

## **Storage of Vital Archives of Land Acquisition: Case Study in Public Company (Perum) Jasa Tirta I**

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### **ABSTRACT**

*Vital archives are important documents that support company operations, especially in the land acquisition process related to legality and land ownership. However, the storage of these archives is still not up to standard, making access difficult and increasing the risk of information loss. This study aims to examine the process of storing vital archives for land acquisition at Perum Jasa Tirta I, identify the obstacles faced, and provide suggestions for improvement. The method used is a qualitative approach with observation, interview, and documentation techniques. The research informants came from the Legal and Archives Subdivision which plays a direct role in archive management. The results of the study show that archive storage is still manual and does not comply with archival standards. The main obstacles faced are the absence of special SOPs, limited competent human resources, and lack of storage facilities. Optimization is needed through the preparation of guidelines, improving infrastructure, and training for archive officers to support the efficiency, security, and sustainability of vital archive information*

**Keywords:** Vital Records; Land Acquisition Record; Records Storage

## **1. INTRODUCTION**

Archive storage plays an important role in the continuity of a company as a source of information for making decisions or policies (Muhidin & Winata, 2016). With this value, every company needs to store archives in accordance with procedures so that the information contained in the archives remains intact and can be utilized (Triana et al., 2024). According to a report from IDC (International Data Corporation), it is estimated that on average, employees spend 20% or 2.5 hours of their time just searching for the necessary documents, and around 2.5% to 5% of company documents are lost each year (BWD Digital Transformation, 2017).

In view of this, archive storage is necessary to facilitate companies in accessing information quickly and accurately. This is in line with what was stated by the ISO (International Organization for Standardization), that structured archive storage will increase operational efficiency, because the

required documents can be found quickly without having to search through piles of documents that are not stored in a structured manner (ISO 15489-1:2016 - Information and Documentation Records Management Part 1: Concepts and Principles, 2016). Therefore, archiving will help companies improve efficiency, work productivity, and protect valuable information.

Land acquisition archives are one type of vital archive that is still used frequently (Pramesti et al., 2023). Land acquisition archives play an important role in supporting the bureaucratic process of infrastructure development, which records the legal, administrative, and technical processes regarding the transfer of land ownership (Boafo et al., 2023). These archives are not only important as proof of validity but also as a primary reference in legal proceedings, asset audits, and company activities (Mahmud, 2018).

Land acquisition archives contain many documents, including planning documents, measurement documents and land certificates, meeting minutes and compensation documents, and development permits and approvals (Notess et al., 2021). Land acquisition archives are produced through a land acquisition process carried out by the government or agencies to support the development of public infrastructure (Waluyo, 2023). Therefore, land acquisition archives serve to provide insight into the legal process and clarity in an infrastructure development project.

According to the researcher's observations, it is still difficult to find similar studies to date. Previous studies tend to be fragmented, with each variable being studied in a different context. However, several relevant previous studies have been found and can be grouped into three main categories, as follows:

**Color description:**

1. Green: Archive storage topic
2. Yellow: Vital records
3. Orange: Vital records storage topics in institutions/companies

Figure 1. Description of Chart 2

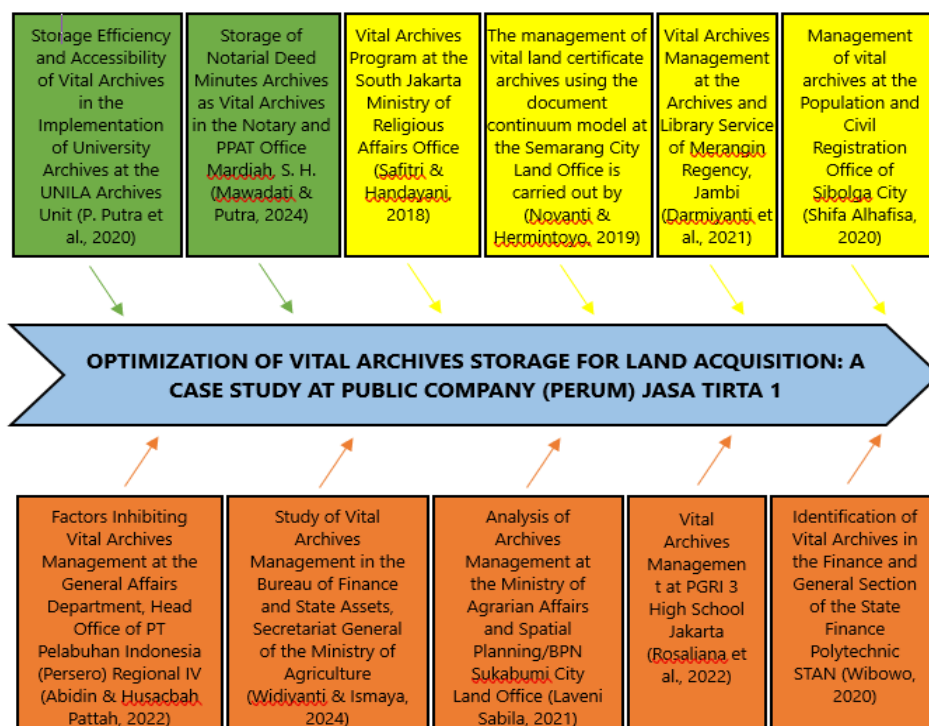


Figure 2. Previous Research Chart

This study differs from previous studies in several ways, particularly in terms of its object, theory, and archival focus. Whereas previous studies were mostly conducted in government and educational institutions, this study was conducted at Perum Jasa Tirta I, a state-owned enterprise involved in infrastructure and water resource management, which has more complex vital archival needs. In addition, this study uses a combination of document continuum theory and storage systems to examine the stages of optimal archive management, which has not been widely applied in other studies.

The main focus is also different, namely on vital archives of land acquisition that have high legal value and are important for the company's operational continuity, unlike the general archives that have often been studied previously. Perum Jasa Tirta I, a state-owned enterprise engaged in water resource and infrastructure management, produces a large number of archives, including vital archives related to land acquisition that have legal value. These archives are related to land ownership documents for projects such as the construction of reservoirs and dams in various regions of Indonesia. However, based on observations, it was found that the storage of vital archives in this company was not optimal—the archives were scattered, poorly documented, and lacked storage facilities. This condition caused physical damage to the archives, made them difficult to retrieve, and risked the loss of important information, especially for archives that were more than 20 years old. The interviews also revealed that the process of searching for archives takes a long time due to an ineffective storage system.

Based on the explanation of the above problems, this topic is of high urgency for research because the storage of archives, especially vital archives related to land acquisition carried out by Perum Jasa Tirta I, requires more attention in terms of storage and physical maintenance so that they are not lost or damaged. The research problem is to find out how the storage of these vital archives is carried out, as well as to identify the obstacles and efforts made by the company to overcome these obstacles. Meanwhile, the purpose of this research is to describe the implementation of the storage of vital land acquisition archives and to illustrate the obstacles encountered and the steps taken to resolve them so that archive management is more efficient and supports the company's operational continuity.

## 2. RESEARCH METHODS

This study uses a qualitative approach with a case study design. This approach was chosen to explore the context and dynamics of vital records storage at Perusahaan Umum Jasa Tirta I. The qualitative approach is based on postpositivism philosophy, which emphasizes the search for meaning through direct interaction with the research object ([Sugiyono, 2019](#)). The case study design was used because the research focused on a single organizational unit with specific characteristics and issues that required in-depth exploration ([Assyakurrohim et al., 2023](#)). This study focused on the practice of storing vital archives in the administrative and legal context at Perum Jasa Tirta I.

The data sources consist of primary and secondary data. Primary data was obtained through interviews and direct observation of two main informants, namely:

1. BN (Head of the Legal & Archives Subdivision)
2. DNR (Administrative Officer of the Legal & Archives Division)

Both were selected using purposive sampling because they have direct competence in the archival storage process ([Lenaini, 2021](#)). Secondary data was obtained from relevant literature, articles, and scientific journals. The data collection techniques used were participatory observation, in-depth interviews, and documentation. The data analysis technique used was the Miles and Huberman model, which consists of four stages

([Sugiyono, 2019](#)) First, data collection was carried out through observation, interviews, and documentation until data saturation was reached. Second, data screening and grouping based on themes such as the storage process, obstacles, and optimization strategies. The data is coded and organized systematically. Third, data presentation, which is compiling it in the form of descriptive narratives and comparing it with theory to show the relevance between the findings and the conceptual framework. Fourth, drawing conclusions by considering data consistency through triangulation and providing practical recommendations for archive management in related agencies.

Furthermore, to test the validity of the data, it is tested using source triangulation and method triangulation ([Alfansyur & Mariyani, 2020](#)):

1. Source Triangulation: Comparing information from different informants to obtain data confirmation.
2. Method Triangulation: Combining observations, interviews, and documentation of the same informants to test the consistency of information.

### 3. RESULTS AND DISCUSSION

#### Create

The first dimension in document continuum theory is the archive creation phase. The archive creation phase is an important part of document continuum theory, because archives serve as documentation tools with information value that can be utilized at any time. Based on the results of the study, vital land acquisition archives were created to support infrastructure development projects, including documents such as land data, sale and purchase reports, and deeds of sale and purchase involving both internal and external parties to the company. These archives were generated from the company's operational, administrative, and decision-making processes. Therefore, proper archive management and storage are necessary to ensure accountability, transparency, and provide authentic evidence of company activities.

During the process of creating land acquisition archives carried out by Perum Jasa Tirta I, the findings were in accordance with the stages of the land acquisition process itself. Based on the results of the study, the procurement process was almost identical to that outlined in Law Number 2 of 2012 concerning Land Acquisition for Development in the Public Interest, which consists of planning, preparation, implementation, and land release. The archive creation procedure carried out by Perum Jasa Tirta I includes the creation of archives that have clear content, structure, and context, in accordance with standard archiving instruments ([Syafiya et al., 2024](#)). Based on this, the documents produced from the land acquisition process have administrative, documentation, and transparency value for the company in accordance with the continuum theory concept. This is also in line with the definition of vital land acquisition archives that serve as valid legal evidence and the basis for accountability in the land acquisition process ([Sugiarto and Wahyono, 2015](#)). According to the create dimension, each document is created to fulfill the objectives and functions of the creator of the archive.

#### Metadata (Capture)

The second stage in the process of storing vital land acquisition archives carried out by Perum Jasa Tirta I is to assign metadata to each archive. Based on the results of the study, Perum Jasa Tirta I does not yet have a comprehensive and detailed standard for creating archive metadata. Although currently the archive team is only focused on storing vital archives and recording metadata that they consider effective. Without clear standards, the document validation process can make it difficult to

ensure the accessibility and completeness of data in documents. This is in line with research stating that metadata greatly facilitates employees in performing the retrieval process quickly, accurately, safely, and efficiently ([Permata and Rahmah, 2020](#)). In fact, metadata standards are currently accessible and used by companies, such as the ANRI metadata standard and ISO 23081 or 15489. For example, ISO 15489:1-2016 recommends metadata that contains administrative, descriptive, and structural information to improve accessibility and connectivity between archives. Therefore, the implementation of more detailed metadata can improve the accessibility and accountability of archives.

The metadata determined by Perum Jasa Tirta I is the document number, subject, and year of the document. According to informants, with only this metadata and a recording system using Microsoft Excel and Google Drive software, it is possible to retrieve archives effectively. In addition to helping retrieve metadata on vital land acquisition archives, it also helps to determine the completeness of the document's contents and prove that the document is valid. However, according to researchers, this metadata is insufficient to identify, classify, and authenticate the value of information in an archive document. For example, descriptive metadata should at least include the title, author, abstract, keywords, publication date, category, document type, and access rights, while structural metadata should include the document format, document structure, and cross-references ([Gilliland and Willer, 2014](#)). Therefore, the addition of more complete and structured metadata is essential for the effective and accurate management of vital land acquisition archives to facilitate their retrieval.

### **Storage (Organize)**

The next step after recording metadata is archival storage. Based on the results of archival storage research at Perum Jasa Tirta I, archival storage begins with classifying archives based on geographical area, subject/content of the archive, and year of creation. This type of classification is used because, according to the archival team, it is in line with the information value contained in the land acquisition archives. However, several studies have found that a chronological or date-based storage system is more effective for searching archives and more efficient for storage ([Wulandari, Murtini, and Susantiningrum, 2024](#)). However, there are problems with its implementation, which is still done manually, which is time-consuming, labor-intensive, and prone to errors. In addition, dependence on software that is not designed for archive storage can increase security risks and inefficient data access to vital company archive documents. Meanwhile, the organize dimension emphasizes the importance of structured arrangement to facilitate access and maintain the continuity of archives.

All the shortcomings found in the storage process occur due to one main problem, namely the absence of specific SOPs in archive management and storage. The absence of SOPs, especially in the storage of vital archives, can hinder the standardization of the storage process and make it difficult to run efficiently and consistently. According to ANRI Regulation No. 6 of 2005, vital archives must have clear protection and rescue mechanisms ([Arsip Nasional Republik Indonesia, 2005](#)). Furthermore, based on ANRI Regulation No. 7 of 2017, every company must have SOPs that cover retention schedules, destruction procedures, and archive protection methods ([Indonesia, 2017](#)). This is in line with the findings of research at Perum Jasa Tirta I, where the absence of SOPs caused the storage process of vital archives for land acquisition to be suboptimal.

The researchers analyzed the stages of archive storage at Perum Jasa Tirta I based on the opinions of [Muhidin and Winata \(2016\)](#), which include eight main steps. These are:

1. Stage 1

The first stage is inspection, which is to ensure that the archives are complete, original, and

suitable for storage. The documents are physically checked and their contents are validated. Damaged archives are preserved, and old damaged archives are separated for further processing. Next, sorting is carried out to group archives based on subject, year, and content. However, this process is still manual, which is time-consuming and prone to errors, so a digital system is needed for efficiency.

2. Stage 2

The next step is indexing, which aims to facilitate archive searches. The index is compiled based on subject, region, and year. However, the new index is only applied to vital and inactive dynamic archives due to limited human resources. As a result, many archives have not been properly recorded. After that, codes are assigned, which is the process of giving each archive a unique identification using letters, numbers, or colors to prevent duplication and organize the archives systematically.

3. Stage 3

Next is the creation of labels, containing information such as the creator of the archive, number, sub-division, sub-issue, year, and storage location. Labels help speed up archive searches and minimize administrative errors. Meanwhile, cross-referencing has not been implemented due to the absence of SOPs and the focus is still on archival data collection. In fact, cross-referencing is important to prevent duplication, facilitate access, and maintain archive security.

4. Stage 4

Archives are stored by arranging documents in archive boxes based on number and subject, then stored in the archival unit. Security principles are applied to protect vital archives from the risk of damage or loss. Finally, an archive list is compiled using Microsoft Excel to record the number, content, and year of the document. However, this system is inefficient, so digitization is needed to make recording faster, more accurate, and easier to access.

5. Stage 5

Perum Jasa Tirta I has not implemented cross-referencing, while other studies do not cover sorting, code determination, or cross-referencing. The absence of a cross-referencing system risks causing difficulties in searching for archives, untidy archive accumulation, and the potential loss of documents due to the absence of other storage location instructions ([Rahmawati and Ismiyati, 2016](#)). Therefore, the implementation of a cross-referencing system is essential to make company archive management more organized and efficient, especially considering the increasing number of archives as the organization grows.

### Utilization (Pluralize)

The vital land acquisition archives created during the land acquisition process by Perum Jasa Tirta I will continue to be useful to the company forever. Some of the benefits are to support company budget audits, company decision-making, and legal protection settlements. This proves that optimal archive storage can have an impact on the company as a source of reference for the present and the future ([Syafiya et al., 2024](#)). Based on the results of the study, vital archives are accessed under strict supervision and manual borrowing records are kept to maintain the security of the archive information. This aims to protect the archives from risks that could threaten them, facilitate retrieval services, and maintain the value of the archive information ([Rahmawati, 2018](#)).

In accordance with the fourth dimension in continuum theory, archives serve as the collective



memory of a company, where the value of the information can be utilized continuously as a source of information and authentic evidence ([Fathurrahman 2018](#)). Given the shortcomings identified by researchers, the existing system at Perum Jasa Tirta I can be further optimized by using an archiving or cloud system that can search for documents quickly and efficiently. A digital archiving system can help overcome human resource (HR) deficiencies in a company, as it is related to faster search speeds and better archiving structures ([Syafiya et al. 2024](#)). Although archiving is currently done using Microsoft Excel and Google Drive, this system is still manual and not integrated with specialized archiving software, making it difficult to search for large numbers of documents or those related to other archives.

### **Obstacles and Efforts to Optimize Storage of Vital Archives of Land Acquisition**

Based on the results of the study, researchers found several obstacles faced by Perum Jasa Tirta I in storing vital land acquisition archives, namely the absence of SOPs for archive management, a lack of human resources to manage all archives, and a lack of archive storage facilities, especially storage space. Therefore, it is necessary to optimize the storage of Perum Jasa Tirta I archives. Perum Jasa Tirta I is working to overcome the obstacles in archive management by developing and implementing SOPs to make the storage process more structured and efficient. These SOPs are being developed in collaboration with ANRI to ensure compliance with applicable regulations.

In addition, the company also plans to improve its facilities and infrastructure, including the construction of a record center, the provision of archive shelves and cabinets, a security system, and the implementation of archive digitization. Digitization is expected to reduce dependence on physical archives, facilitate retrieval, and reduce the risk of document loss and damage. Another effort being made is training and workshops for employees so that they have adequate skills and knowledge in archive management. Trained human resources will encourage more optimal and efficient archive management. All of these strategies aim to improve the storage system for vital archives, particularly land acquisition archives, in order to support the smooth operation of the company while maintaining the security and sustainability of important information for future administrative, bureaucratic, and legal purposes.

## **4. CONCLUSION**

The storage of vital archives at Perum Jasa Tirta I has referred to the concept of the Document Continuum Model, which is sustainable management from the creation, use, to reunion of archives without going through a shrinkage process. The focus of this research is on the vital archives of land acquisition, which have important administrative and legal value. However, the findings show that archive management is still carried out manually, without a clear index, so that many archives are not recorded, scattered, and have not gone through the stages of comprehensive management. There are several major obstacles in the process of storing vital archives in this company. The main obstacles include the absence of standard operating procedures (SOPs), limited human resources (HR), and limited archive storage facilities and do not meet archive security standards. To overcome these problems, Perum Jasa Tirta I has taken several improvement steps such as compiling archive SOPs, providing training to employees, and starting to implement a digital system. The company also added a more secure and organized storage facility. With this effort, the management of vital archives is expected to be more structured, efficient, and optimally support the company's operations.

In closing, the researcher suggested that Perum Jasa Tirta I gradually improve the vital archive storage system. In the short term, companies need to prepare SOPs according to national and

international standards and conduct employee training. In the medium term, it is important to implement digitalization and improve storage facilities. In the long term, periodic audits and the use of modern archive software need to be carried out for the efficiency of archive search. For future researchers, it is recommended to expand the research object to other agencies, using mixed methods, and focus on evaluating policies and the effectiveness of archives management solutions in order to find best practices in optimizing vital archives.

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