PERFORMANCE OF HIGHER EDUCATION ARCHIVE INSTITUTION (STUDY OF TWO PUBLIC UNIVERSITIES)

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ABSTRAK: Di era digital, perguruan tinggi dituntut untuk lebih akuntabel dan profesional dalam mengelola arsip lembaga. Lembaga kearsipan memainkan peran mendasar dalam mengelola semua hal yang berkaitan dengan kearsipan universitas. Penelitian ini bertujuan untuk mengungkap kinerja lembaga kearsipan perguruan tinggi yang telah dijalankan di dua perguruan tinggi di Indonesia yaitu UGM dan Universitas Airlangga. Penelitian ini mengumpulkan sumber-sumber utama melalui website universitas. Metode yang digunakan adalah metodologi penelitian kualitatif. Sedangkan pendekatan yang digunakan dalam penelitian ini adalah analisis konten yang dimulai dengan penyatuan, reduksi, dan menyimpulkan fenomena secara kontekstual. Studi ini menemukan bahwa kedua universitas melalui unit kearsipan mereka telah berkinerja baik dengan mengikuti amanat undang-undang. Hal ini dapat dilihat dari kedua fitur website, serta perkembangan di setiap segmen yang lengkap dan eksploratif yang dimiliki UGM dibandingkan dengan Universitas Airlangga. Selain itu, Universitas Airlangga menyediakan Sistem Audit Arsip AMERTA (SAKA).

Kata kunci: Manajemen arsip, lembaga arsip

ABSTRACT: *In the digital era, universities are required to be more accountable and professional in managing institutions' records. Archival institutions play a fundamental role in managing all matters related to university archives. This study aims to reveal the performance of higher education archive institutions that have been carried in two universities in Indonesia which are UGM and Airlangga University. This research gathered the main sources via the university's' website. The method used a qualitative research methodology. While the approach used in this study is content analysis which begins with unitizing, data reduction, abductively inferring contextual phenomena, and analysis. The study found that the two universities through their archives units have performed well by following the mandate of the law. It can be seen in both website features, as well as the development in each segment is complete and explorative owned by UGM compared to Airlangga University. In addition, Airlangga University provided the AMERTA Archives Audit System (SAKA).*

Keywords: Records management, archive institution

1. INTRODUCTION

Archives are a vital component in recording every trace of history. It will display a variety of very important information from every incident experienced by an institution. On one occasion the Minister of Finance Sri Mulyani emphasized that State Property (BMN) reflects the civilization of a country, reflects a country's ability to plan better, reflects a nation that values what it builds itself (in Indonesia) appreciates every rupiah spent from State Revenue and

Expenditure Budget (APBN) so that it can be passed on to future generations (Tim, 2018). The archive cannot be underestimated because it involves the integrity of the assets owned by the largest institution in this case the state and the institutions within it, including in this case universities. Because the institution is a place for educated people, it is at least able to provide a maximum example to the community.

Archive institutions in Indonesian tertiary institutions must be formed according to the orders of Law Number 43 of 2009 concerning Archives. This is stated in Paragraph 4 of the Higher Education Archives Article 27 states:

1. College archives are higher education archival institutions (LKPT).

2. State universities are required to establish university archives.

3. The formation of higher education archives is carried out under the provisions of laws and regulations.

4. University archives as referred to in paragraph (1) are required to carry out the management of static archives received from work units and academics in the tertiary institution.

This law is strengthened by Government Regulation no. 28 of 2012 concerning the Implementation of Law Number 43 of 2009 concerning Archives in Article 11 paragraph 4 states that "Higher education archiving institutions are responsible for fostering archives for work units in the rectorate, faculty, academic community, and/or work units with the designation others in higher education". This is further emphasized regarding the form of the organization contained in Article 134 which regulates the structure, duties, and responsibilities, as well as the organizational structure, functions, and duties which are tailored to the needs of the higher education institutions (Zaenudin, 2013). The four archival institutions, namely the National Archives of the Republic of Indonesia (ANRI), provincial archives, district/city regional archives, and university archives, which are new actors are university archives (PT), while others are old actors. College according to (Munadi, 2020) absolutely must have archives and archival institutions because of the importance of each internal and external accreditation both at the university level and study program as well as compliance audit. Both must be supported by complete and credible archives so that it has an impact on the accountability and credibility of the institution.

This mandate, if implemented by PT, will make the LKPT stronger because the legal basis requires the PT to support in terms of institutions, human resources, infrastructure, and budget. This is done according to (Smith, 2007)Archival institutions are an asset to support the institution to be efficient and effective, which is very significant in the future. But so far what happened according to (Blobaum, 2017) is that Archives are typically imagined as a file morgue, that dusty place to which papers, records, and other collections are deposited for permanent storage. Archives are usually thought of as morgue files, dusty places where papers, notes, and other collections are stored for permanent storage.

The results of research conducted at several major universities in Indonesia concluded that archive management in several universities experienced limitations in terms of policies, institutions, human resources, facilities, and infrastructure. In addition, it also appears that LKPT does not yet have maximum authority in managing archives at related universities (Juliet & et al, 2013). Meanwhile, in this digital era, changes in archive management need to be seen not only in a technical context, but archive management in the digital era should consider the user's point of view and the dynamics of behavior and the needs of all related (Putranto, 2017).

Seeing the importance of archives and the institutions that manage them, research is needed on the performance of higher education archival institutions seen from their websites, where the current era has become a necessity for the existence of websites in every institution. This paper aims to determine the performance of higher education archival institutions (LKPT) viewed from the website in terms of the completeness of features and the level of novelty uploaded.

2. PREVIOUS FINDINGS

J. Michael Pemberton in (Duranti, 2010) argued that the theoretical roots of records management, archives, and librarianship lie in information science, cognitive science, systems sciences, and at conceptual intersections with fields cognate with our own. Archival science is in the position of information science, cognitive science, systems science and is at the intersection of these sciences. This is in line with the opinion(Duranti, 2000)that archival theory consists of ideas about the nature of archival material that develops over time, principles and methods for controlling and maintaining archived material, analysis of ideas, principles, and methods of archiving, and the history of their application. An archive is a record as a collective memory of the existence of an institution/institution, if it is neatly organized it becomes evidence of the achievements achieved and the institution's performance from time to time (Damalita, 2009).

The same opinion is institutionally according (Finnell, 2011)states that the archive is evidence of what the organization is doing which records all organizational activities in various forms. Archives are in the form of physical paper in files (such as memos, contracts, materials, and reports), electronic messages (such as e-mail content and attachments and instant messages), content on websites, documents on PDAs, flash drives, desktops, servers, and document management systems and information stored in various organization databases. Research result(Oktaviana, 2014)that the archives management policy of Airlangga University is following the laws and regulations because it has become an archiving institution, by the Chancellor's Decree number 9636 / UN3 / KR / 2013. Airlangga University has not implemented a standard service system that will be provided to users. Management procedures are still in process. The archives field of Airlangga University is basically ready for an audit because it has an internal audit within the University, as well as from outside.

Airlangga university's archive management system adheres to a Decentralized system, where the processing is in each unit. HR is basically divided into two, namely archivists and non-archivists, but there is no organizational structure in HR, the structure is only owned by the archive sector, that is, under the university secretariat, it is under laws and regulations. Not many institutions pay attention to archives and the institutions that manage them. This makes a lot of history lost due to negligence to manage the archives it has. Both neglectful behaviors make archivists hard at work, according to research findings (Runardotter, 2007)indicates that there is a lack of knowledge in the field of archiving among other professional groups in the organization, which makes the work practice of archivists heavy. Archivists must constantly remind, educate and support other personnel involved in archiving. Archivists claim that they are considered to have a low status in their organization and that filing is neglected and prioritized low - something they do when other work assignments are completed. Regarding long-term digital preservation, archivists asked for The Solution, because they lack knowledge in the field of information technology. Furthermore, archivists revealed that knowledge about archiving is still lacking, especially among management and IT personnel. Whereas archivists work individually, with little or no collaboration with IT personnel. The IT department is said to be running the race on its own and archivists don't get enough support from management. Cooperation and communication do not appear to exist among these groups.

Research (Chiwanza & Mutongi, 2016) demonstrated effective records management and storage can help improve quality assurance at any online and distance education institution (PJJ). Therefore, every PJJ institution must have its functional quality assurance policy document.

Research result (Klareld, 2015) points out some of how current records management could be improved to better contribute to the goals of increasing efficiency, interoperability, reusability, and transparency, and thereby approaching the development potential of e-government.

Studies (Ndudzo, 2014) disclosed that the ODL agency has established an independent Record Center which is responsible for managing all institutional records and ensuring full compliance with international best practices. The university has ensured that essential

resources for the Record Center are available. The Institute has also established the structure, policies, procedures and guidelines for the Archives Center and the agency's records management functions to fully meet international best practice requirements. This study also reveals that the Institution Records management function operates with a vision to fully comply with international standards and is currently in the process of obtaining ISO certification (15489-2001). The study concluded that Zimbabwe's Open University is, to a greater extent, compliant with International Best Practices. ZOU has developed a Records policy that spells out responsibilities for senior management and all ZOU staff. The university produces and distributes a records management procedure manual that provides specific guidance to all ZOU employees. The university also centralizes its records management functions within the department which professionally manages all institutional records while ensuring their safety and fostering accountability. The ZOU Center of Records although rich in structure and world-class conception is still in its infancy and needs to be maintained to fully comply with international best practices. Other units and offices that develop and maintain University records must still be provided with adequate and appropriate office space and furniture. Institutions need more desks and lockable cabinets to store files. Although the ZOU records center has made progress in managing physical records, it still lags in managing electronic records. Employees still use different external email accounts because they have not created a ZOU email account. The use of personal e-mail accounts is a future security hazard as employees may still retain ZOU information and use it after leaving the institution. The university's electronic records file plan has not been developed for access and sharing of electronic records between employees. The university has not acquired and installed electronic Records management software.

The existence of digital technology with all the latest developments requires every institution to compete to create a website independently. The burden of LKPT is getting bigger where its role is not only related to documentation of archives as usual but there are also great demands in managing websites related to institutional LKPT. From this, the study proposed by the researcher is very different from the results of the studies above. The main focus is to examine the Higher Education Archives Institutions at well-known universities in Indonesia (UGM and Unair) through the websites they have created. Although it looks very simple, this research provides a real and complete picture of the development of archival websites at UGM and Unair tertiary institutions.

3. METHODS

This study aims to reveal the performance of higher education archival institutions, especially at UGM and Unair. The research method used in this study is to use a qualitative research methodology. While the approach used in this study is a content analysis that begins with unitizing, data reduction, inference, and analysis (Krippendorf, 2004). The way to examine it is by observing the content on the website of the university archives institution with the validation of texts related to the university archives in general and specifically at the 2 state universities. Then the data has been obtained from these websites is reduced and carried out abductively inferring contextual phenomena, namely taking important points from contextual data reduction to be used as constructs and finally analysis. The main website obtained with the following address:

Table 1. LKPT website address

College	LKPT website
LKPT UGM	https://arsip.ugm.ac.id/
LKPT Airlangga University	https://arsip.unair.ac.id/

Data analysis used descriptive statistics and explained using descriptive qualitative

4. RESULTS AND FINDINGS ANALYSIS

The two tertiary institutions that were taken as the study of this research showed differences in the appearance of the archival institution website. The picture is as follows.
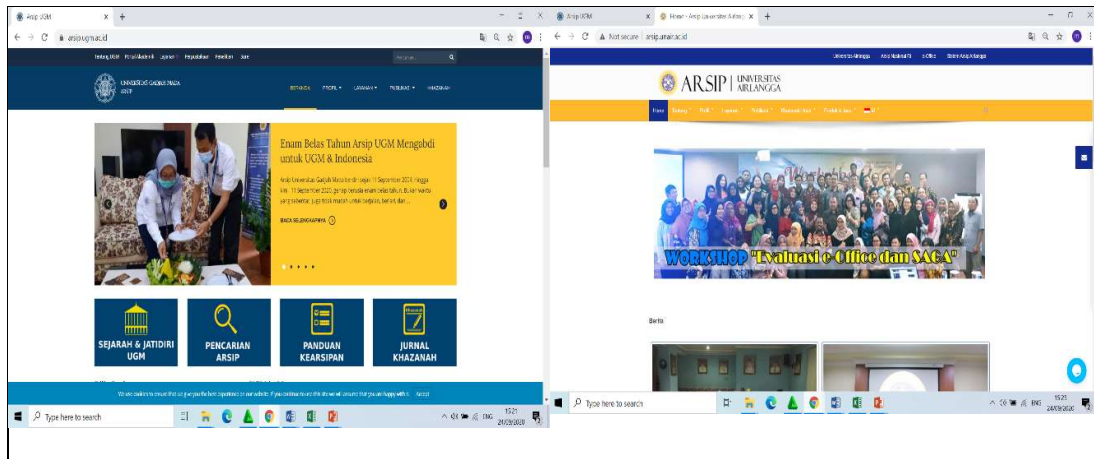

Figure 1. LKPT Gadjah Mada University (UGM) and LKPT Airlangga University website

Figure 1 shows that each institution is different in providing a feature view. The completeness of features can be seen from the appearance of LKPT UGM compared to LKPT Unair. The details can be seen in the following table.

Table 2. LKPT website content

LKPT UGM	LKPT Airlangga University
Home	Home
Profile	About
Service	Service
Publication	Publication
Khazanah	Profile
News Release	News
UGM News	Unair's treasure
Search	Products and Services
Opinion	
UGM in Memory	
History and Identity of UGM	
Archive Search	
Filing Guide	
Khazanah Journal	
Static Archival Information System	
Inactive Archival Information System	
Archives Regulations	

Source Manuscripts	
Documentary film	

Each of these features has sub-features and some are not. Judging from the sub-features, the situation is still the same, namely UGM is more complete than Unair. Meanwhile, seen from the age difference between the establishment of the university and the establishment of archival institutions, can be seen as follows.

Table 3. Time standing of LKPT

LKPT UGM	The Difference with the establishment of the university	LKPT Airlangga University	Similar to the Establishment of the University
11 September 2004	55 years, over 3 months	29 April 2011	57 years

The calculation of the difference between the establishment of the LKPT and the establishment of a tertiary institution is seen from the establishment of UGM on 19 December 1949 and Airlangga University on 10 November 1954. Meanwhile, the Rector's Decree number 83 / H3 / KR / 2011 concerning the Establishment of the Archives Unit of Airlangga University on 29 April 2011.

Table 4. Time standing of LKPT

LKPT UGM	The Difference with the ratification of the Archives Law	LKPT Airlangga University	The Difference with the ratification of the Archives Law
11 September 2004	5 years 1 month before	29 April 2011	1 year 6 months later

The calculation of the difference between the formation of the LKPT and the enactment of the Archive Law is the date 23 October 2009. The calculation of the difference between the formation of the LKPT and the enactment of the Archive Law is 23 October 2009. From this it appears that UGM was even earlier established than the issuance of the Archives Law by the state. Meanwhile, Airlangga University LKPT followed 1 year after being formed by the law.

Table 5. The Legality of Establishment of LKPT

LKPT UGM	LKPT Airlangga University
Rector's Decree No.249 / P / SK / HT / 2004	Chancellor's Decree Number 83 / H3 / KR / 2011

The following is the Rector's Decree from each University, both UGM and Airlangga University. This indicates that the established LKPT is an official institution and is ready to carry out its duties under archival regulations.

Table 6. LKPT vision

LKPT UGM	LKPT Airlangga University
To become a center for development and archival information services in support of world-class and well-managed research universities	Making the Archives of Airlangga University a center for information storage and preservation to develop science, technology, arts, and culture.

In achieving the vision of LKPT UGM, namely to become a center for archival information in supporting university research activities in the international arena. This is proven by LKPT UGM following world-class professional associations. Meanwhile, the vision of LKPT Airlangga University focuses on preserving information for science in general.

Table 7. LKPT accreditation

LKPT UGM	LKPT Airlangga University
Accreditation A from ANRI	-

UGM accreditation gets an A from ANRI, while LKPT Universitas Airlangga has no information regarding accreditation.

Table 8. Participation of the Association

LKPT UGM	LKPT Airlangga University
The International Council on Archives (ICA)	-

The table above shows that LKPT UGM participates in international archival associations, while LKPT Universitas Airlangga does not participate in either national or international associations.

Table 9. LKPT mission

LKPT UGM	LKPT Airlangga University
Save university archives as a source of collective information and memory at Gadjah Mada University.	Supporting Airlangga University in implementing the tri dharma of higher education through optimal use of archives
Carrying out archives management (Archives Management), managing inactive archives and developing Records Center, as well as developing archival information technology.	Making archives as evidence of the performance accountability of all work units within Unair.
	Manage Unair archives in accordance with national standards in the field of correspondence and archival management.
Implement and optimize internal and external archival information services.	Providing appropriate information services through optimal archive retrieval

The mission carried out by the two universities above is the translation of the vision that has been set earlier. In its mission, LKPT UGM more comprehensively mentions the various archives that are stored and well managed as materials for optimizing various services both internal and external. Meanwhile, LKPT Airlangga University said that its main mission in managing archives is to carry out the tri dharma of higher education optimally.

Table 10. LKPT Organizational Structure

LKPT UGM	LKPT Airlangga University
Head of Archives	Head of Administration and Archives
Innovation, Preservation and Conversion of Archives	Head of Administration and Archives Section
	Static Archives Manager Coordinator
Information and Archive System Development	Inactive Archives Manager Coordinator
	Archivist Functional Position

The organizational structure of higher education archival institutions at Airlangga University looks very technical compared to UGM. This can be read from the explanation of the LKPT UGM organizational structure which is so simple and efficient compared to the information from the LKPT Airlangga University.

Table 11. Profile content / About

Website of LKPT UGM	Website of LKPT Airlangga University
A Brief History	A Brief History
Vision and mission	Vision and mission
Institutional Organization	Organizational structure
	Location

In terms of profile content, the two universities have almost the same feature content. The only visible difference is in the description of the location, and this is not fundamental, although it would be better to explain it.

Table 12. Content of LKPT products and services

Website of UGM LKPT	Website of LKPT Airlangga University
-	AMERTA Records Audit System (SAKA)

Regarding products and services, LKPT Airlangga University owns and offers an Amerta readiness audit system for institutions interested in running and managing records in the institution. Meanwhile, LKPT UGM does not develop a system to become a product for outsiders.

Table 13. LKPT service content

LKPT UGM	LKPT Airlangga University

Consultation	Archive Processing Consulting
Archive Access	Archives Collection
Field Work Practises - Internship - Training	Amenities

In this case, what differentiates the content between LKPT UGM and Airlangga University is the opportunity for (Field Work Practices) - Internship - Training for those who want to practice archive management at LKPT UGM.

Table 14. Content of LKPT publication

LKPT UGM	LKPT Airlangga University
Archival Journal	ARSIP Magazine
Source Manuscripts	Regulations
Documentary film	IcoAshe Gallery2019
Exhibition	-
Seminar	-

The publication content shows that LKPT UGM is more complete than LKPT Airlangga University where the creativity of the activities held is published in full according to its segmentation in LKPT UGM.

5. DISCUSSION

The openness of higher education archives through its website is in line with the opinion (Berry, 2017)Today, archives are no longer hidden in national libraries, museums, and dark rooms, restricted access and guarded by archon Jacques Derrida - the archivist. Indeed, the rights and competencies of researchers and archivists - and the ability to interpret archives - have been transformed by digitization and new techniques of computing surfaces. Through computing, access to archives is possible and often welcomed - via rectangular screens that mediate archive content or through interfaces and visualizations that revive previously inactive collections. The first openness with the vision and mission of the institution emerged. Vision and Mission of LKPT UGM support the realization of UGM as a pioneer of world-class national universities that are superior and innovative. This synchrony is according to the opinion (Taiwo, Lawal, & Agwu, 2016) that the mission statement is a guide for the day-to-day activities of an organization and its decision making. In short, if a company has a vision of what it does and where it is headed, few people will be able to articulate that vision. With limited resources, vision is the first step in determining where to focus these resources (Balzac, 2011).

According to (Blouin & Rosenberg, 2011), it foreshadows later discussions about the explosion of both traditional and electronic documentation as they have affected both historical and archival practices, and introduces the notion of an "archival divide." A university archive is largely composed of records generated by a particular educational institution. The relationship between the individual or institution and an archive, whether in a fancy building, closet, or computer hard drive, is what archivists would call an "organic" one: archives reflect or should reflect in their holdings the evolving nature of the organization or in the case of an individual, his or her records. How these often-diverse materials then become "historical" depends on the extent to which they capture some aspects of an earlier processed past. This heralded further discussion of the explosion of traditional and electronic documentation as they had influenced historical and archival practice, and introduced the idea of "archive separation". University

archives consist mostly of records produced by specific educational institutions. The relationship between individuals or institutions and files, whether in fancy buildings, closets, or computer hard drives, is what archivists call "organic" ones: they reflect or should reflect in their possession the evolving nature of the organization or in the case of individuals, records. personal. How often these various materials then become "historical" depends on the extent to which they capture some aspects of earlier processes of the past.

Records management policies (Tagbotor, Adzido, & Agbanu, 2015) guide establishing and maintaining records management systems. Deficiencies and non-compliance are major causes of poor records management. The frequency table above shows that respondents regardless of department agree that their department develops policies related to records management in institutions. 90% of the respondents agreed that their department had developed policies related to records management and 10% were only obtained for those who did not agree with this statement. This implies that a total of six departments covered by the institution indicate that their department has enacted policies regarding records management.

This study aimed to determine the extent to which information user behavior and proper record management contribute to organizational performance to ensure competitive survival.

The objectives of records management in organizations, the life cycle of records in organizations, and electronic records management are thoroughly explored. Simple random sampling was used to select a sample size of 30 respondents. Based on the survey results, it is known that How Polytechnic as a university practices sound recording management. It is observed that the management of institutional records has shifted from a manual system to an electronic system in managing records using computers and the internet. This allows users to complete and submit information on time. The electronic filing system prevents users from making serious mistakes that could affect the operations and image of the institution. Training,

Performance monitoring involves an in-depth analysis of a process or project, to determine if it is efficient and effective. This involves developing criteria, conducting interviews, and examining documentation to determine how the process or project was carried out. This type of monitoring is also referred to as a process audit (CB029 - 2003, Audit Skills Handbook, section 1.8).

Organizations typically measure performance to determine whether a process or practice is effective and whether objectives or targets are being met, and thus performance is satisfactory. Measuring performance allows the organization to measure not only whether an outcome was achieved, but how good or the level of satisfaction of the results; in this way, it is a 'qualitative' form of measurement. Performance measurement can also assist an organization in determining how capable it is with current practices and whether the organization's capabilities can be extended to new practices or processes.

Public offices should regularly assess the effectiveness and efficiency of their record-keeping systems and processes to: ensure that they satisfy and meet the business needs of the public office support continuous improvement in line with the organization's business objectives identify achievement and success complying with standards issued by NSW State Archives and Records, and plan for new services and improve existing tools and services.

This type of monitoring can be performed as part of the internal audit process or it may be performed if there is a suspicion of maladministration or fraud. Performance monitoring activities may range from monitoring: the overall record performance of an organization's records management program by business units, workgroups or individuals, records management processes, records management systems, service delivery of records management services by service providers, and assessing the organization's records management capabilities.

Performance monitoring can also include targeted assessments of record-keeping, for example assessing high-risk areas of the business to ensure that records are being created and captured and that they are adequate (i.e., are the records being created and captured sufficient to provide evidence of the organization's business?).

Research result (Namukasa, 2017)indicates that procurement records management has a significant effect on procurement performance. Where, there is a positive and statistically significant relationship between record-keeping and procurement performance; there is a positive relationship between archive maintenance, maintenance and procurement performance; and, finally, access to and use of archives also has a significant positive effect on procurement performance.

Studies by (Musembe, 2016) stipulates that the university does not have a clear records management policy, as a result; The development and implementation of records management programs and policies to establish a formal records management program with clear policies, infrastructure, staffing, guidelines and clear qualifications for records personnel is recommended.

Findings (Phiri & Tough, 2018)Good records management can and does contribute to effective corporate governance and accountability. Corporatization in higher education is likely to be supported by and result in, better records management.

Research result (Seniwoliba, Mahama, & Abilla, 2017)revealed that archive management is decentralized and managed manually by archiving hard copies in folders and stored in vaults based on the abilities and knowledge of individuals in various departments/sections/units, faculties and schools. It was further emphasized that only the Academic and Financial Departments had developed software properly for storing and retrieving information. Therefore, recommended records management functions should be incorporated into the University-wide strategic planning initiative to ensure that a standardized approach is in place for storing and retrieving information.

Survey results (Chinyemba & Ngulube, 2005)indicates that the University is under the requirement in terms of maintaining a series of records documenting its function. The study also shows that existing mechanisms for record management are inadequate to provide an environment in which records management objectives can be achieved. The desired controls at each stage of the record life cycle were also found to be inadequate. The findings suggest that, in the absence of records management guidelines, practices and procedures were developed through individual initiative. The study shows that the University Archives plays a limited role in maintaining up-to-date records in generating units. Knowledge of legal requirements relating to access to information is limited.

It is truly denied that NUST requires an archive and archive management program. Such a system would be very helpful in facilitating informed decision making, compliance and the formulation of records management policies, among others. Without an archive and records management system, NUST will face litigation, loss of important research, incomplete records, and poor decision-making (Khumalo & Chigariro, 2017).

Findings (Nkebukwa, 2019)demonstrated the absence of a formal records management system, using only alphanumeric and password systems in storing and storing files, lack of trust among staff, absence of strong campus registries, lack of use of an integrated tertiary system, lack of guidelines for managing electronic records, system absence formal, lack of motivation among registration staff, inadequate equipment and skilled personnel, inadequate number of registry offices. These challenges lead to delays in decision-making due to improper management, overlapping authority and responsibilities between human resources and registration staff.

Research data (Chigariro & Khumalo, 2018) shows a sad view of the contribution of the electronic records management knowledge body from the ESARBICA region. Several research articles from professionals in the field of records and archives management are being published. These figures demand increased investment in e-archive management research by institutions at ESARBICA, as electronic content management has become the center of political and socio-economic development. Further studies need to be carried out to counter the limitations placed

on this research paper. The findings show that under the production of research publications in the ESARBICA region. This region only contributed 2 percent of the world's total output in the period studied and in the study of electronic archive management from journals indexed by Scopus.

The main findings of the study (Freda, 2014) reveals that administrative documents are kept in both manual and electronic form. This leads to fast decision-making, saves office space, and encourages good corporate governance. It was further demonstrated that there were insufficient resources in terms of professionally trained records managers, under-trained administrative staff, and office space.

The various findings show how important it is to manage various things that have happened in the form of archives. This will be historical evidence that everyone can understand the important events that occurred at that time. Moreover, in this period, technology has developed so much that there are various variations and conveniences in managing these archives. UGM and Unair are good examples in managing archives in the form of websites. The various features displayed by the two institutions show that they are well prepared in the context of digitally managing archives and appearing in public, such as opening a room for consultation, a place for street vendors, internships, training and others.

6. CONCLUSION

The conclusion in this study is the two universities, namely UGM and Unair through the Higher Education Archives Institute (LKPT) have performed well under the mandate of the law. Both universities have set good examples for higher education institutions in creating features on their websites in the form of LKPT. The existence of these institutions indirectly gives a signal that the two universities are ready to manage and develop archives both in written and digital documents. Meanwhile, the difference that can be seen in the website features, as well as their development, are more complete and exploratory by UGM compared to Unair. However, Unair has a product/service regarding the AMERTA Archives Audit System (SAKA).

The implication of this research is the universities early must tidy up their various documentation thoroughly so that it will make it easier for higher education institutions to create digital archives. It is not only the university that will benefit from digitalization but also the wider community. While suggestions for future research are that research should be able to reveal the development of archival institutions outside these two major universities. This will further explore the development of the Higher Education Archives Institute in Indonesia.

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