



CREATING THE LIST OF PROPOSED RECORDS TO BE DESTROYED IN RECORDS RETENTION ACTIVITIES AT PERUM BULOG

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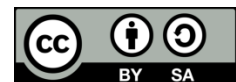
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ABSTRACT

BULOG Public Company (Perum BULOG) is a State-Owned Enterprise which operates in the food logistics sector and is responsible for the supply and distribution of basic commodities in Indonesia. In carrying out its activities, Perum BULOG produces various important documents and records such as agreements, accommodation, insurance, moving costs and logistics orders. Therefore, efficient records management is a must. One of the key elements in records management is retention and disposition by destroying records that are no longer needed for efficient records storage. Before carrying out destruction, the organization must create a list of records proposed for destruction so that the records to be destroyed can have news metadata recorded and become a reference for vital records for the destruction event. This article discusses the process of creating a list of records proposed for destruction which is carried out at Perum Bulog with the aim of ensuring that records are stored properly according to their retention period, as well as maintaining the quality of records management so that they can support the organization's tasks more effectively.

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1. INTRODUCTION

Perum Bulog, or Logistics Agency Public Company, is a government entity in Indonesia that has a central role in implementing government policies and programs in terms of the supply and distribution of basic materials. Founded in 1967, Perum Bulog is tasked with managing the country's food stocks and controlling the prices and availability of basic commodities on the market. As an important part of the government's efforts to maintain food security, Perum Bulog has an important role in providing rice, sugar, cooking oil and various other important commodities. For more than five decades, Perum Bulog has played a role in maintaining food supply stability and overcoming the food crisis in Indonesia.

Apart from providing basic commodities, Perum Bulog also plays a role in ensuring the quality and safety of food circulating on the market. They supervise the distribution and storage of basic commodities to ensure that food products in circulation meet safety and quality standards. Perum Bulog is also involved in international trade in terms of procurement and import of food commodities, so it has a strategic role in maintaining price stability and food supply in Indonesia. In carrying out its duties, Bulog has a number of challenges, especially related to managing data and records which are valuable assets in supporting the sustainability of its operations.

Records play an important role in the operations of Perum Bulog as the part responsible for the management of the supply and distribution of basic materials in Indonesia, according to Law no. 43 of 2009 records are records of activities or events in various forms and media in accordance with developments in information and communication technology created and accepted by state institutions, in this case Perum Bulog. Records aim to preserve historical traces, support organizational operations, and meet legal requirements. Perum Bulog manages various types of documents and information related to policies, food stocks, distribution and other administrative aspects. This records not only has an important role in ensuring transparency and accountability in resource management, but also in ensuring smooth operations and the fulfillment of Perum Bulog's duties. Apart from administrative and operational functions, records at Perum Bulog have a vital role in preserving history and monitoring operational sustainability by paying attention to the life cycle of records.

However, records management in organizations is often faced with challenges such as efficiency in records storage. Every organization has limited resources, whether human or space for storing records, so there are records that are no longer used and must be depreciated by destruction. In Law no. 43 of 2009, records retention and disposition is a reduction in the number of records by transferring, destroying and handing over records. According to National Records of the Republic of Indonesia (ANRI) Head Regulations (Perka) Number 25 of 2012 concerning Records Retention and Disposition, states that destruction is the activity of destroying records that have no useful value and have exceeded their storage period. Perum Bulog has many records that have passed their shelf life and must be immediately destroyed. It was recorded that there were records from 1974 to 2004 that needed to be destroyed.

In carrying out the destruction of records, one of the important stages is creating a list of records proposed for destruction. The list of records proposed for destruction itself is a list containing records that will be destroyed because they have exhausted their retention and/or are of no use value. This list is used as a reference for the destruction of records and will later become an attachment to the destruction event report. The records list will be part of the vital records because it contains the metadata of the records that were destroyed. The importance of records list as a "by product" of destruction activities requires good stages. This article will discuss the creation of a list of records proposed for destruction with the stages carried out at Perum Bulog to maintain the quality of records management so that they can be used as accountability material for organizational activities.

2. RESEARCH METHOD

This research uses qualitative methods by collecting data through observation, interviews and literature reviews related to archival regulations. Firstly, this research carried out direct observations of how the records management system at Perum Bulog works, including the process of recording, storing and deleting records. Furthermore, this research also conducted interviews with relevant staff to gain a deeper understanding of the procedures used and how the list of

records proposed for destruction was created. Finally, this research conducted a literature study on the ANRI Law and Perka as a reference for depreciation and destruction. This field observation method provides direct insight and accurate data which is the main basis for analyzing the extent of the efficiency and effectiveness of records management using the list of records subject to destruction at Perum Bulog.

3. RESULT AND ANALYSIS

Lists in records management can have a serious impact on the efficiency and record keeping of documents. Records lists, which typically serve as systematic guidelines for identifying, accessing, and managing files, are a key element in maintaining operational and information security. Without an organized records list, organizations may have difficulty tracking and finding necessary documents, resulting in increased search time and the risk of losing valuable data. In addition, the absence of an records list can also hinder the process of auditing and monitoring records, resulting in potential problems and unexpected loss of information. Therefore, the existence of an records list in records management is important to ensure that there are no organizational activities and effective records management in Perum Bulog.

Perum Bulog has three types of records, namely dynamic records, vital records and static records. However, the focus of this activity lies in the more than 1,305 records boxes that will be destroyed. The types of records that will be destroyed consist of personnel records, financial records, and records related to regulations that are no longer used and whose retention period has expired. The span of years of destruction covers the period from 1974 to 2004. When this article is writing, 136 records boxes had been recorded for which a list of proposals for destruction had been made with details of each records box containing around 3-6 files, the total file was 816 with a total of 163,200 records items. This list shows the success of Perum Bulog's commitment to complying with established retention policies and maintaining the sustainability and efficiency of company records management.

The process of creating a list of records to be destroyed is carried out using systematic steps. Making an records list begins with the initial stage, namely identifying and selecting records that have reached their useful life limit or no longer have administrative or historical value. This identification and selection uses JRA as a guide. JRA or Records Retention Schedule is a list containing the minimum storage or retention period, type of records, and information containing recommendations regarding determining whether a type of records should be destroyed, revalued or made permanent which is used as a guide for depreciating and saving records. Records that are no longer needed or have passed the retention period are proposed as records subject to destruction.

The use of JRA in assessing records at Perum Bulog is carried out to see whether the retention contained in the records has expired and whether it has been declared destroyed based on the JRA. After identification is carried out, the next step is to provide records classification. The identified records are classified based on categories, the origin of their creator (provenance) such as financial, personnel and operational. This classification helps in more efficient management and ensures that records are grouped according to their needs and importance. The list of records proposed for destruction is made into a table in the Ms. application. Excel.

One example of filling in a list of records proposed for destruction according to the metadata in the excel table, starts with giving the records item number. The records classification code is designated as HK.03 which refers to the type of records, namely the Bulog Warehouse Construction Agreement Letter. The time period or year this records is 1974 which shows the year the records was created. The number of files contained in this records is filled with 01 which

indicates the number of volumes. The records development level is designated as "Original," indicating that the records is an original records rather than a copy. The consideration underlying the proposed destruction of records is filled in as "destroyed," indicating that the records have reached the end of their retention period. Additional information such as "P2a" and location code "Shelf 9" provide further information about the characteristics of the records and where it is stored. The item number and box number are filled in PKK- 01/02/1974 and box 01. Filling in the data on the list of records proposed for destruction reflects the accuracy and orderliness in the records management of Perum Bulog.

Evaluation of records proposed for destruction is the final step that involves assessing the information value of the records. Perum Bulog needs to consider factors such as legality, historicity and strategic value to determine whether the records need to be destroyed or retained. In the context of the process of identifying, classifying and evaluating records that need to be destroyed, it is important to involve competent parties and have a good understanding of the requirements and applicable regulations. The team involved in this process must be equipped with knowledge of laws related to privacy, retention, and information security policies. The involvement of internal and external parties, such as legal experts and information security specialists, can strengthen this process. In addition, good documentation regarding the entire identification, classification and evaluation process must be maintained for audit and transparency purposes. By carrying out this process carefully, organizations can manage their records effectively, minimize legal risks, and ensure that records are destroyed in accordance with applicable regulations.

The list of records proposed for destruction has a positive impact on efficiency in records management at Perum BULOG. With this list, the process of sorting and destroying documents that are no longer relevant or not needed can be carried out in a more structured ways. This contributes to the freeing up of valuable storage space and more efficient resource management. Efficient records management can help Perum BULOG to optimize storage space, reduce confusion in finding needed documents, and speed up the overall records management process. It is also important to note that these lists not only provide benefits in terms of efficiency and cost savings, but also bring increased accessibility to important information. By reducing the number of irrelevant records, the process of searching and finding the necessary information becomes faster and easier. The team involved in records management at Perum BULOG can more effectively access the necessary data, increase productivity and support more timely decision making. Therefore, the proposed destruction records list not only plays a role in optimizing company operations, but also improves overall performance through easy accessibility of information.

However, in facing the creation and implementation of a list of records proposed for destruction, several challenges may arise for organizations, including Perum BULOG. One of the main challenges is the process of identifying documents that should be included in the list. Improper assessment can cause documents that are still important to be deleted, or conversely, documents that should be destroyed are still stored. For example, company regulatory records should be classified as vital records so that they are not included in the list of records subject to destruction. Another example is records related to honorariums that need to be reassessed regarding the usefulness of records as legal evidence for company financial matters. Therefore, coordination between various departments and units within an organization may be difficult to achieve, especially if there is no good communication process. This can make it difficult to gather the information and opinions needed to determine whether a document is worth destroying.

Solutions to these challenges may involve implementing a more structured identification process and involving relevant stakeholders. Involvement of cross-departmental teams and the use of careful evaluation methods can help ensure that documents included in the records list for destruction are no longer relevant or have no informational value. In addition, effective communication and good coordination mechanisms need to be established between various units within the organization to ensure smooth collaboration in this process. Increasing transparency and stakeholder involvement can be an important solution to overcome uncertainty in determining the value of documents.

Another challenge may lie in the security and data privacy aspects. When a document is placed on the list of records for destruction, it is important to ensure that the information contained in the document does not violate security or privacy regulations. Solutions to these challenges include implementing secure data deletion procedures and ensuring that privacy policies and related regulations are strictly adhered to. Thus, selecting the right solution for each challenge that arises in the process of creating and implementing a list of records for destruction is the key to achieving successful and organized results in records management.

4. CONCLUSION

The list of records proposed for destruction is an important element in records depreciation activities using the destruction method. This register is not only an important tool in organizing and detailing documents that have reached their retention limits, but also ensures that the destruction process is carried out in a structured and transparent manner. As a food stock management institution, Perum BULOG has succeeded in maintaining data security by registering records for destruction, ensuring the deletion of documents according to legal procedures, and preventing potential misuse of information. The use of this records list not only increases operational efficiency, but also confirms Perum BULOG's commitment to modernization and increasing administrative transparency.

Even though it provides real benefits, creating a list of records for destruction also faces challenges. Identification of documents to be destroyed requires an initial stage involving a thorough inventory. The absence of a register can affect the efficiency of document storage, cause difficulties in searching, and harm audits and records monitoring. Therefore, it is important to involve collaboration with competent internal and external parties, carry out good documentation, and choose the right solution for each challenge so that records management at Perum BULOG can run successfully.

In research at Perum BULOG, it was found that the successful destruction of 136 boxes of records was concrete evidence of the company's commitment to maintaining the sustainability and efficiency of records management. The process of creating a list of records proposed for destruction is carried out using systematic steps, including assigning a classification code, recording the year the records was created, and evaluating the level of development of considerations. To increase effectiveness and accuracy in creating a list of records proposed for destruction, Perum BULOG can increase the development of employee training and development programs to improve skills and knowledge by following technical guidance and archival training, as well as implementing human resource management strategies in the records sector in accordance with the company's needs so that Perum BULOG can ensure operational sustainability, increase productivity, and achieve company goals more effectively.

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