ABSTRACT

ARCHIVAL MANAGEMENT SYSTEM AT NATIONAL AGENCY OF DRUG AND FOOD CONTROL OFFICE OF MAKASSAR

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Archival management at the National Agency of Drug and Food Control (Balai Besar Pengawas Obat dan Makanan) *Office of* Makassar *has been performed dynamically, and the archival resources still become an issue that needs improvement based on the results of internal archive supervision. The issue in this study is how the archival management system at the National Agency of Drug and Food Control Office of* Makassar operates*. Thus, this study aims to find out and analyze the archival management at the National Agency of Drug and Food Control, Regional Office of* Makassar*.*

This study applied a qualitative descriptive method. The data were collected through in-depth interviews, observations, and documentation. The informants consisted of the archival team leader, the Administrative Processing Unit, Testing Processing Unit, the Information and Communication Processing Unit, Inspection Processing Unit, Enforcement Processing Unit, and Archival Unit II of the National Agency for Drug and Food Control Office of Makassar*. The data analysis technique included data reduction, data presentation, and conclusion drawing.*

The result shows (1) there is still a lack of awareness in preparing official letters in the archive making, in compliance with the Official Correspondence Guidelines. Some errors are still found in using the applications of SRIKANDI *(*Sistem Informasi Kearsipan Dinamis Terintegrasi*) and* SIPANDA *(*Sistem Informasi Penomoran Naskah Dinas*). Consequently, archival services that are supposed to be fast become delayed. (2) Efforts are still ongoing to ensure that archive usage complies with the Archive Standard Operating Procedures (SOP). (3) Archive maintenance is still underway to reach the targeted percentage of electronic filing in the* SRIKANDI *application. (4) Archive reduction still requires thoroughness in sorting the records whose retention periods have expired for transfer or destruction. (5) Lack of human resources because Balai Besar* POM *in* Makassar *only has one archivist, whereas the need for* ABK *archivist has not been fulfilled. There is still a shortage of archival human resources training in each of the Processing Units. (6) There is still a shortage of steel storage racks (infrastructure for inactive archives, resulting in some archive boxes not being neatly stored on the racks. Additionally, there is insufficient CCTV coverage in the Record Center room.*

Keywords: Archive management, National Agency of Drug and Food Control Office of Makassar

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