

THE FUNCTION OF ARCHIVES IN THE EFFECTIVENESS OF DATA COLLECTION FOR ELIGIBLE HOUSING PROGRAM RECIPIENTS IN PASIR LIMAU DISTRICT ROKAN HILIR REGENCY COTTON

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Abstract

Archiving is an activity of placing and storing important documents in an organization, both companies and agencies, which aims to ensure the safety of an organization as written evidence, both in the form of pictures and so on. The purpose of this study was to determine the function of archives in the effectiveness of data collection for recipients of the livable housing program at the sub-district level. The type of research used is descriptive research with a qualitative approach. This study took as many as seven speakers. The data collection technique used in this research is interviews. The results of this study indicate that the supervision of the archives of livable houses is a task in the general section of the Public Housing and Settlement Areas Office and is assisted by technical implementing officials or PPTK, the sub-district only coordinates in data collection, not under supervision, the planning of the livable housing program has not been able to it is said to be precise and directed because there were obstacles in 2019 this program could not be continued due to the lack of government budget to continue the program and in 2020 this program has also planned to build 23 units but there are still obstacles due to the covid 19 virus which causes partial budgets disbursed for covid assistance. The livable house program has a clear goal of alleviating poverty but maximum efforts are needed so that this program assistance is more evenly distributed, the facilities and infrastructure provided in this program are only sanitation in every house, the physical building of the house is not strong enough so that this building cannot be used for a long period of time. Thus, archive managers should be more careful in choosing the criteria for recipients of the livable housing program so that the assistance provided is right on target to people who really need it.

Keywords: *archiving, effectiveness, data collection of livable houses.*



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1. INTRODUCTION

Every organization, big or small, has a goal to be achieved. Every organization requires a unit that manages everything related to administrative activities. Administrative activities are activities that have a broad scope, usually all administrative activities are processed in a separate unit called the administration, administration, secretariat, office and so on. Every job and activity in the office requires data and information. One source of data is archives, because archives are evidence and records of activities or transactions ranging from leading activities to decision-making activities. Archives are processed either manually or using a computer in order to become information that can be used as a basis for decision making.

Archives have a role as a memory center, a source of information and a monitoring tool that is indispensable for every organization in the context of carrying out various activities of planning, analyzing, developing, formulating policies, making decisions, making accountability reports, assessing and controlling as accurately as possible, both at government offices, private institutions, and universities. The process of presenting information requires good work systems and procedures in the field of archives so that leaders can make decisions and plan policies. The life of an organization, especially government organizations are increasingly inseparable from archives.

Archives as a communication tool and at the same time are materials and become work files that contain information according to the intent and purpose at the time of its creation. The archives also provide legal liability material. Each activity carried out will automatically create an archive related to the activity. One of them is the data archive that is used in fulfilling the habitable housing program for the community which is a basic need in addition to food and clothing. Therefore, to meet the need for housing which increases along with population growth, careful planning is needed with the participation of funds and resources. exist in society.

Basically, fulfilling the need for a house as a place to live or shelter is the responsibility of the community itself. However, the government and private companies engaged in housing development are encouraged to be able to assist the community in meeting the need for a house as a place to live or shelter. In housing development, it is necessary to have statutory regulations Number 14 of 2016 concerning the Implementation of Housing and Residential Areas, which are the legal basis, policies, directions, and guidelines in the implementation of housing development and become the legal basis for resolving problems, cases and disputes in the housing sector. The construction of housing by anyone must follow the provisions stipulated by the laws and regulations so that it does not cause problems, disputes, and losses.

One of the regencies that implements the livable program is Rokan Hilir Regency. The Livable Program in Rokan Hilir Regency was started in 2006. The construction of livable houses in Pasir Limau Kapas Subdistrict has 9 housing units, this program is a program of the Rokan Hilir Regency Government to improve welfare and equitable development for the community in the area, where this is It is the responsibility of the government to create a just and prosperous society. This program provides assistance in the form of the construction of livable houses that are built or located on land belonging to underprivileged communities. The housing program is funded by the Rokan Hilir Regency APBD. Physically, the construction is made of 3x6 type concrete, tiled floor complete with bathroom, roof and zinc. The implementation of the

development program or the procurement of livable houses is carried out by the Ministry of Public Housing of the Republic of Indonesia, and at the Regency level the Community Empowerment Agency (Bappemas) of Rokan Hilir Regency as stipulated in the Law of the Republic of Indonesia Number 1 of 2011 concerning Housing and Settlement Areas. The requirements to receive a decent housing program must be (1) Indonesian citizens who are married, (2) have an identity card and a family card, (3) have a land certificate, (4) earn a maximum of the regency or city wages and, (5) The house is in poor condition or totally damaged.

The target of the livable housing program is some of the poor in Pasir Limau Kapas District, Rokan Hilir Regency with the hope that it can go according to the plan set by the government but in reality the data collection is not in accordance with the plans set by the government. In Pasir Limau Kapas District, Rokan Hilir Regency, there are still many.

2. METHODOLOGY

In determining the research, first it is known the type of research used to find out a clear picture in the research, making it easier to carry out the next steps in the data analysis process. The research method that will be used in this research is descriptive method with qualitative data analysis, the collection is carried out using interview, observation, documentation, and is intended to facilitate the author in researching in detail about an object with sufficient depth and thoroughness regarding the Archive Function in Effectiveness. Data collection on the Eligible Homes Program recipients in Pasir Limau Kapas District, Rokan Hilir Regency.

The data analysis technique used is descriptive qualitative data analysis technique, which is trying to conclude data related to the object of research and trying to explain and describe the research variables in depth and detail, then then given an interpretation that is in accordance with the objectives that have been formulated. This descriptive method is a method that aims to determine the nature and deeper relationship between two variables by observing certain aspects more specifically to obtain that the data is processed, analyzed, and further processed on the basis of the theories that have been studied so that the data a conclusion is drawn.

3. RESULT

Description of Interview Results Based on Categorization

Based on the results of interviews that have been conducted by the author in the field, it can be analyzed one by one about the answers of the sources so that the data recapitulation is obtained as follows:

There is supervision of livable home archives

Supervision is a process to ensure that all activities carried out are in accordance with what was previously planned. Based on the results of interviews with Mr. Novi Kopriyadi, ST as the Head of the Housing Provision and Rehabilitation Section and Mr. Budi Mulia, SE, Msi as the Secretary of the Service at the Department of Public Housing and Settlement Areas of Rokan Hilir Regency on June 19, 2020, said that the supervision of the Archives of Liveable Homes in Pasir Limau Kapas District, Rokan Hilir Regency, it is carried out by the general division of the Department of Public Housing and Settlement Areas of Rokan Hilir Regency, in addition to supervising the preparation of livable houses, technical implementation officials or what is called PPTK for livable houses. they also helped in collecting data on the recipients of livable

houses in the Pasir Limau Kapas sub-district, then the data was archived by the general section of the Public Housing and Settlement Areas Service. Supervision in the Livable Homes program is carried out technically, there are several technical personnel who go directly to the field in carrying out the supervision of livable houses. In addition, the Department of Public Housing and Settlement Areas also includes a supervisory consultant who is contracted and assigned to supervise habitable houses. However, there are still obstacles in monitoring that are encountered in the field, such as the difficulty of road access to the village area or Pasir Limau Kapas sub-district, where the condition of the area is on the edge of the sea, so to overcome this, improvements are needed to facilitate road access.

Based on the results of the interviews above, it can be concluded that the supervision of the archives of livable houses is a task in the general section of the Public Housing and Settlement Areas Office and is assisted by technical implementing officials or PPTK, the sub-district only coordinates in data collection, not in direct supervision of livable houses. In the supervision of the livable housing program, obstacles were found so that the supervision was not effective. The data found in the field was still not right on target because there were still people who really needed it not included in the data on the recipients of livable houses. This happens because the supervision in the selection of livable houses is not carried out carefully so that the data obtained is not right on target.

There is proper and targeted planning.

Based on interviews with Mr. Novi Kopriyadi, ST as Head of the Housing Provision and Rehabilitation Section and Mr. Budi Mulia, SE, Msi as Secretary at the Department of Public Housing and Settlement Areas of Rokan Hilir Regency on June 19, 2020, he said that the planning for this livable house was originally This is done by collecting data in accordance with the database for livable housing, after which the data or files are surveyed and re-selection is carried out to identify potential recipients and those who really need the livable house. Since 2017, where the livable housing program was implemented, the program has been right on target. However, there are some issues that are not true, such as the existence of livable houses that are not on target and are traded, given to relatives of the village head who are not included in the category of people who receive livable houses. Issues like this are heard a lot when the livable housing program is still managed by the Community and Village Empowerment Service, but for now this program is managed by the Public Housing and Settlement Areas Office. Several obstacles were found in the planning process for the livable housing program, such as road access to the place of construction of livable houses. The planning process that is carried out physically begins with planning consultants from the department who conduct direct surveys of the field and see the condition of the house in the field, then a design is made in building the physical of a livable house and only in the process of planning the habitable house program.

Furthermore, an interview with Mr. Budi Irawan, SE as the Head of the Governmental Section for Peace and Order in the Pasir Limau Kapas District on June 22, 2020, he said that from the beginning the planning for the livable house program was carried out by the Public Housing and Settlement Areas Office, the parties from the sub-district were only given the task of collecting data on people who are included in the criteria for recipients of livable houses. The next planning stage is the responsibility of the Department of Public Housing and Settlement Areas.

Based on the interviews above, it can be concluded that the process of planning the livable housing program is carried out with coordination between the department and the sub-district but the great authority in planning the livable housing program lies with the public housing and residential area offices, the sub-district does not take part in further planning process. Planning in the livable house program in the Pasir Limau Cotton sub-district cannot be said to be precise and directed. This is because there are obstacles that this program cannot be continued in 2019 due to the lack of government budget to continue the program so that it continues to run further in 2020 this program has also planned to build 23 habitable housing units but is still constrained by the Covid 19 virus which caused The budget that should have been disbursed for the development of the program was diverted to the COVID-19 relief fund.

There is clarity on the objectives of the livable housing program.

In planning a program, it must have clear objectives so that the development carried out has the right benefits. Based on an interview with Mr. Novi Kopriyadi, ST as the Head of the Housing Provision and Rehabilitation Section at the Public Housing and Settlement Areas Office of Rokan Hilir Regency on June 19, 2020, he said that the goal of the livable housing program is to alleviate poverty as well as the efforts of the president Jokowi who held a million houses program. This program is carried out with the aim that the community is protected from indications of slum areas. Therefore, the habitable housing program is very useful for the community. This year, the construction of habitable houses was also held, namely for fire victims in the Pasir Limau Cotton sub-district, but due to the Covid-19 constraints, the budget for the construction was cut by 50% so that the construction was delayed.

Furthermore, an interview with Mr. Budi Irawan, SE as the Head of the Government Section for Peace and Order in the Pasir Limau Kapas District on June 22, 2020, he said that the objectives of the livable housing program had not been fully achieved. This is because there are still people who are in accordance with the criteria for the recipients of livable houses but have not received them due to a lack of budget from the government to continue the program.

Furthermore, interviews with Mrs. Aisyah aged 61 years and Mrs. Lasmini aged 28 years as recipients of the habitable house program in the Pasir Limau Cotton sub-district on June 22, 2020, they said that the government was clear in determining who was entitled to the habitable house but in the initial stage of providing livable houses, the government prioritizes people who are close to the *penghuluan* or village heads.

Based on the interview above, it can be concluded that the purpose of the decent housing program is clear to help in alleviating poverty. However, more maximum efforts are still needed from the government so that the assistance for livable houses is more evenly distributed. This is because there are still many parties in the Pasir Limu Cotton sub-district who prioritize their closest relatives over the people who desperately need a decent house to live in.

There are adequate facilities and infrastructure

A good program development must have adequate facilities and infrastructure so that the benefits of the program made can run according to the plan. Based on an interview with Mr. Novi Kopriyadi, ST as the Head of the Housing Provision and Rehabilitation Section at the Public Housing and Settlement Areas Office of Rokan Hilir Regency on June 19, 2020, he said that the supporting facilities and feelings in

the construction of livable houses are the provision of clean water for the community and MCK. In addition, individual tools and safety tanks are also provided so that MCK or waste disposal is not disposed of carelessly. However, there are several heads of families who are communal and have their own safety tank. The one responsible for providing facilities and infrastructure is the Public Housing and Settlement Areas Service.

Furthermore, an interview with Mr. Budi Irawan, SE as the Head of the Government Section for Peace and Order in the Pasir Limau Kapas District on June 22, 2020, he said that people who have not received livable houses but meet the criteria can register with the condition that they have land certificates. In managing the registration of livable housing, the community can be patient because the regional expenditure budget is not only focused on the development of livable housing.

From the results of the interviews above, it can be concluded that in the provision of facilities and infrastructure in the livable housing program, the government only provides sanitation in every house. In livable housing, the physical buildings that have been erected are not strong enough because there are still many people who complain about houses that were destroyed not long after the house was built. so that this creates new problems for the receiving community because after the house is damaged, they have to renovate it with their own money.

4. DISCUSSION

There is supervision of livable home archives

Supervision is a process to ensure that all activities carried out are in accordance with what was previously planned. Every job and activity in the office requires data and information. One source of data is archives, because archives are evidence and records of activities or transactions ranging from leading activities to decision-making activities. In decision making, archives are processed both manually and on a computer into information that is used as a basis for decision making. therefore the importance of archival supervision in supporting the success of the livable housing program.

Based on the results of the interviews above, it can be concluded that the supervision of the archives of livable houses is a task in the general section of the Public Housing and Settlement Areas Office and is assisted by technical implementing officials or PPTK, the sub-district only coordinates in data collection, not in direct supervision of livable houses. In the supervision of the livable housing program, obstacles were found so that the supervision was not effective. The data found in the field was still not right on target because there were still people who really needed it not included in the data on the recipients of livable houses. This happens because the supervision in the selection of livable houses is not carried out carefully so that the data obtained is not right on target.

As stated by Sondang P Siagian (2006) Supervision is the process of observing rather than implementing all organizational activities to ensure that all work being carried out goes according to a predetermined plan. Archival is also an activity of placing and storing important documents in an organization, both companies and agencies that aim to ensure the safety of an organization as written evidence in the form of pictures and so on. Archival supervision is a process of observing in activities in storing important documents in an organization both in writing and in the form of pictures and aims to ensure the safety of an organization.

There is proper and targeted planning.

Planning is a process that defines the goals of the organization, makes strategies used to achieve the goals of the organization, and develops plans for organizational work activities. Good planning also does not only reach the stages of implementing activities, planning is also carried out pre-activities. That is why a plan requires reflection, imagination and careful calculation so that planning can be precise and directed.

Based on the interviews above, it can be concluded that the process of planning the livable housing program is carried out with coordination between the department and the sub-district but the great authority in planning the livable housing program lies with the public housing and residential area offices, the sub-district does not take part in further planning process. Planning in the livable house program in the Pasir Limau Cotton sub-district cannot be said to be precise and directed. This is because there are obstacles that this program cannot be continued in 2019 due to the lack of government budget to continue the program so that it continues to run further in 2020 this program has also planned to build 23 habitable housing units but is still constrained by the Covid 19 virus which caused The budget that should have been disbursed for the development of the program was diverted to the COVID-19 relief fund.

There is clarity on the objectives of the livable housing program.

Goals are the elaboration of the vision and mission, and are the things to be achieved or produced by the organization/company. The business objective is in the form of a quantitative target and is the achievement of a measure of the success of the company's performance. The purpose of the livable housing program is to alleviate poverty by lifting an area with assistance in the form of a livable housing program that has been facilitated by the district government through the leading sector of the Public Works Service (PU).

Based on the interview above, it can be concluded that the purpose of the decent housing program is clear to help in alleviating poverty. However, more maximum efforts are still needed from the government so that the assistance for livable houses is more evenly distributed. Because there are still many people in the Pasir Limu Cotton sub-district who prioritize their closest relatives over the people who really need a decent house to live in.

There are adequate facilities and infrastructure

Facilities are everything that can be used as a tool in achieving goals, in other words, means are more indicated for objects or equipment that move or are easy to move, such as computers, and others. Meanwhile, infrastructure is everything that becomes.

5. CONCLUSION

Based on the presentation of data and discussion, the authors conclude that:

- a. Supervision of livable housing archives is a task in the general section of the Public Housing and Settlement Areas Office and assisted by technical officials or PPTK has been effective.

- b. The habitable housing program in the Pasir Limau Cotton sub-district cannot be said to be precise and directed, this is due to obstacles in this program and cannot be continued in 2019 due to a lack of government budget and in 2020 this program is planned to be built around 23 units. livable houses, but due to the Covid-19 virus constraint, the budget for this program was disbursed for covid 19 assistance.
- c. The purpose of this livable house is clear to eradicate poverty but the government must make every effort possible so that the purpose of this livable house is more evenly distributed.
- d. In the construction of livable houses, the government only provides facilities and infrastructure such as sanitation, but the buildings that are built do not last for a long time, causing new problems for the community.

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