

Public Documentation Repository System to Support Accountable Government Process

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Ringkasan

Disposition is the process of distributing files that get in a public corporation, and then proceed to the next stage. With the computerized disposition system is expected to monitor and discover traces of the file process. And with this system, the public corporations can do their duties which is accordance with government regulation. Then a public corporation can be more transparent and faster in serving the people who ask and need information about the letter which they ever send before. This approach also a solution for implementing the Freedom of Information Act, UU No. 14 2008.

Keywords : Freedom of Information Act, disposition system, workflow

1 Introduction

Beasiswa Unggulan is a part of the Ministry of Education and Culture, and has the duty to manage and award scholarships. Scholarship are funded by government, and it is designed for the best students in the whole of Indonesia. In managing the scholarships, Beasiswa Unggulan faces a serious problem with the incoming mail file. Incoming mails have to disposed to the divisions in Beasiswa Unggulan. Disposition is the process of distributing a file that get into the corporation, to process to the next step. Disposition process in Beasiswa Unggulan is still performed manually. It is far from a computerized process. It is happen many time that there are missing file because it is tucked, and this is became one of the problems in Beasiswa Unggulan.

In addition, government reformation in Indonesia has changed the politic and government system. It is marked by good and responsible governance demands, and requires the application of the principles of accountability, transparency, and public participation in any public policy. Where accountability itself is a realization of the duty of every public corporation to responsibility actions and results in the execution of its duties as mandated by the legislation in force.

Based on the problem which appears in Beasiswa Unggulan, as well as the demands of gov-

ernance, a computer based system for managing Beasiswa Unggulan is a must.. Especially for disposition and documentation repository system in Beasiswa Unggulan. Otherwise it is difficult to fulfill the Freedom of Public Information Act.

2 Related Regulations

The most problems often found in a corporation that related with administrative issues that are pleasing to the correspondence, especially often the loss off incoming mail, the mail tucked, there are no recap of mails and many more. So it will disrupt services at the corporation. Mail is what's written, typed, or printed contents anything according to the destination by the author. Disposition is the process of distributing a file that get into the corporation, to proceed to the next step. Disposition is also a brief instructions on follow-up (completion) of a deal or incoming mail. Disposition made by the chief to subordinate staff.

According to the Freedom of Public Information Act, government bodies should report regularly, how many request that they receive. How fast they response into the inquiries. Futhermore, there is a time limitation that a government bodies should provide answer of an inquiry from public. Without an automatic computer based system, to fulfill the Freedom of Public Information Act is very difficult.

The management, organization and operating of government bodies are required to follow the regulations. Beasiswa Unggulan is in a category of public corporation, in carrying out the duties must follow the rules for public corporation. Undang-undang No. 14 Tahun 2008 tentang Keterbukaan Informasi Publik abbreviated as UU KIP (Freedom of Information Act) is the legislation which explain that disclosure of public information is a means to optimize public supervision of the polity activities and other public corporation and everything that resulted in the public interest. In Article 3 of that legislation, it can be seen the purpose of UU KIP, namely:

- ensure the right of citizens to know the plans of public policy, public policy programs, and public decision-making processes, as well as the reason for making a public decision;
- encourage public participation in public policy making process;
- increase the community's active role in public policy-making and management of the public corporation for goodness;
- realize good governance, namely a transparent, effective and efficient, and accountable;
- know the reasons of public policy affecting the lives of many people;
- develop knowledge and for educating people, and / or
- improve management and information services within the public corporation to produce quality information services.

From that purpose is expected to realize management and information services at the public corporation. And it is expected to generate transparency for the people and other relevant elements.

Undang-undang No. 43 tahun 2009 tentang Kearsipan contains a lot of things about the archives, one of them is the diminution archives. In Article 1 explained that the diminution of the archive is through reducing the number of archives by transfer of inactive archives from processing unit to storage unit, removing archives that have no value to, and delivery of static files to the storage. Later, the Article No. 1 in UU No. 43/2009 also described the kinds of files, such as:

- Dynamic archive is which used directly in the activities of the creator of the archive and stored for a certain period.
- Active archive is an archive with high frequency of use and / or continuous.
- Archive inactive is an archive which the frequency of use has decreased.

- Static archive is generated by archives creator because it has historical value, have exhausted their retention, and has permanent certification which is verified either directly or indirectly by the National Archives of the Republic of Indonesia and / or archival institutions.

Dynamic archive may consist of active archive and inactive archive. Active archive is an archive that is still in use, or high frequency of use. Whereas an inactive archive is an archive that are not used anymore, or the frequency use has decreased.

3 Aligning System with Regulations

Beasiswa Unggulan service covers all Indonesian students from S1 to S3, both study inside or outside the country. For that a lot of students who sign scholarship through online or post. There are high number of letters or document sent into Beasiswa Unggulan, that letter can be a scholarship application letters, invitations, and ect. Every incoming mails to Beasiswa Unggulan is still handled manually, all incoming mail first recorded in the worksheet. Here are the steps that occur for handling any incoming documents/letters in Beasiswa Unggulan:

1. Incoming documents/letters get into Beasiswa Unggulan by post or delivered directly by the sender.
2. Every incoming document is opened one by one by the operator and then recorded.
3. The data recorded is among other things, the mail sender's name, address, subject, date of entry, and to whom the mail will be disposed.
4. Then the operator report to the head of bureau, the incoming mails. Usually the head of bureau give a short message to a few mails, so the process of the mail in accordance with his directions.
5. After the mail is attached disposition sheet by the operator. In this disposition sheet contained the short messages which is related to the mail, and to whom this letter will be distributed.
6. Mails received by Beasiswa Unggulan staff are then processed.
7. After processing the mail, it can be distributed or given to other staff for further processing.
8. If there are no more processes that need to be performed, letters will be stored in the physical folder (in Indonesia people called

the physical folder as *Bantex*), and the bantex is placed in the cabinet.

All steps are performed manually. And data recorded by operator, carried on the spreadsheet. And a short message for disposition, just written on the disposition sheet only, no other device or record store. In performing this activities, there are some problems that occur in Beasiswa Unggulan. This is because the administration is not fully computerized done, some of these problems include:

- Every incoming mail to Beasiswa Unggulan are not recorded in the database.
- Frequently incoming mail is lost because it is tucked.
- Not traceable the process of incoming mail.
- In each bantex, there is no information about contents in that bantex, as well as cabinets. Therefore, finding the physical documents is a mundane task.

After observation and analysis, there are some regulatory policies that have not been implemented by Beasiswa Unggulan. Yet the implementation of these legislation, it will have an impact on the activities are carried by Beasiswa Unggulan. The effects are problems that are found in the observations. So that public corporation need to make adaption to the legislation, and these issues can be resolved soon. The things that need to be adjusted by Beasiswa Unggulan are as follows:

- **Category of Archives.** Beasiswa Unggulan has not categorized in its archives which are included in the active archive and inactive archive. Existing archives can be mixed and not arranged neatly, so many mails is missing because tucked. For that Beasiswa Unggulan need a system that handles incoming mail, and the system can also categorize the active archive and inactive archive. And Beasiswa Unggulan can remove archive which is inactive archive.
- **Disposition System.** Disposition system or distribution of incoming mail has not been done in computerized, and can lead to missing files or tucked. So that it is contrary to the legislation that requires the Archives to preserve and maintain the archive, and create a system that handles archives.

4 System Architecture

By adapting Beasiswa Unggulan with legislations, so it is viewed what should be there or be adapted in the system to be created.

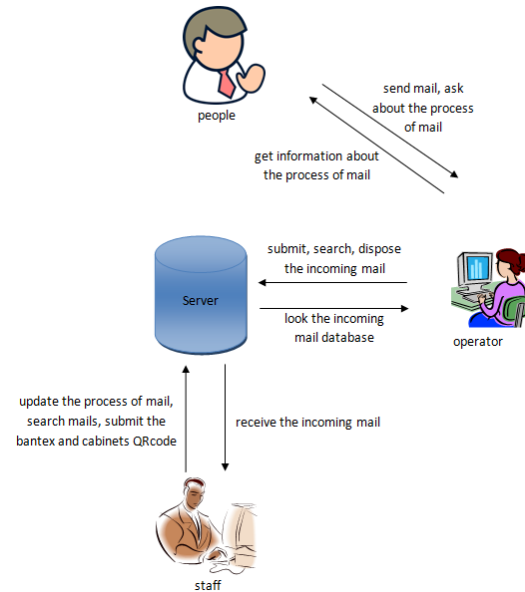


Figure 1: System Architecture

The architecture system shows how the flow of the system is running. All started from the people, they send a mail to Beasiswa Unggulan and it will be recorded and disposed by operator. After that the staff in Beasiswa Unggulan will receive incoming mail that have been submit. And staff can carry out the process to update the status of the mail and submit the bantex and cabinets QRcode. The people can ask questions about the mail which they have given. Then operator will search and see the status of the mail, and provide that information to the people.

To link the physical documents with electronics data, the QRcode (2 dimensional bar code) is employed. QRcode (abbreviated from Quick Response Code) is the trademark for a type of matrix barcode first designed for the automotive industry in Japan. The information encoded by a QRcode may be made up of four standardized types of data (numeric, alphanumeric, byte / binary, Kanji) or, through supported extensions, virtually any type of data. A QRcode consists of black modules (square dots) arranged in a square grid on a white background, which can be read by an imaging device such as a camera.



Figure 2: QRcode

Using the QRcode, all documents received by Beasiswa Unggulan, will be added with QRcode. Therefore, to find the physical documents, which are required as the legal evidence is easier, rather

than only write the data from the document into the electronic form. Furthermore, to know what inside a pile of documents, it can be performed by scanning the QRcode which is stucked on the physial folder book of documents.

as print the bantex or cabinets QRCode, and remove the archive or mail that are not used. In the disposition mail, the staff or operator can write the disposition short message. So that those who receive a mail can get information that helps the process of the mail.

5 Designed System

Disposition system is used to distribute incoming mail or dispose incoming mail in Beasiswa Unggulan. Users in this system are the operator and staff.

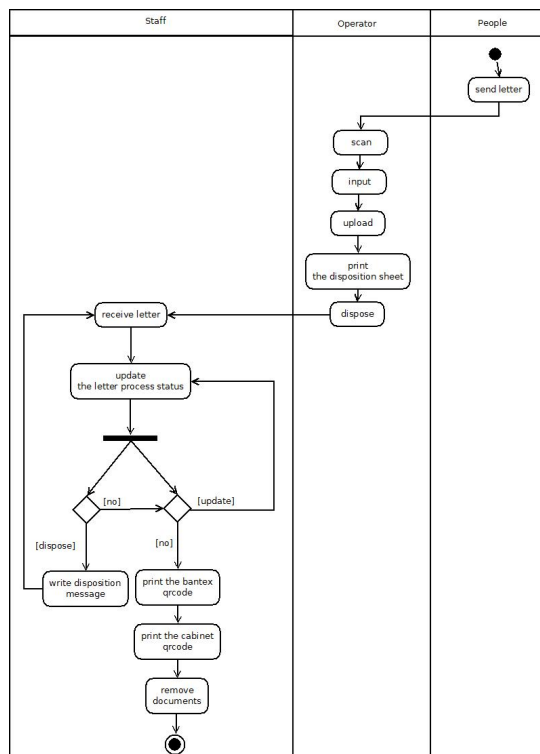


Figure 3: Activity Diagram of System

This system begin from the people, the people send a mail to Beasiswa Unggulan through the post or delivered in person. Then the mail is scanned, recorded, and then uploaded by the operator. After that the operator will print QR-Code from the mail, which was then taped to the top of the mail. After that it can be distributed or disposed to staff.

Staff will receive incoming mail that has been disposed by operator. The staff can read and update the status of the mail, until the final status process if no longer relevant processes. If there is no process to the mail, the staff can print the bantex QRCode to put that mail in bantex, and submit the cabinet QRCode to put bantex in the cabinet.

After updating the status of the mail, the staff can dispose again to the other staff so that the mail can be processed further. And that staff are also able to do the same thing as the previous staff

6 Implemented System

In this system the operator must submit data from any incoming mail to Beasiswa Unggulan. That field of data are the date of entry, name of sender, address, subject, category of scholarships, the name of the staff who will receive disposition, mail description, and soft copy of the mail that has been scanned.

Input Surat

Tanggal Surat Masuk : 2013-09-16 11:10:43

Nama Pengirim : Kelly

Jln Mandiri, Kota Ramai

Alamat Pengirim :

Perihal : permohonan beasiswa

Kategori : Subsidi Luar Negeri

Disposisikan ke : teguh

Rekomendasi : Rektor Univ Tinggi

Keterangan : persyaratan sudah lengkap

File : Browse ~hh8843.pdf

Submit Reset

Figure 4: Input Page

LEMBAR DISPOSISI SURAT
PROGRAM BEASISWA UNGGULAN


NOMOR AGENDA	TANGGAL AGENDA	SIFAT SURAT	
		<input type="checkbox"/> Rahasia	
		<input type="checkbox"/> Penting	
		<input type="checkbox"/> Segera	
Nomor Surat :	Tanggal Surat :		
Asal Surat :	Perihal :		
DITERUSKAN KEPADA :	ISI DISPOSISI	CATATAN TAMBAHAN	
Yth. Bapak/Tbu Riska Yth. Bapak/Tbu Anggie Yth. Bapak/Tbu Pak AB Yth. Bapak/Tbu wulan Yth. Bapak/Tbu Teguh Dwi Putra Yth. Bapak/Tbu alya Yth. Bapak/Tbu letna sahasra	a. Proses sesuai prosedur b. SK Kan c. Pelajari (Seleksi) d. Perbaiki e. Buat undangan f. Untuk digunakan/ditindaklanjuti g. Hadiri/wakili/mendampingi h. Untuk diketahui/diperhatikan i. Cek status/perkembangan j. Laporkan k. Adakan rapat l. Koordinasikan dengan.....		
Keterangan :	a. Catat/jadwalkan/ingatikan b. Kirimkan segera c. Copy/Arsip		

Figure 5: Disposition Sheet

After submitting, it will show a disposition sheet, as an introduction letter for staff. In the disposition sheet contained the QRCode of ID number from mail to help in the search. After disposed by operator, the file of the mail will be addressed at the staff table. While the data from the letter can be viewed in the Inbox page by staff. From the Inbox page, staff can view the full contents of the mail which is selected. The staff can also update the status of the selected mails, and dispose back to other staff.

If there is no more process to the mail, the staff can put the mails that have been processed into the bantex. These activities can be done on the page bantex. Staff pick letters or files that will be included in BANTEX, then click submit. After that, it will show QRCode of bantex which is containing the ID numbers of mail that is inserted into the bantex. QRCode can be printed by staff and placed on the real bantex, so by scanning the QRCode, staff can see what the bantex contents without having to open it.

Pilih Berkas

Anda login sebagai dian !
Database Bantex

No	Tanggal Surat Masuk	Nama Pengirim	Alamat Pengirim	Perihal	Kategori	Pendisposisi	Status	Pilih
1	11 Juni 2013	Zahara	Jl. Cerah No. 6, Ds. Suka Maju	Pengajuan Beasiswa	Mandiri	risika	berkas diterima	<input type="checkbox"/>
2	09 Juni 2013	Banu	Jl. Kenangan RT 07/03, Lombok	Kontrak Beasiswa	Mandiri	risika	berkas diterima	<input type="checkbox"/>
3	16 Juni 2013	Pipi Melati	Perum Sogaraya No. 517, Bandung	Koran ISR	Mandiri	risika	berkas diterima	<input type="checkbox"/>

1

Figure 6: Submission Page Folder

7 Conclusion

This system can perform activities disposition of incoming mail in Beasiswa Unggulan. Starting from uploading incoming mail, disposition, updating the status of the mail process, storage in bantex and cabinets, and removing unused files. By using this system, Beasiswa Unggulan can know the status of the mail, and determine the storage location of the mail.

The system is designed to follow the guideline from Freedom of Information Act, and Archiving Act.

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