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■ *Digital Financial Archive Management and Its Supporting Factors at the Faculty of Law Universitas Gadjah Mada*

Rina Astuti & Dwiatmodjo Budi Setyarto

■ *Prokrastinasi Akademik Mahasiswa Program Studi Administrasi Perkantoran ASM Marsudirini Santa Maria Yogyakarta*

P. Tri Anung Sutanto

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■ *Paham Dasar Brand Identity dalam Pembentukan Brand Positioning*

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■ *Pengaruh Perubahan Geopolitik Dunia terhadap Relevansi Wawasan Nusantara*

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DAFTAR ISI

Dewan Redaksi

Daftar Isi

<i>Digital Financial Archive Management And Its Supporting Factors At The Faculty Of Law, Universitas Gadjah Mada.....</i>	1
Rina Astuti & Dwiatmodjo Budi Setyarto	
Prokrastinasi Akademik Mahasiswa Program Studi Administrasi Perkantoran ASM Marsudirini Santa Maria Yogyakarta	10
P. Tri Anung Sutanto	
Pendidikan Karakter Melalui Pembiasaan Dan Pembelajaran Di Sekolah Marsudirini.	20
Sr. M. Innoceline OSF	
Pengurusan Surat Masuk Di Badan Kepegawaian, Pendidikan, Dan Pelatihan Daerah (Bkppd) Kabupaten Magelang.....	31
Seicilia Eka Wulandari & Subiyantoro	
Paham Dasar <i>Brand Identity</i> Dalam Pembentukan <i>Brand Positioning</i>	50
Yulius Pribadi	
Pengaruh Perubahan Geopolitik Dunia Terhadap Relevansi Wawasan Nusantara	62
Mateus Susanto	

DIGITAL FINANCIAL ARCHIVE MANAGEMENT AND ITS SUPPORTING FACTORS AT THE FACULTY OF LAW, UNIVERSITAS GADJAH MADA

Rina Astuti & Dwiatmodjo Budi Setyarto

Abstrak

Penelitian ini bertujuan untuk mendeskripsikan proses pengelolaan arsip keuangan digital serta mengidentifikasi faktor-faktor pendukung yang memengaruhi pelaksanaannya di Fakultas Hukum Universitas Gadjah Mada. Penelitian menggunakan pendekatan kualitatif dengan desain deskriptif untuk memperoleh pemahaman mendalam mengenai praktik pengelolaan arsip dalam konteks organisasi. Pengumpulan data dilakukan melalui wawancara, observasi partisipasi, dan dokumentasi. Data dianalisis menggunakan teknik analisis data kualitatif yang meliputi reduksi data, penyajian data, dan penarikan kesimpulan. Hasil penelitian menunjukkan bahwa pengelolaan arsip keuangan digital di Fakultas Hukum Universitas Gadjah Mada mencakup tahapan penciptaan, penyimpanan, penemuan kembali, dan pemeliharaan arsip. Arsip keuangan digital dimanfaatkan secara aktif untuk mendukung administrasi keuangan, pelaporan, serta pertanggungjawaban institusi. Namun demikian, pelaksanaan pengelolaan arsip keuangan digital belum sepenuhnya optimal akibat keterbatasan kompetensi pengelola arsip dan kondisi fasilitas pendukung yang belum memadai. Penelitian ini menyimpulkan bahwa pengelolaan arsip keuangan digital secara umum telah memenuhi kebutuhan organisasi, tetapi masih memerlukan peningkatan, khususnya pada aspek kapasitas sumber daya manusia dan infrastruktur pendukung, guna meningkatkan efektivitas dan efisiensi pengelolaan arsip. Temuan penelitian ini memberikan gambaran empiris mengenai praktik pengelolaan arsip keuangan digital serta dapat menjadi rujukan dalam upaya penguatan tata kelola kearsipan di lingkungan perguruan tinggi.

Kata-kata Kunci: arsip keuangan digital, pengelolaan arsip, kearsipan digital, administrasi keuangan, perguruan tinggi

A. Introduction

Advances in information technology have increasingly reshaped the way administrative functions are carried out within contemporary organizations, particularly in the management of records and archives. These changes are not limited to technical procedures, but also influence how organizations position archives as strategic sources of information. Records that were previously managed in paper-based formats are now widely converted into digital form through electronic systems. This shift requires organizations to realign their archival management practices with

demands for efficiency, information security, and timely access to data.

In this context, digital archives refer to records that are created, maintained, and retrieved through electronic systems to support administrative activities, reference needs, long-term preservation, and legal accountability (Setyarto, 2025:5). The transition from physical to digital formats does not diminish the functional value of archives. Instead, digital archives extend their role as essential instruments that support organizational governance and informed decision-making. Consequently, digital archive management should be

understood as an integral element of modern administrative systems rather than merely a technical support function.

From an organizational perspective, digital archives function as repositories of institutional memory, capturing records of activities, decisions, and policy implementation over time. Through archives, organizations are able to trace information required to support the execution of tasks and institutional responsibilities. Putri, Sukaesih, and Sujana (2023:23) emphasize that digital archives serve as authentic sources of information, evidentiary instruments, and supporting tools in decision-making processes. Similarly, Fad'li et al. (2023:3) highlight the strategic role of archives in enabling organizational leaders to make decisions based on documented and reliable data.

Among the various categories of records managed by organizations, financial archives occupy a particularly critical position. Financial records are categorized as active dynamic archives because they are frequently accessed and directly support day-to-day organizational operations (Faridah, 2022:7). This characteristic requires a management system capable of ensuring data accuracy, rapid retrieval, and adequate security. Inadequate management of financial archives may disrupt administrative processes and increase the risk of inaccuracies in financial reporting.

Digital archive management operates through a sequence of interrelated stages that collectively shape the archive life cycle and determine the effectiveness of record control. The process begins with record creation, either through the direct generation of electronic documents or through the digitization of physical records (Yunizar et al., 2024:23). Once created, records must be stored within a structured system that accounts for data formats, storage media, and security considerations (Martini in Wulandari & Ismaya, 2023:41). Poorly organized storage practices may complicate retrieval when records are needed.

The effectiveness of digital archive management is most clearly reflected in the archive retrieval process, particularly in how quickly and accurately records can be accessed. Ayudia et al. (2022:75) note that retrieval activities are not limited to locating documents, but also involve ensuring that the information contained within them can be used optimally. An effective retrieval system allows users to obtain relevant information efficiently and in accordance with their needs (Hamsinah et al., 2024:152). These processes must be supported by continuous archive maintenance to safeguard data sustainability and storage system security (Nufus in Fad'li et al., 2023:4).

From a conceptual standpoint, digital archive management contributes to organizational efficiency by facilitating faster information access, minimizing reliance on physical storage, and strengthening data security mechanisms (Susniwati & Kushendar in Arafat et al., 2025:118). Setyarto (2025:30) further explains that effective digital archive management enhances operational efficiency, supports data-driven decision-making, and improves the overall quality of organizational services. However, such benefits can only be achieved when digital archival practices are supported by competent human resources and adequate facilities. Despite its potential advantages, the implementation of digital archive management remains constrained by a number of practical challenges. Pranata (2024:34–36) points out that the success of digital archival systems is closely linked to the competencies of archive managers, particularly their understanding of archival principles and information technology. Limited staff capability and suboptimal supporting facilities may slow work processes and reduce the overall effectiveness of digital archive management.

These conditions are also evident in the management of digital financial archives at the Faculty of Law, Universitas

Gadjah Mada. Financial archives within the faculty play a strategic role in supporting accountability and transparency in financial administration. Nevertheless, challenges related to human resource capacity and the availability of supporting facilities continue to affect the effectiveness of digital financial archive management. These constraints influence both storage practices and the efficiency of archive retrieval.

Considering the issues outlined above, examining the management of digital financial archives at the Faculty of Law, Universitas Gadjah Mada becomes particularly relevant. This study seeks to answer the following research question: *How are digital financial archives managed, and what supporting factors influence their management at the Faculty of Law, Universitas Gadjah Mada?* The research focuses on describing the stages of digital financial archive management and analyzing the supporting factors that affect its implementation. The findings are expected to provide empirical insights into digital financial archival practices and to serve as a reference for improving more effective and accountable archival governance.

B. Research Method

This study employed a qualitative approach using a descriptive research design. The qualitative approach was selected because the study aimed to obtain an in-depth understanding of digital financial archive management practices as they occur within an organizational context. A descriptive design allows researchers to present phenomena systematically and factually based on empirical field data, without manipulating the variables under investigation (Elisabeth, 2023:31).

Data collection was carried out through several complementary techniques, namely interviews, participant observation, and documentation. The use of multiple data collection methods was intended to ensure data completeness and to enhance the depth and credibility of the analysis.

Interviews were conducted to obtain firsthand information from informants directly involved in the management of digital financial archives at the Faculty of Law, Universitas Gadjah Mada. Interviews were understood as structured and semi-structured question-and-answer interactions conducted either face-to-face or through specific media to obtain information relevant to the research focus (Sujarweni, 2022:31; Rahmawati et al., 2024:136).

Through interviews, the researchers gathered information related to the functions of digital financial archives, archival management procedures, the systems utilized, and the challenges encountered in daily archival practices. The data obtained from interviews not only provided factual descriptions but also reflected the perspectives and experiences of informants as direct actors in the archive management process. In this regard, interviews played a crucial role in capturing contextual meanings that could not be fully identified through observation alone.

In addition to interviews, participant observation was conducted by directly involving the researchers in digital financial archive management activities at the research site. This method enabled a more comprehensive understanding of work processes, activity flows, and interactions among archive management personnel. Hardani et al. (2020:129) describe participant observation as a data collection technique in which researchers actively engage with the research setting. Similarly, Romadona et al. (2025:42) emphasize that direct involvement allows researchers to obtain more contextual and accurate data.

Documentation was used as a complementary data collection technique to support findings obtained from interviews and observation. The documents examined included digital financial records, operational guidelines, and archival management documentation related to digital financial archive practices. Documentation is defined as a method of collecting data through the examination and

recording of written sources relevant to the research topic (Arthawati & Mevlanillah, 2023:6706; Ardiansyah et al., 2023:4). This technique provided objective data that strengthened the credibility of the research findings.

The collected data were analyzed using qualitative data analysis techniques. Data analysis was conducted continuously from the data collection stage through to the conclusion-drawing phase. The analytical framework adopted an interactive model consisting of three main stages: data reduction, data display, and conclusion drawing (Miles & Huberman in Nurrisa et al., 2025:798). This approach enabled the identification of patterns, themes, and relationships among the data obtained from the field.

Data reduction involved selecting, simplifying, and summarizing information relevant to the research focus. This stage aimed to refine raw data so that analysis could be directed toward essential aspects of digital financial archive management (Elisabeth, 2023:33). The reduced data were then presented in the form of descriptive narratives and supporting visual representations to facilitate interpretation. Data display was organized systematically to provide a clear depiction of digital financial archive management practices at the research site (Zulfirman, 2022:150; Qomaruddin & Sa'diyah, 2024:81).

The final stage of analysis involved drawing conclusions based on the results of data interpretation while ensuring consistency between research findings and the formulated research questions. Conclusion drawing aimed to synthesize meanings and implications derived from the analyzed data and to provide comprehensive answers to the research questions (Zulfirman, 2022:150; Qomaruddin & Sa'diyah, 2024:82). Through these analytical procedures, the study was expected to produce findings that are methodologically sound and academically accountable.

C. Results and Discussion

1. Functions of Digital Financial Archives at the Faculty of Law, Universitas Gadjah Mada

From a theoretical perspective, digital archives perform strategic functions as sources of information, evidentiary instruments, and supports for organizational decision-making. Putri, Sukaesih, and Sujana (2023:23) emphasize that digital archives function as organizational memory that records administrative activities in a systematic manner. In addition to serving as information repositories, digital archives also possess administrative and legal evidentiary value. Fad'li et al. (2023:3) further argue that digital archives play an important role in assisting organizational leaders to formulate decisions based on documented data.

At the Faculty of Law, Universitas Gadjah Mada, digital financial archives function as primary supporting documents in financial administrative activities. These archives are used as the basis for fund disbursement processes, financial reporting, and institutional accountability. Digital financial archives also facilitate work units in tracing the history of financial transactions that have been conducted.

Empirical findings indicate that digital financial archives at the Faculty of Law have functioned not only as administrative records but also as evidentiary tools and organizational information sources. The archives are actively utilized to support financial operations and decision-making processes, demonstrating their strategic value within the institutional administrative system.

2. Classification of Digital Financial Archives

Archive classification constitutes an essential component of an effective archival management system. Faridah (2022:7) explains that archives may be classified based on their function and use, archival value, authenticity, subject matter, and storage media. Based on their function and

level of use, financial archives are categorized as active dynamic archives because they are frequently accessed and directly support organizational activities.

At the Faculty of Law, Universitas Gadjah Mada, digital financial archives are classified according to types of financial transactions and activities, including payroll records, honorarium payments, official travel, and procurement of goods and services. This classification system facilitates archive storage and retrieval processes in accordance with the needs of each work unit.

The classification practices applied to digital financial archives at the Faculty of Law align with archival classification principles based on subject and function. Categorizing financial archives as active-dynamic archives reflects the archive managers' understanding of records that require rapid access and intensive management. This approach supports the effectiveness of digital financial archive management.

3. Objectives and Benefits of Digital Financial Archive Management

The primary objective of digital archive management is to enhance the efficiency, effectiveness, and accessibility of information. Setyanto (2025:22) states that digital archive management aims to facilitate archive access and retrieval, strengthen data security, and support information-based decision-making. Similarly, Susniwati and Kushendar (in Arafat et al., 2025:118) note that digital archive management offers benefits such as space efficiency, time savings, and improved data security.

At the Faculty of Law, Universitas Gadjah Mada, digital financial archive management provides tangible benefits for financial administrative processes. Digital archives can be accessed more quickly than manual records, thereby accelerating internal service delivery.

Moreover, the use of digital systems reduces reliance on physical documents and minimizes the risk of document loss.

Beyond technical advantages, digital financial archive management contributes to enhanced transparency and accountability in financial governance. Digital archives enable financial transactions and supporting documents to be systematically stored and retrieved when required. This finding supports the view that digital administrative systems play a crucial role in promoting transparency and accountability within organizations. Setyanto et al. (2025:1771– 1783) highlight that the implementation of digital systems in public administration facilitates well-documented and transparent data management, thereby strengthening oversight and accountability mechanisms.

4. Process of Digital Financial Archive Management

According to Yunizar et al. (2024:23–24), digital archive management consists of several main stages, including archive creation, storage, retrieval, and maintenance. These stages form an integrated archive life cycle that determines the overall quality of archive management.

At the Faculty of Law, Universitas Gadjah Mada, digital financial archives are created through a digital financial system that directly generates electronic documents. Once created, the archives are stored within a designated system that supports structured storage and retrieval. Archive retrieval is conducted using search features embedded in the system, while archive maintenance is carried out through access control mechanisms and maintenance of supporting infrastructure.

The findings indicate that the digital financial archive management process at the Faculty of Law generally follows established digital archive management stages. Nevertheless, both technical and non-technical constraints were identified, particularly those related to archive manager competencies and the condition of

supporting facilities. These constraints affect the smoothness and efficiency of archive management processes.

5. Supporting Factors in Digital Financial Archive Management

a. Digital Financial Archive Managers

Archive managers constitute a key factor in the success of digital archive management. Pranata (2024:34–36) emphasizes that digital archive managers must possess specialized knowledge and skills in both archival science and information technology to manage digital archives effectively and in compliance with applicable regulations. Archive managers are expected not only to understand archival procedures but also to operate digital systems, manage electronic documents, and ensure data security.

Amalia et al. (2025:29) further explain that digital archive managers should possess archival management skills, information technology competencies, managerial and coordination abilities, as well as an understanding of archival ethics and security. These competencies are essential to ensure the sustainability and effectiveness of digital archive management systems.

At the Faculty of Law, Universitas Gadjah Mada, digital financial archive managers play a central role in archive creation, data input, storage, and retrieval processes. They are responsible for document completeness, accuracy of data input, and conformity of archives with the corresponding financial transaction categories. This role demonstrates that the quality of digital financial archive management is closely linked to the accuracy and competence of archive managers.

However, empirical findings reveal that archive manager competencies are not yet evenly distributed. Some archive managers require relatively more time to input data into the system, particularly when system interface changes or application feature updates occur. This condition

indicates that human resources function simultaneously as a supporting factor and a potential constraint when competency development is not conducted continuously.

b. Facilities for Digital Financial Archive Management

Facilities for digital archive management include hardware, software, storage media, and data security systems. Martini (in Wulandari & Ismaya, 2023:41) states that digital archives should be stored in specially prepared systems equipped with backup mechanisms to ensure data security and sustainability. Digital archive storage may utilize online, offline, or nearline systems, while maintaining provisions for data recovery in the event of damage or loss.

Yunizar et al. (2024:24) also emphasize that digital archive management facilities must support secure and structured storage processes, encompassing storage media selection, data protection through encryption and access control, and regular monitoring of archive conditions. Facilities thus function not merely as technical tools, but as core infrastructure for sustaining digital archive management systems.

The Faculty of Law, Universitas Gadjah Mada utilizes an integrated digital financial system as the primary facility for managing digital financial archives. This system supports archive creation, storage, and retrieval processes in a centralized manner. The availability of this system serves as a major supporting factor, as it enables structured storage and controlled access to financial archives.

Nevertheless, empirical findings indicate that supporting facilities have not yet reached optimal conditions. Technical issues related to hardware and network connectivity affect the speed of data input and archive management processes. This finding suggests that although digital systems are available, the quality of supporting infrastructure continues to influence the effectiveness of digital financial archive management implementation.

c. Principles of Digital Financial Archive Management

Archive management principles serve as fundamental guidelines in archival activities. These principles include orderliness, security, accessibility, and control over managed archives. In the context of digital archive management, such principles ensure that archives are systematically stored, securely maintained, and easily retrievable.

Pranata (2024:59–61) argues that the application of archive management principles must be supported by integrated systems and clear access authority arrangements to ensure orderly and secure digital archive management. These principles also function as control mechanisms governing archive storage, distribution, and utilization within organizations.

Digital financial archive management at the Faculty of Law, Universitas Gadjah Mada applies a centralization principle, whereby digital financial archives are managed through a centralized system. This approach facilitates supervision, control, and security of financial archives. The application of security principles is also reflected in restricted user access based on authority and job functions.

However, the implementation of these principles still requires reinforcement through consistent procedural application and systematic monitoring to ensure uniform practice across all work units.

D. Conclusion and Recommendations

1. Conclusion

Based on the findings and discussion, it can be concluded that digital financial archive management at the Faculty of Law, Universitas Gadjah Mada has been implemented through the utilization of a digital system as the primary medium for archival activities. Digital financial archives are actively used to support financial administration, reporting processes, and institutional accountability.

The management of digital financial archives encompasses the stages of archive creation, storage, retrieval, and maintenance. These stages are carried out in an interconnected and sequential manner, enabling digital financial archives to be accessed and utilized according to the needs of each work unit. The adoption of digital systems has facilitated faster archive retrieval and improved work efficiency compared to manual archival practices.

Nevertheless, the results indicate that digital financial archive management has not yet been fully optimized. Constraints remain, particularly in relation to the competencies of archive managers in operating digital systems and the condition of supporting facilities that are not yet entirely adequate. These limitations affect the duration of archival processes and may potentially hinder the effectiveness of financial administration.

2. Recommendations

Based on the conclusions above, several recommendations are proposed. First, the Faculty of Law, Universitas Gadjah Mada is encouraged to enhance the competencies of digital financial archive managers through continuous training and technical assistance. Improving the technical capabilities of archive managers is expected to accelerate archival processes and reduce errors in data input and archive management.

Second, improvements and updates to supporting facilities for digital financial archive management are recommended, including both hardware and software components. Adequate facilities will contribute to smoother archival system performance and strengthen the security and reliability of digital financial archive data.

Third, regular evaluation of the digital financial archive management system should be conducted. Such evaluations aim to identify technical and non-technical issues that arise during implementation, thereby enabling timely and sustainable system improvements.

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4. **Sr. M. Innoceline OSF**, lahir di Flores- Maumere, 29 September 1972. Tahun 2003 menyelesaikan studi D2 PGSD Soegiopranata di Bawen, Tahun 2014 menyelesaikan pendidikan S1 PGSD di Universitas Terbuka di Kupang, Tahun 2003 sampai tahun 2025 menjadi guru dan kepala sekolah di Taman Kanak- Kanak dan Sekolah Dasar Marsudirini. Tahun 2025 menyelesaikan pendidikan S2 Magister Managemen di Universitas Sanata Dharma. Tahun 2025 sampai sekarang bekerja di ASM Marsudirini Santa Maria Yogyakarta sebagai Wakil Direktur 2 bagian umum dan perencanaan.
5. **Seicilia Eka Wulandari**, menyelesaikan pendidikan DIII Program Studi Administrasi Perkantoran ASM Marsudirini Santa Maria Yogyakarta pada Tahun 2025.
6. **Subiyantoro**, lahir di Sleman, 7 September 1969. Tahun 1993 menyelesaikan S1 Administrasi Negara, Fisip Universitas Sebelas Maret Surakarta Menyelesaikan S2 Program Studi Administrasi Negara Pascasarjana Universitas Gadjah Mada Yogyakarta. Sejak Oktober 1995 menjadi dosen tetap ASMI Santa Maria Yogyakarta. Mata kuliah yang diampu: Dasar Dasar Bisnis, MSDM, Tata Persuratan Dinas dan Tata Persuratan Bisnis. Jabatan akademik: Lektor
7. **Yulius Pribadi**, lahir di Sleman tanggal 5 Juli 1973. Tahun 2002 menyelesaikan pendidikan S1 Jurusan Ilmu Komunikasi, FISIPOL Universitas Gadjah Mada Yogyakarta. Tahun 2012 menyelesaikan pendidikan S2 pada Program Studi Manajemen Komunikasi Universitas Sebelas Maret Surakarta. Sejak Tahun 2002 sampai sekarang menjadi dosen tetap ASM Marsudirini Santa Maria Yogyakarta. Mata Kuliah yang diampu : Government

Relations, Manajemen Kritis, Aplikasi komputer Kehumasan, Desain Grafis, Fotografi, Strategi Komunikasi Pemasaran, Retorika.

8. **Mateus Susanto**, lahir di Yogyakarta 21 September 1966. Tahun 1991 menyelesaikan pendidikan S1 Jurusan Administrasi Negara Fisipol Universitas Gadjah Mada Yogyakarta. Tahun 2000 menyelesaikan pendidikan S2 Program Studi Ketahanan Nasional Program Pasca Sarjana Universitas Gadjah Mada Yogyakarta. Mata kuliah yang diampu: Teknologi Perkantoran, Manajemen Kearsipan, Kewirausahaan dan Pancasila. Jabatan fungsional: Asisten Ahli

PETUNJUK BAGI PENULIS JURNAL ILMU SOSIAL CARITAS PRO SERVIAM

1. Naskah merupakan suatu kajian masalah bidang Ilmu Ekonomi, Sosial dan Humaniora baik hasil penelitian maupun hasil pemikiran yang belum pernah dipublikasikan. Naskah ditulis berdasarkan kaidah penulisan Bahasa Indonesia yang baik dan benar Pedoman Umum Ejaan Bahasa Indonesia (PUEBI). Naskah diketik dengan huruf Times News Roman, ukuran 12, spasi ganda, dicetak di atas kertas HVS ukuran kwarto sebanyak 10-30 halaman.
2. Judul tidak lebih 12 kata, ditulis dengan huruf kapital 14, spasi tengah
3. Nama penulis dicantumkan tanpa gelar
4. Abstrak ditulis dalam satu paragraph, maksimum 200 kata, dengan ketikan spasi 1 dan dicetak miring. Abstrak ditulis dalam bahasa Inggris bagi naskah Bahasa Indonesia dan ditulis dalam Bahasa Indonesia bagi naskah Bahasa Inggris. Abstrak disertai kata-kata kunci (*key words*)
5. Sistematika naskah hasil penelitian:
 - a. Judul
 - b. Abstrak
 - c. Pendahuluan
 - d. Metode Penelitian
 - e. Hasil dan Pembahasan
 - f. Kesimpulan dan Saran
 - g. Daftar Pustaka
6. Sistematika naskah hasil Pemikiran:
 - a. Judul
 - b. Abstrak
 - c. Pendahuluan
 - d. Pembahasan
 - e. Penutup atau Kesimpulan
 - f. Daftar Pustaka
7. Ketentuan Penulisan Daftar Pustaka
 - a. Penulis diurutkan berdasarkan alfabetis, nama akhir/ keluarga sebagai urutan pertama atau nama institusi yang bertanggung jawab atas tulisan. Nama penulis diakhiri tanda titik (.)
 - b. Tuliskan tahun terbit karya pustaka dan diakhiri tanda titik (.)
 - c. Tuliskan judul karya pustaka dari seorang penulis lebih dari satu, penulisan diurutkan secara kronologis waktu penerbitan
 - d. Penulisan referensi dari internet terdiri: judul, penulis, alamat website dan keterangan akses/ *down load*
8. Gambar, grafik, dan tabel disajikan dengan diberi nomor urut dan sumber

9. Biodata ditulis dalam bentuk narasi memuat nama lengkap, tanggal dan tempat lahir, keterangan selesai pendidikan S1/S2/S3, pekerjaan, alamat e mail, bidang kerja/ bidang ajar dan karya ilmiah yang pernah ditulis \
10. Naskah yang dikirim dapat:
 - a. Diterima tanpa perbaikan
 - b. Diterima dengan perbaikan dari redaksi
 - c. Diperbaiki oleh penulis dan dipertimbangkan dalam rapat dewan redaksi
 - d. Ditolak karena kurang memenuhi syarat