

The Role of Administration in The Management of Madrasah Archives at MTs. Al-Ikhlas Sayo

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ABSTRACT

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Madrasah administration or other names administration is intensive in serving, assisting, and fulfilling or providing matters related to educational information in madrasah. The purpose of administrative administration in an educational institution is to assist in the implementation of master works to achieve the objectives of the madrasah and provide information for madrasah leaders, teachers, or other personnel, especially for decision-making and control purposes that become the main task. The phenomenon that occurs in MTs. al-Ikhlas Sayo in the administrative part of the management of madrasah archives is that there is still a shortage in facilities and infrastructure for archive storage due to the number of archives that are increasing continuously. The purpose of the research in this article is to determine the role of the administrative department in managing madrasah archives in MTs. al-Ikhlas Sayo, to find out the obstacles and solutions faced in managing madrasah archives in MTs. al-Ikhlas sayo. The approach used in this study is qualitative with qualitative descriptive research methods. The subjects of research here are the head of the madrasa, the head of administration and administrative staff at MTs. al-Ikhlas sayo. Data collection techniques in this study are using interview, observation and documentation techniques.

1. Introduction

One of the problems faced in an institution or an institution is the problem of archive management. Archive management is very important because archives in an institution are very important. Archives are one of the most valuable assets owned by organizations. Before humans knew computers, archive management was done conventionally (classical archiving). Currently in developed countries have adopted information technology to manage archives digitally. Therefore, archives need to be well organized with computerization to build effective, efficient, and professional organizational management for the betterment of the organization. Of course, this must be in accordance with the correct archival procedures so that the archive is maintained in the integrity of information and physical.

The archive is one of the most important parts managed by the school. Records management is carried out by school administration or what is called TU. The main task faced by management is the simplification of writing workloads, therefore it is necessary to have an archive management system or records management. Administration is a series of activities with a group of humans systematically to carry out the wheels of an organization's business or mission so that it can be carried out as

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planned, organized, driven, controlled, and supervised so that predetermined goals are achieved. Administrative activities will be more effective if supported by good management. Meanwhile, to realize good management, one of them is the availability of accurate, precise, and fast information.

2. Literature Review

Pancaningsih, Rr. Sarwendah, The Urgency of Archives in Improving Human Resource Efficiency , Journal of Administration, Vol. 2. No. 3 (2018). I agree with the above journal which suggests that archives have a very important role in administration aimed at realizing appropriate processing of records.

3. Methodology

This research uses a qualitative approach. Where this research uses a natural setting with the intention of interpreting the phenomena that occur and is carried out by involving existing methods. In order for the results of the study to be used to interpret existing phenomena, it is necessary to approach using analytical techniques, this research involves interpretation using a qualitative approach (critical reasoning).

Plural reality as contained in the data and more can make the relationship between researchers and respondents become explicit, recognizable and accountable.

4. Results and Discussion

The results of this study were obtained from observation, interviews and documentation. Interviews conducted by researchers were with one madrasah head, one administrative head and administrative staff about the role of administration in archive management carried out by the head of madrasah and the head of administration and the obstacles faced in the process of managing madrasah archives in MTs. Al-Ikhlās Sayo.

The first question point is in accordance with the instrument submitted to the head of the madrasah, the question is that as the head of the madrasah has the mother played an active role in carrying out her duties? The answer from the head of the madrasah revealed that:

I have been very active in carrying out my duties as the head of the madrasa in MTs. Al-Ikhlās sayo, all the teachers, staff and employees in this madrasa have trusted me as the head of the madrasa, and even they everyone kept me to remain the head of the madrasa at MTs. Al-Ikhlās Sayo was because they saw that my performance was satisfactory. 1

From the statement above, also supported by observations made by researchers , the role of the head of the madrasah in managing the madrasah archives has not gone well , but the head of the madrasah always holds meetings Coordination with the Head of Administration, Administration Staff and Madrasah Employees in terms of Records Management at Madrasah .

5. Conclusion

Based on the exposure of the results of previous interviews , the following conclusions can be obtained :

1. That the role of administration in managing madrasah archives is very good. The role of madrasah administration includes , first, the head of administration as the person in charge of administrative operations who is in charge of coordinating all administrative activities , serving, assisting, and fulfilling or Provide matters related to educational information in madrasah. Second, is as madrasah education staff. The head of administration is very competent in his field and responsible for his duties. The head of administration is professional in carrying out his duties in the administrative department so that it is much more effective. In terms of staff development, the head of the madrasah and the head of administration Mts. Al-ikhlas sayo have done various things, namely involving staff in activities , such as training, upgrading, seminars and workshops. The main administrative role is as education staff and as an information provider regarding archive management in madrasahs, as well as being able to work together with all staff in preparing plans regarding madrasah archive management.

2. The obstacles faced by the administration in managing madrasah archives at MTs Al-Ikhlās Sayo, first, the lack of facilities and infrastructure for archive storage due to the increasing number of archives increase continuously. Second, madrasahs use a lot of education personnel who are not sedentary. As explained by the head of madrasah administration, it is the one who assists in the implementation of the main works to achieve the goals of the madrasah. However, to overcome these obstacles is first, by holding treatment and prevention of damage to archive storage equipment . Second, the facilities needed must be qualified, such as a large room, complete archive storage equipment and sufficient for archive storage that at any time increases in volume. Third, staff who manage archives are qualified so that they are responsible for carrying out their work in accordance with their respective duties.

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