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## PRESERVATION OF FAMILY ARCHIVES IN THE ERA OF INFORMATION TECHNOLOGY

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### ARTICLE INFO

*Article history:*

Received: 12 May 2022

Accepted: 2 Jun 2022

Published: 17 Jun 2022

*Keyword:*

Preservation, family  
archives, information  
technology

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### ABSTRACT

Family records are an important asset owned by the family. However, there are still many families who do not understand the importance of archives so they do not carry out archive preservation properly. Whereas today's preservation can be done more practically and easily with digital devices such as computers. Preservation is done by digitizing family archives using a scanner which is then stored on a computer device. Before that, family archives were classified by type to facilitate retrieval.

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### INTRODUCTION

Archives are records of an event or events that occurred at a certain time in various forms/media. Apart from being information, archives are very important for an event as well as evidence of accountability for an activity (Rifauddin, 2016). Archives are not only in the form of documents but can also be in the form of videos. Often archives are considered unimportant by most people. Archives are essential items that must be maintained, especially vital archives. Speaking of critical archives, in our daily lives, we have encountered examples of vital archives or ordinary archives. The archive is a family file. Family archives are all forms of archives that are stored and managed in the family. The existence of family archives is an important asset for the survival of the household and the state. Examples of family archives are Identity Cards, Family Cards, diplomas, land certificates, Land and Building Tax Letters, and others.

The family archives are not only useful as information or evidence but also serve as administrative requirements for participating in certain activities or

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programs. Moreover, a diploma is an example of a vital archive. Vital archives are archives whose existence cannot be updated or if not there are damaged or lost (Muslichah, 2016). The certificate will be used to apply for jobs. The role of the diploma is as proof of the workplace being applied for that the applicant has completed formal education in a particular school or major. The importance of these family archives, it is very necessary to pay attention to the durability and durability of these archives so that they can last forever. To care for and prevent damage to family archives, it is necessary to preserve family archives.

Preservation is a series of management that regulates all matters relating to the prevention of damage and maintenance of records starting from the procedures, and methods used, to the necessary funds. In terms of library materials, preservation is all activities to preserve library materials with managerial considerations (Fatmawati, 2018). If it is applied to the archive, it becomes all activities to preserve the archive. In general, the meaning of the word preservation is preservation. Therefore, the meaning of preservation activities is very broad. Preservation is done in various ways and methods. Many choices of methods can be used for the preservation of family archives. Of course, taking into account many things including the type of archive, the type of material, and also the cost. Preservation itself is also still divided into two, namely preservation and restorative preservation (Wardhani, 2021).

Currently, the world has advanced with the existence of information technology that can facilitate all human work. Anything today can be done quickly and easily. The development of information technology has affected all aspects of life. Including affecting the archives. All activities related to archives are currently facilitated by the existence of information technology, including preservation. Archive preservation activities that used to be done manually and took a long time can now be faster. The existence of information technology also adds to the choice of methods/methods for preservation.

Utilizing information technology for preservation will also be more practical, especially if it is applied to family archives. We can do the preservation independently, but with a note that we must comply with the rules. Therefore, in this paper, we will discuss the preservation of family archives in the information technology era.

## **DISCUSSION**

A previous study from (Susanti et al., 2020) stated that many people do not understand the proper management and preservation of archives. He conducted interviews and direct observations with the community of RW Punukan, Wates Village, Wates District, Kulon Progo Regency, D.I. Yogyakarta about how they do preservation and management of family archives. After that, the result is that the actual people in the area know what a family file is, but they don't yet have the awareness to properly care for and manage their family files. Whereas family archives have an important value, because as administrative evidence and evidence of individual identity in society and their position in the eyes of the state. The family archives in Punukan Hamlet are not stored with a certain classification system such as alphabetically or by date but based on the head of the family. Because in one house

there are usually two heads of the family if the child is married and has not lived apart from his parents.

Studies on archive management have been carried out in Punukan Hamlet before, to be precise in 2018 and 2019. In 2018, the focus focused on conventional archive management, while in 2019 it was more on digitizing archives or transferring archives from conventional to digital (Susanti et al., 2020). Digitizing archives is one of the efforts or ways that can be done for archive preservation. The purpose of preservation or preservation of archives is so that archives can last as long as possible to continue to take advantage of their use-value in life. Especially in the current era of information technology where there are many tools available that can help in the process of digitizing archives.

The more records that are created in a family, the higher the level of urgency of archive preservation. In a family, archives can be created from activities such as weddings that produce marriage books and family cards. The occurrence of the birth of a baby in a family creates a birth certificate and there are many other examples (Suliyati, 2019). A study was conducted on 50 families with details of 30 families from the upper-middle class and 20 families from the lower middle class. The result is that there are more families from the records of upper-middle-class families than those from lower-middle-class families. This happens because upper-class families are more aware of the existence of family archives as important objects. However, it can be seen that the public's concern for archives and their preservation is still quite minimal.

### **Information Technology in Archives**

As we know, information technology in the current era is very helpful in human work in the field of life, one of which is the field of archives. Technological developments bring things that were not there before. What used to be traditional has become all digital. Examples are digital archives, digital collections, digital libraries, digital newspapers, and others (Hakim, 2015). Information technology in the field of archives is very helpful in terms of management, storage, and preservation.

However, there are still many people who do not understand how to use information technology for archival purposes. Most still manage and store archives conventionally. In addition, the archive factor is indeed still in print, so preservation is also done conventionally. Preservation is carried out not only to maintain after it is completed, but archive storage properly also includes preservation efforts.

The use of information technology to manage and preserve archives will facilitate its implementation. However, before that, you must first understand how to use technology for archives. If it is a government or private agency, perhaps most of the human resources already understand and apply information technology in managing archives. This is because, nowadays, it has become a trend to transfer printed archives into digital form and then manage them in a certain system on a computer device.

Nowadays information spreads very quickly because of information technology. Any type of service will also be faster and more precise. This makes people also need fast archive services using information technology. Archive management using information technology in the form of electronic media is called the Electronic Filing System (Rifauddin, 2016). In addition to making management

easier, by using electronic media, archive retrieval is also faster and easier. No need to search manually.

Computers do help in managing archives, but it cannot be denied that operating a computer also requires humans because computers cannot operate on their own. Therefore, it takes human resources who understand the use of information technology, especially computers.

### **Family Archives and Functions**

The importance of the position of archives in a family must be understood and understood by all levels of society. It doesn't matter from the top or bottom. The small or large number of family archives must maintain the physical condition and information content in it. The types of family records are many and varied because of the many different administrative activities that can create family records. In preserving family archives, it is very necessary to know the types of archives in the family. It aims to be able to choose the right method in archival preservation.

Each archive has its function. This is in line with the use-value of different archives. The different functions in each family archive are a strong reason why archives need to be categorized before preservation is carried out. There are several family files needed almost daily or in categories often used. On the other hand, some family archives are rarely used and are kept longer. The following are types of family files.

#### *1. Identity Card*

An identity card is proof that an individual has been included in the list of residents of a country. Identity Cards are obtained when a person is 17 years old. The Identity Card itself contains important personal information from an individual. Such information includes full name, residence number, place, date of birth, gender, home address, religion, marital status, occupation, and citizenship. In addition, there are also photos, signatures, and thumbprints that contain fingerprints. Identity Cards are usually used to leverage applications such as OVO, Shopee, and train tickets. The National Identity Card will also be needed when registering for the driving test. Because as proof that the person is already 17 years old, he is allowed to register for the driving test.

#### *2. Family Card*

A family Card is a family archive that contains data about the family starting from a list of family members' names, population identification number, name of the head of the family, date of birth of each family member, relationships among family members, and parents' names. The Family Card works as proof of a legal relationship in a family that has been recognized and ratified by the state. KK is used to register when making an Identity Card, registering for schools, and others.

#### *3. Birth Certificate*

A birth certificate is an archive that is created when birth occurs in a family. Birth certificates are created for proof of birth as well as accurate proof of the relationship between the child and his parents. The birth certificate contains information on the child such as the certificate number, full name, date of birth, how many children from parents, and the name of the civil registration office from the district/city where he was born. Birth certificates are needed when registering

for school or college for student/student data later when they study at certain educational institutions.

#### 4. *Driving License*

A driver's license is proof that a person is 17 years old, has an ID card, and has also passed the driving test. This means that the person is allowed to drive a motorized vehicle on the highway.

#### 5. *Diploma*

A diploma is created when a person has completed his education at a certain level such as kindergarten, elementary, junior high, high school, and college. The diploma will be useful as the main document when applying for certain jobs. Usually, it must also be accompanied by a transcript of the person's last education. A diploma is also one of the documents that must be present when applying to a higher level of education.

#### 6. *Land and Building Tax Letter*

Land and Building Tax Letter is a letter containing the nominal amount of tax payable in one year. The function of the Land and Building Tax Letter is as a document showing the nominal amount of tax that must be paid within a predetermined time. A tax letter is also usually attached when re-registering at a university to determine the amount of the student's re-registration fee.

#### 7. *Land Certificate*

The land certificate is a letter that is proof of a person's ownership of a plot of land in a certain area. In addition to proof of ownership, it is also proof that the owner of the land has the right to manage and use the land according to his wishes. This land certificate is a very important family file and should not be lost/damaged. Because if things happen that are not desirable, such as accusations of using someone's land or other things, a land certificate can be the most accurate evidence.

### **Preservation of Family Archives in the Age of Information Technology**

Family archives are very important in life for administrative purposes or other things. Previously we have discussed family archives and their respective functions. Each family file has its benefits, but some things are related to each other. So, a family file must be created first if you want to create another file. The archives are identity cards and family cards. Before making an identity card, a person must first submit a family card to the relevant party. Family files are also useful for evidence if you want to create other files. For example, when applying for a driver's license, you must first show your identity card as proof that someone is 17 years old or older.

Therefore, it is very important information and values of family archives contained in it for the survival of society and the state. Therefore, the preservation of family archives is an activity that must be carried out to keep the archives sustainable and can be used as long as possible. In the past, archive preservation could only be done manually (conventionally). Because before entering the era of information technology, there were no digital archives, everything was still in the form of printed documents.

Preservation is carried out not only so that family records are not damaged, but also for other purposes. The purpose of archival preservation according to (Nufus, 2017) is to protect and protect the use-value and information in archival documents,

to save and maintain the physical condition of archives and save archive storage space, and to facilitate the retrieval of information from archives.

To achieve this goal, it is possible to choose two preservation events as needed, which include preventive and curative preservation. Preventive preservation is done before the archive is damaged (prevention). Preservation prevention activities include setting the temperature and temperature of the archive storage room and selecting the archive storage area, then cleaning the storage room regularly and performing fumigation.

Even though precautions have been taken as mentioned above, archive damage cannot be completely avoided. Therefore it is necessary to prevent any efforts will still be inferior to environmental and natural conditions. Therefore, to repair damaged archives, curative preservation is carried out. Curative preservation activities include Lamination, Encapsulation, Joining, and Binding

All of these activities are conventional archive preservation activities. Archives including family archives in the current era of information technology are preserved digitally. The transfer of archival forms from print to electronic is referred to as archive digitization. Electronic archives are currently a trend in the archives field. In addition to the remaining space, it is also more practical in the meeting and storage process. Especially now that apart from computers, there are more devices such as laptops and cell phones. This hardware can be used to store archives independently in a family environment.

Before preserving family archives independently, make sure you have hardware such as a computer or laptop. In addition, a scan tool is needed (scanner). It does require a fairly inexpensive cost. However, the process will be faster and save space later. Furthermore, it should also be noted that the storage of family archives should be done by classifying them by type. This is done so that the archive can be found easily and also structured. The classification can be done as follows.

**Table 1. Classification of Family Archives**

No.	Jenis Arsip	Archive
1	Finance	<ul style="list-style-type: none"> <li>- Bank account's book</li> <li>- Proof of payment</li> <li>- Guarantee card</li> </ul>
2	Education and Awards	<ul style="list-style-type: none"> <li>- Certificate/diploma</li> <li>- learning evaluation results</li> <li>- Transcript of learning scores</li> <li>- Charter/certificate</li> </ul>
3	Transportation	<ul style="list-style-type: none"> <li>- Passport</li> <li>- Vehicle registration certificate</li> <li>- Driving license</li> </ul>

4	Family Data	<ul style="list-style-type: none"> <li>· Identity card</li> <li>· Family card</li> <li>· Birth certificate</li> <li>· Marriage book</li> </ul>
5	Building	<ul style="list-style-type: none"> <li>· Land Ownership Certificate</li> <li>· Land and Building Tax Letter</li> </ul>

Source: personal document

Classification of family archives can be done as in the table above. In the table, there are 5 simple classifications ranging from finance, education and awards, transportation, family data, and buildings. After classification, the next step is the process of digitizing family archives. Digitization is done by scanning all types of family archives. Then, the scan results will be saved on a computer or laptop device. In the device later, a folder is created based on the 5 types of classification so that family archives are more structured and easy to retrieve.

Preservation by utilizing electronic devices is indeed very effective. However, the physical or printed form of the family file may not be discarded. It must also be stored properly and properly. Because, although modern has entered the era of information technology which is all-around and digital, family archives in printed form are still needed. This form of digitizing aims to keep the information in the family archives awake and easy to find if at any time the form files are lost or it is difficult to find the whereabouts of the family. In addition to keeping the information in family archives, digitizing family archives is also useful if when applying for work or school you need digital attachments from family archive documents.

## CONCLUSION

The existence of information technology today greatly affects the archives field. Everything such as archive preservation activities using digital devices. Many forms of archival documents that used to be now have been converted into digital media. Family archives are important assets owned by all families from any background. Each archive has its function and is related to each other. Knowing the importance of family archives, it is necessary to preserve the information so that family archives are maintained and can be used for a long time. In the era of information technology, conservation activities are carried out by utilizing digital devices such as computers and laptops. Because most people already have these devices, the preservation of family archives can be done independently.

Before their preservation, family archives were classified by type to make them more structured and easier for retrieval. After the classification is done, the next step is the digitization process by scanning the printed archive and then storing it on a computer device. This is done so that family archive information is still there whenever needed. Because often, when you need information in the family file, you have to look for the printed file and this takes a long time.

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