development activity reports. Second, to accelerate program and activity reports according to targets. Third, program activity reports are timely, accurate, transparent and accountable or accountable. Fourth, the achievement of the target of Padang City.

While the criteria for success are that the SIMBANGDA application has been optimized, the dissemination of Mayor Regulation no. 47 of 2016, there are technical guidelines, and measurable weights of reporting on the financial and physical realization of development activities of the Padang City government, as well as reports submitted on time.

Meanwhile, Report Preparation Through "Ledis Go" (Digital Cabinets Based on Google Drive) in the Tapem Section of North Aceh Regency succeeded in realizing the main goal of the creation of this innovation, namely the realization of data collection, processing, and storage that is easily accessible anytime and anywhere, so that the preparation of reports in other areas of autonomy can be implemented quickly. Where, this innovation program has succeeded in producing output in the form of softcopy data that can be accessed directly through the Google Drive application, thus facilitating the preparation of LKPJ.

Prior to this innovation, softcopy data was not stored properly, softcopy data was submitted via flash and CD so that there was a risk of being infected with a virus, requiring a long time in the process of preparing LKPJ, and difficulties in accessing data sources. Meanwhile, after the implementation of this innovation, softcopy data is stored properly, softcopy data is submitted through the Google Drive application so that

there is no risk of being infected with a virus, requires fast time in the process of preparing LKPJ because softcopy can be received directly without waiting for the hardcopy to be completed, and makes it easier to access data sources.

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