

## The Use of Google Sites to Display Archival Information at the NTB Province Representative BPK

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### Abstract

*For government organizations, good archive management not only has an important role in decision making, but is also an obligation that must be carried out by each government organization itself. However, the archive information displayed so far is still in the form of tables in Microsoft Excel which are less informative and need to be reprocessed by users to be able to obtain the information needed related to archives in the government organization. This research aims to produce archival information media through Google Sites that is more informative, interesting, and easily accessible for users in the BPK Representative of West Nusa Tenggara Province. With this media, it is expected that the archival function in helping decision making by government organizations can be achieved.*

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## 1. INTRODUCTION

In carrying out its duties and functions, every government agency, both ministries/institutions and regional organizations, carries out activities and experiences events every day. 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, regional governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of social, national and state life. which is called an archive. Meanwhile, archives are matters relating to archives (Article 1 of Law No. 43 of 2009).

According to Basir[1]Archives have a role as a "memory center," as a "source of information," and "as a monitoring tool" which is very necessary in every organization in the context of planning, analyzing, developing, formulating policies, making decisions, making reports, accountability, assessment, and other activities. precise control. Furthermore,[2]emphasized that in organizational activities, the need for information is a very basic need. One source of information is archives. With the increasing activity and dynamics of organizations, there will be a tendency to increase the need for information to support the process of achieving goals in an organization. The decision-making process certainly requires data that is processed into information and then used as consideration in the decision-making process. From this it can be seen that the role of archives is very important in Management Information Systems (MIS). With the help of correct and thorough data and information, decision making can be produced efficiently and effectively. Thus, for government organizations, good records management not only plays an important role in decision making, but is also an obligation that must be carried out by every government organization itself.

President Joko Widodo in his remarks at the peak of the 50th Archives Day commemoration on June 9 2021 said, "Abandon the old methods of archiving which involve inefficient management, long access to find them and also storage that is scattered everywhere." He added

that security is also the main thing in archival innovation. This is none other than because innovation is the key to progress in adapting digital technology which must be carried out immediately. This is expected to create a fast and comfortable archive service. President Jokowi also said that various countries are competing to develop electronic-based archive management. Archival innovation is not only aimed at managing government archives, but also for public themes, as is done by countries by providing portals containing content on themes familiar to the public, with convenient access services. President Jokowi also emphasized that archives are an important basis for formulating policies quickly, as documentation of the country's wealth, including arts and culture. Archive treasures must be presented in an attractive way so as to inspire the young generation's love and pride in the culture of the nation and state.

Based on this description, the Financial Audit Agency (BPK) as a state institution also has an obligation to carry out archive management well and requires the presentation of interesting archive information. However, the author feels that the current presentation of archival information which is only in the form of an Archive List table using Microsoft Excel is still not interesting and informative for users. Therefore, the author is interested in conducting research to create a website using Google Sites to be able to present archival information, especially inactive archives in the Record Center, in a more interesting, informative and easily accessible manner at the BPK Representative of West Nusa Tenggara Province (NTB).

## 2. RESEARCH METHOD

Methods used in research including research and development (R&D). According to Sugiyono (in[3]research and development is used to produce certain products, and to test product effectiveness. This website media was created using Google Sites with a Linear Sequential Model or Waterfall Development Model software system development model according to Pressman[4]The waterfall model is a classic model that is systematic, sequential in building software. This model approaches systematically and sequentially. It is called a waterfall because the stages you go through must wait for the completion of the previous stage and proceed sequentially. The object of this research is a website designed using the Google Sites platform. The data collection techniques used in this research are observation and documentation. Observation or observation is a data collection method used to collect research data through direct observation in the field and documentation is carried out to collect data using written sources related to this research in this case observation and documentation are carried out directly at the NTB Province Representative BPK.

## 3. RESEARCH RESULTS AND DISCUSSION

### System Implementation and Design

PlanningThis website aims to display inactive archive information for each work unit in the NTB Province Representative BPK Record Center. This website was created by utilizing the Google Sites service, which is a service from Google for each user to be able to create their own website. The author used Google Sites to create this website because this service is relatively easy to use according to user needs and is free for every Google account owner. Users can determine for themselves what kind of website they will create and what data will be displayed. To create the NTB Province Representative BPK Record Center website, the author used a Google account belonging to the General and IT Subdivision of the NTB Province Representative BPK.

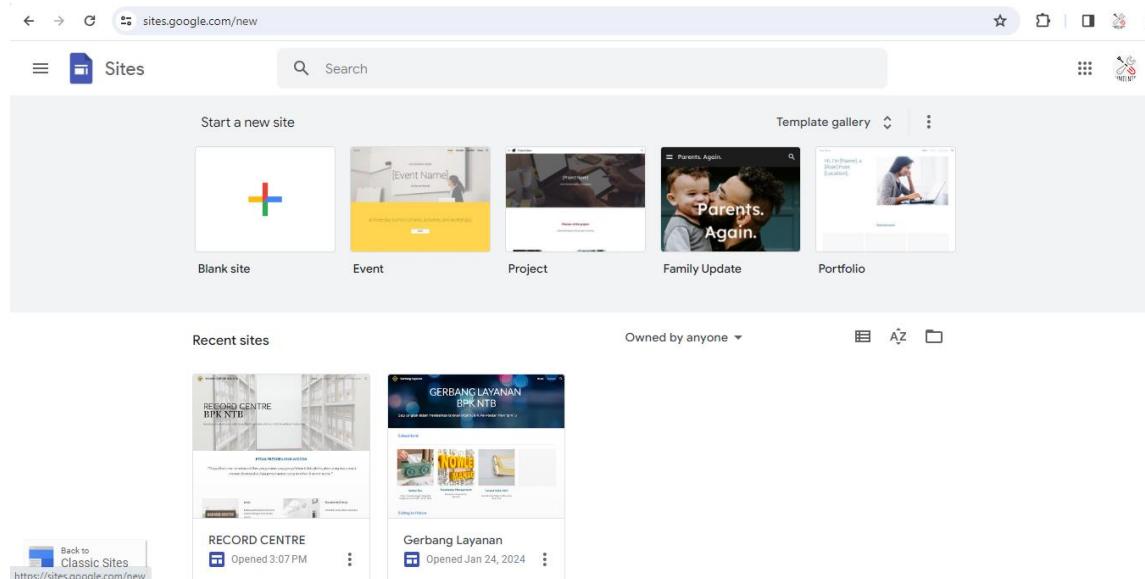


Figure 1. Google Sites interface

## Database Structure

In creating this website, the source data came from the List of Inactive Archives at the NTB Province Representative BPK. The Inactive Archives List is created in Excel format and contains data on all inactive archives for each work unit in the Record Center, both those that still exist and those that have been destroyed.

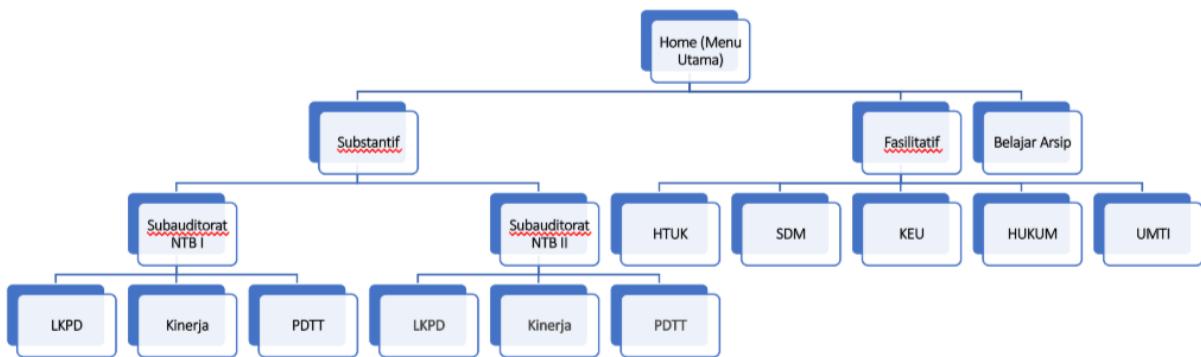
Database Arsip Inaktif Subaudit NTB I - Excel														
No. Definitif	Kode Klasifikasi	Sistem Klasifikasi Keamanan	Jenis Pemeriksaan	Entitas Peneriksaan	Nama Berkas	Rincian Berkas	Jumlah	Kurun Waktu	Retensi Aktif	Retensi Inaktif	Status Akhir Arsip	Status Satu Ini	Tingkat Perkembangan	Nomor dan
1	PP.02.01	Terbatas	LKPD	Kab. Sumbawa Barat LKPD Kab. Sumbawa Barat TA 2008	Kertas Kerja Pemeriksaan (KKP) LKPD Kab. Sumbawa Barat TA 2008 Indeks A (Surat Tugas s.d. Peraturan Peraturan) A 1 s.d A 16	1	2009	3	7	Muanah	Muanah	Salinan	Tidi	
2	PP.02.01	Terbatas	LKPD	Kab. Sumbawa Barat LKPD Kab. Sumbawa Barat TA 2008	Kertas Kerja Pemeriksaan (KKP) LKPD Kab. Sumbawa Barat TA 2008 Indeks B (Surat Tugas s.d. Peraturan Peraturan) B 1 s.d B 10	1	2009	3	7	Muanah	Muanah	Salinan	Tidi	
3	PP.02.01	Terbatas	LKPD	Kab. Sumbawa Barat LKPD Kab. Sumbawa Barat TA 2008	Kertas Kerja Pemeriksaan (KKP) LKPD Kab. Sumbawa Barat TA 2008 Indeks B Akun Puthang dan Kas	1	2009	3	7	Muanah	Muanah	Salinan	Tidi	
4	PP.02.01	Terbatas	LKPD	Kab. Sumbawa Barat LKPD Kab. Sumbawa Barat TA 2008	Kertas Kerja Pemeriksaan (KKP) LKPD Kab. Sumbawa Barat TA 2008 Indeks B Akun Aset Tetap, Aset Lainnya, Kewajiban, Akun Belanja Modal, Belanja Pegawai, PAD dan Pendapatan Transfer	1	2009	3	7	Muanah	Muanah	Salinan	Tidi	
5	PP.02.01	Terbatas	LKPD	Kab. Sumbawa Barat LKPD Kab. Sumbawa Barat TA 2008	Kertas Kerja Pemeriksaan (KKP) LKPD Kab. Sumbawa Barat TA 2008 Indeks B Akun Belanja Pegawai, PAD dan Pendapatan Transfer	1	2009	3	7	Muanah	Muanah	Salinan	Tidi	
6	PP.02.01	Terbatas	LKPD	Kab. Sumbawa Barat LKPD Kab. Sumbawa Barat TA 2008	Kertas Kerja Pemeriksaan (KKP) LKPD Kab. Sumbawa Barat TA 2008 Indeks B Akun Belanja Modal, Belanja Barang, Belanja Bantuan, Belanja Subsidi, Hibah dan	1	2009	3	7	Muanah	Muanah	Salinan	Tidi	

Picture2. Inactive Archives List Database

## Design Shape

This was made by taking into account the arrangement of archives at the NTB Province Representative BPK Record Center. Inactive archives are stored and organized based on archive type as follows:

- Substantive Archives, namely basic archives that reflect the main tasks and functions of an agency, which differentiates one archive creator from another; And
- Facilitative Archives, namely supporting archives that reflect the agency's supporting duties and functions.

**Figure 3.** Website Menu and Submenu Flow Diagram

The main menu of the website can be explained as follows:

a. Home

Displays the home page of the website.

**Figure 4.** Website Main Menu Display

b. Substantive

Displays a list of inactive archives sourced from substantive work units (NTB I Subauditorate and NTB II Subauditorate).

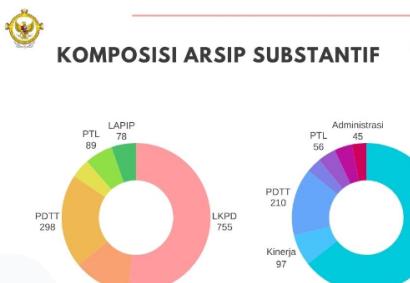
### ARSIP SUBSTANTIF

Arsip substantif merupakan arsip pokok yang mencerminkan tugas dan fungsi utama dari suatu instansi, yang membedakan antara penciptaan arsip yang satu dengan yang lain.

Bagi BPK sendiri, tugas pokok BPK adalah melaksanakan pemeriksaan keuangan negara, sehingga arsip substantif yang ada di BPK adalah arsip yang terkait dengan pelaksanaan pemeriksaan.

BPK Perwakilan Provinsi NTB memiliki 2 unit kerja di bidang Pemeriksaan, yaitu Subauditorat NTB I dan Subauditorat NTB II.

Unit Kearsipan pada BPK Perwakilan Provinsi NTB telah mengelola Arsip Substantif pada Record Centre.



**Figure 5.** Substantive Submenu Display

c. Facilitative

Displays archives sourced from facilitative work units, consisting of five work units, namely Public Relations and TU Kalan (HTUK), Human Resources (HR), Finance, Legal, and General and IT (UMTI) Subdivisions.



**Figure 6.** Facilitative Submenu Display

d. Study Archives

In this menu, the author displays a learning video introducing archives, namely the Archives Awareness Movement video sourced from the Indonesian National Archives YouTube channel. Apart from that, the author also displays learning slides on Active Records Management in order to increase the insight and knowledge of work units in managing active records received or created.

## Belajar Arsip Yuuk!



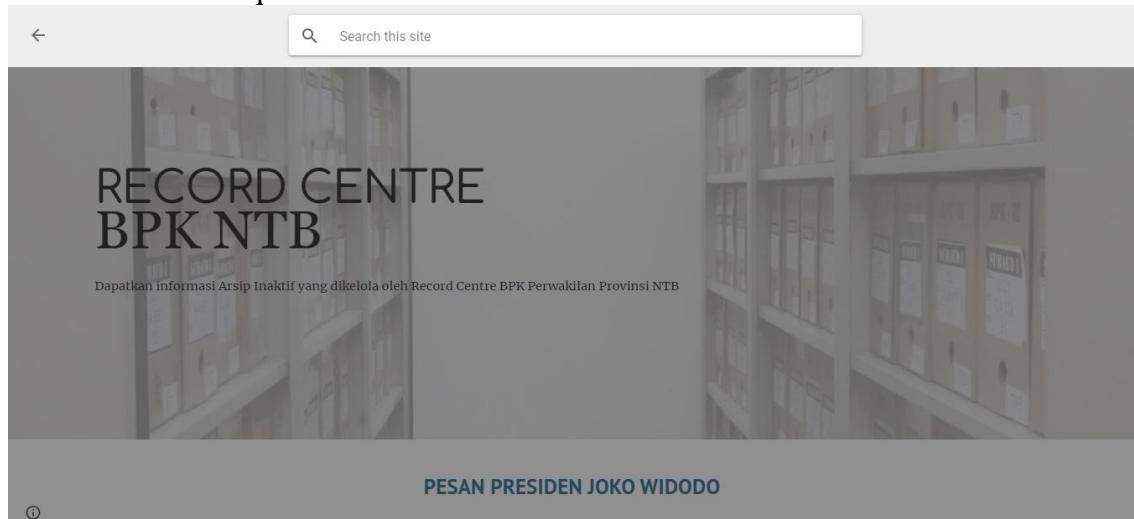
### Apa itu Arsip?

Dalam video ini akan menjelaskan apa itu arsip dan mengapa arsip itu penting untuk dikelola dengan baik.

**Figure 7.** Display of the Archive Learning Submenu

#### e. Search

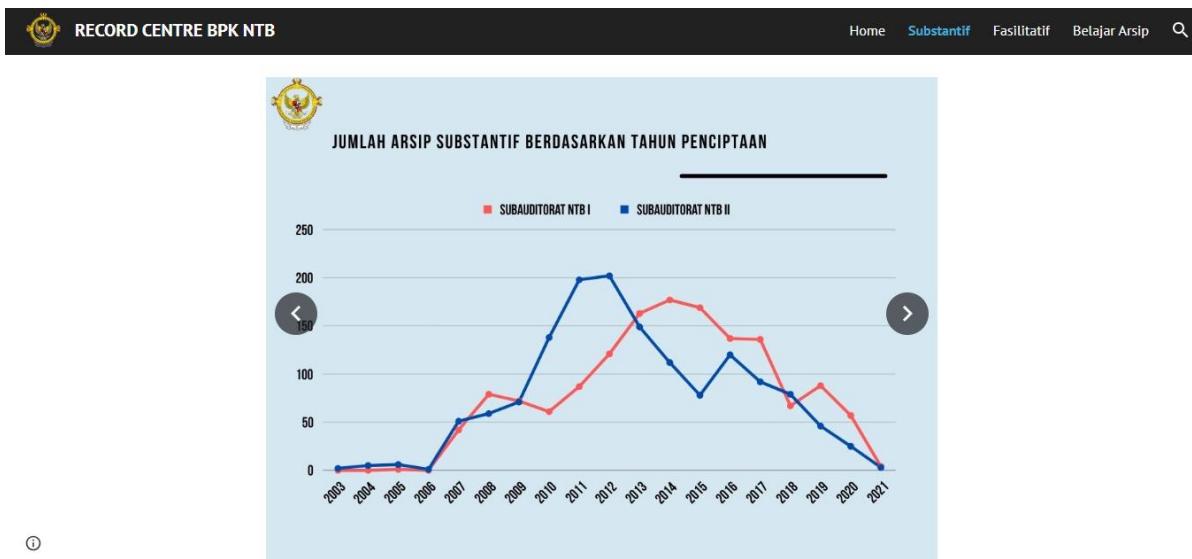
On the home page there is also a search menu (magnifying glass logo) which can be used to search for the required archive.



**Figure 8.** Search Menu Display

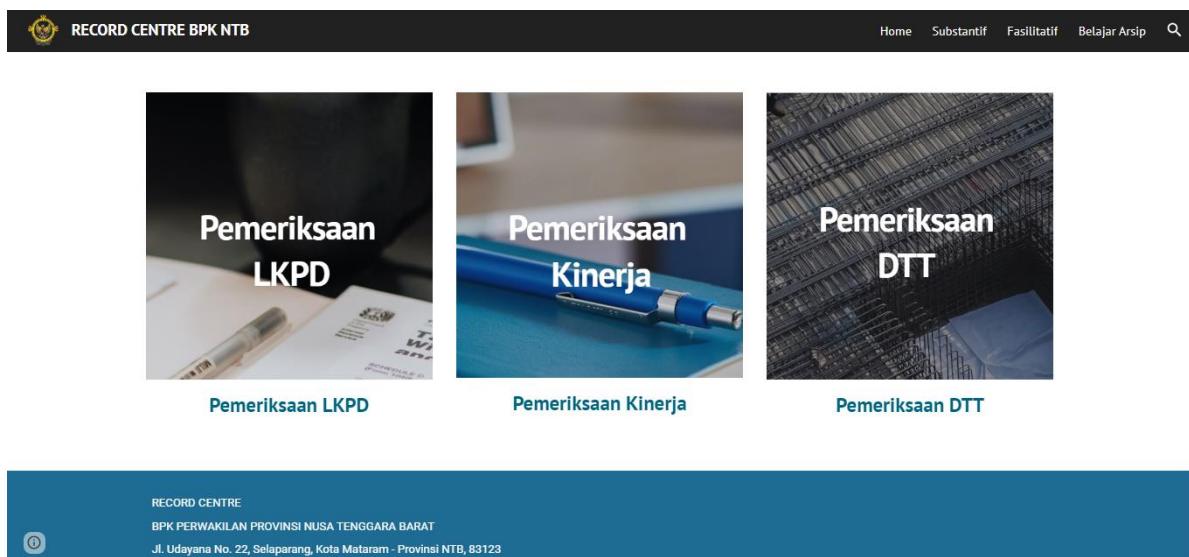
#### \_submenu Submenu

The Substantive submenu will display substantive inactive archive information contained in the Record Center.



**Figure 9.** One of the types of information displayed in the Submenu Submenu

To obtain further information on substantive archives, we can select one of the work unit names at the bottom, namely NTB I Subauditorate and NTB II Subauditorate. On the first page, this submenu displays the number of inactive records in the NTB I Subauditorate work unit according to the type of record and at the bottom there are three types of examination that can be selected:



**Figure 10.** Types of inspections in substantive work units

Next, if we select one of the inspection types it will display the inspection entity. The audit entity at the NTB I Subauditorate consists of six regional governments, namely: a. NTB Province; b. Regency. West Lombok; c. Regency. Central Lombok; d. Regency. East Lombok; e. Regency. West Sumbawa; f. Regency. North Lombok. Meanwhile, the NTB II Subauditorate consists of five audit entities, namely: a. Regency. Sumbawa; b. Regency. Dompu; c. Regency. Bima; d. Mataram City; e. Bima City. Then, when we select one of the audit entities, it will display the types of audits that have been carried out since the beginning of the audit carried out by the BPK.

The screenshot shows a table titled "Provinsi NTB" listing inspection results from 2004 to 2010. The columns are "Nama Pemeriksaan", "Jumlah Arsip", "Status Arsip", and "TL". The data is as follows:

Nama Pemeriksaan	Jumlah Arsip	Status Arsip	TL
LKPD TA 2004	- boks	Inaktif	BS
<a href="#">LKPD TA 2005</a>	1 boks	Musnah	S
<a href="#">LKPD TA 2006</a>	6 boks	Musnah	S
<a href="#">LKPD TA 2007</a>	7 boks	Musnah	BS
<a href="#">LKPD TA 2008</a>	11 boks	Musnah	S
<a href="#">LKPD TA 2009</a>	2 boks	Musnah	BS
<a href="#">LKPD TA 2010</a>	3 boks	Inaktif	RS

**Figure 11.** Display of the Inspection List carried out by the NTB Province Representative BPK

### Facilitative submenu

The Facilitative submenu displays information on facilitative inactive archives contained in the Record Center which originates from five work units, namely: Public Relations Subdivision and TU Kalan; Finance Subdivision; HR Subdivision; Legal Subdivision; and General and IT Subdivisions. On the first page, this submenu displays the number of inactive archives in the Representative Secretariat work unit. Then if we scroll down again it will display a selection of work units whose archives we want to view.

The screenshot shows three photographs of office doors with signs indicating the names of the work units:

- Subbagian Hukum**: A black sign on a door that reads "SUB BAG. HUKUM".
- Subbagian Humas dan TU Kalan**: A black sign on a door that reads "SUB BAG. HUMAS DAN TU KALAN".
- Subbagian Keuangan**: A black sign on a door that reads "SUB BAG. KEUANGAN".

**Figure 12.** Display of work units in the Facilitative Submenu

### Data display

The list of inactive archives that will be displayed in the audit work unit (NTB I Subauditorate and NTB II Subauditorate) is sourced from the list of inactive archives of NTB I Subauditorate and NTB II Subauditorate (Microsoft Excel format). Then a filter is carried out on the file to display the file names per inspection type. After that, the filter results are saved in PDF format and stored in Google Drive so they can be displayed on the website.

The screenshot shows a dark-themed website header with the logo of the BPK and the text "RECORD CENTRE BPK NTB". Below the header, the title "LKPD Provinsi NTB TA 2007" is displayed. The main content area contains a table titled "DAFTAR ARSIP INAKTIF BPK PERWAKILAN PROVINSI NTB". The table has columns for No. Urut, No. Definitif, Kode Klasifikasi, Nama Berkas, Rincian Berkas, Kurus Waktu, Retensi Akhir, Retensi Inaktif, Status Aktif Arsip, Status Seal Inaktif, and Tingkat Perkembangan. There are 10 rows of data, each corresponding to a specific document or file.

No. Urut	No. Definitif	Kode Klasifikasi	Nama Berkas	Rincian Berkas	Kurus Waktu	Retensi Akhir	Retensi Inaktif	Status Aktif Arsip	Status Seal Inaktif	Tingkat Perkembangan
1	120	PP.02.01	LAPD Prov. NTB TA. 2007	Kertas Kerja Pemeriksaan LAPPD Prov. NTB TA. 2007 Ordner 1 Ordner 2	2008	3	7	Masrah	Masrah	Selatan
2	123	PP.02.01	LAPD Prov. NTB TA. 2007	Kertas Kerja Pemeriksaan LAPD Prov. NTB TA. 2007 Ordner 3 Ordner 4 Ordner 5	2008	3	7	Masrah	Masrah	Selatan
3	124	PP.02.01	LAPD Prov. NTB TA. 2007	Kertas Kerja Pemeriksaan LAPD Prov. NTB TA. 2007 Ordner 6 Ordner 7	2008	3	7	Masrah	Masrah	Selatan
4	125	PP.02.01	LAPD Prov. NTB TA. 2007	Kertas Kerja Pemeriksaan LAPD Prov. NTB TA. 2007 Ordner 8 Ordner 9	2008	3	7	Masrah	Masrah	Selatan
5	126	PP.02.01	LAPD Prov. NTB TA. 2007	Kertas Kerja Pemeriksaan LAPD Prov. NTB TA. 2007 Ordner 10	2008	3	7	Masrah	Masrah	Selatan
6	127	PP.02.01	LAPD Prov. NTB TA. 2007	Kertas Kerja Pemeriksaan LAPD Prov. NTB TA. 2007 Ordner 11 Ordner 12 Ordner 13	2008	3	7	Masrah	Masrah	Selatan
7	128	PP.02.01	LAPD Prov. NTB TA. 2007	Kertas Kerja Pemeriksaan LAPD Prov. NTB TA. 2007 Ordner 14 Ordner 15 Ordner 16	2008	3	7	Masrah	Masrah	Selatan

**Figure 13.** Display of Substantive Inactive Archives List on the Website

The list of inactive archives that will be displayed in the Representative Secretariat work unit is sourced from the list of facilitative inactive archives (Microsoft Excel format). Then the file is filtered based on work unit to display file names per work unit. After that, the filter results are saved in PDF format and stored in Google Drive so they can be displayed on the website.

The screenshot shows a dark-themed website header with the logo of the BPK and the text "RECORD CENTRE BPK NTB". Below the header, the title "Subbagian Hukum" is displayed. The main content area contains a table titled "DAFTAR ARSIP INAKTIF BPK PERWAKILAN PROVINSI NTB Untuk Kej. Subbagian Hukum". The table has columns for No. Urut, No. Definitif, Kode Klasifikasi, Nama Berkas, Rincian Berkas, Kurus Waktu, Retensi Akhir, Retensi Inaktif, Status Aktif Arsip, Status Seal Inaktif, and Tingkat Perkembangan. There are 7 rows of data, each corresponding to a specific document or file.

No. Urut	No. Definitif	Kode Klasifikasi	Nama Berkas	Rincian Berkas	Kurus Waktu	Retensi Akhir	Retensi Inaktif	Status Aktif Arsip	Status Seal Inaktif	Tingkat Perkembangan
1	1851	RRA-KL	RRA-KL, 2014 (2)		2014	1	4	Masrah	Inaktif	Kop
2	1861	RRA-KL	RRA-KL, 2014 (2) Pengarahan Hukum	Pengarahan Hukum	2014	1	4	Masrah	Inaktif	Kop
3	1867		Pengarahan Hukum		2011	6	5	Masrah	Inaktif	Ari
4	1868		Surat Keputusan	Surat Keputusan dan ID Kalin Pengarahan	2008	1	3	Masrah	Inaktif	Kop
5	1869		Durat Keluar	Durat Keluar 2008	2008	1	2	Masrah	Masrah	Kop
6	1870		Durat Keluar	Durat Keluar 2010 (1)	2010	1	2	Masrah	Masrah	Kop
7	1881		Kawedekop	Kawedekop 2011 Kliping Berita 2010 s.d April 2011 Rapat Koordinasi 2010 Surat Keluar 2011 (1) Surat Keluar 2011 (2)	2011			Masrah	Masrah	Ari
				[1] Surat Keputusan SK DAN D3 [2] Tambah Hukum (Surat Ketua Nota Ditetap)	2010			Masrah	Inaktif	Ari

**Figure 14.** Display of Facilitative Inactive Archives List on the Website

#### 4. CONCLUSION

Archives have a very important role in carrying out the duties and functions of the BPK. As a state institution that has the task of examining the management and responsibility of state finances, the implementation of the BPK's duties and functions is closely related to archives, both from documents received and from reports produced. This requires the BPK, as mandated by statutory regulations, to be able to manage the archives within its organization so that the archives have useful value and are appropriate so that they can become the basis for organizational decision making now and in the future. Presenting archival information on the NTB Province Representative BPK Record Center website is one of the efforts that can be made to provide information that is more interesting, informative and easily accessible. This research aims to produce archival information media through Google Sites that is more informative, interesting

and easily accessible for users within the BPK Representative Office of West Nusa Tenggara Province. From the results of the research that has been carried out, located at the NTB Province Representative BPK, a website product was created, which can be used and operated well by users within the West Nusa Tenggara Province Representative BPK environment. With this media, it is hoped that the archival function in assisting decision making by government organizations can be achieved.

Based on the results of the website design created, the author realizes that there are still many limitations and shortcomings in the results of this work. However, the author hopes that this website can make a useful contribution to the BPK, especially the NTB Provincial Representative, in managing archives. Apart from that, this website could be the beginning of the use of information technology in other archival fields, such as the management of active archives and vital archives, so that archives can be accessed more easily and are more informative with an attractive appearance for users.

## 5. ACKNOWLEDGEMENT

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