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Implementation of Digital Archive Storage Procedures in Event Secretarial Activities at the Polbeng Business Expo Chapter Two

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Abstract

Digital archive storage procedures play a critical role in supporting administrative coordination and documentation continuity during event implementation. This study aims to analyze how digital archive storage procedures are applied by event secretaries at the Polbeng Business Expo Chapter Two. A descriptive qualitative approach was employed with data collected through interviews, observation, and documentation. The analysis was guided by seven storage indicators proposed by Read & Ginn, namely inspecting, indexing, coding, cross-referencing, sorting, storing, and retrieving. The findings show that event secretaries implemented digital archive procedures in a structured manner by conducting document inspection before storage, applying consistent file naming and categorization systems, grouping documents based on activity needs, and applying digital-based coding methods. Secretaries also stored documents using cloud storage platforms combined with local device backups to ensure accessibility and archive security. The implementation of these procedures facilitated information distribution, report preparation, and administrative coordination among committee members during the event. However, the study also found variations in the consistency of indexing and coding practices across different secretaries due to differences in digital literacy and the absence of formal procedural guidelines. Overall, this study demonstrates that Read & Ginn's archival model can be effectively adapted within digital event contexts and provides insight into the role of digital archives in supporting administrative performance in non-government organizational environments.

Keywords: *Digital Archive Storage Procedures, Event Secretarial Activities, Digital Archiving, Polbeng Business Expo*

1. Introduction

Various scholars define administration, in terms of terminology, administration means managing, organizing, and overseeing (Ali, 2011, as cited in Andini et al., 2025). Administration is a series of arrangements related to the main tasks carried out by a group of people working together to achieve specific goals (Anggara, 2012, as cited in Andini et al., 2025). According to Onsardi et al. (2019, as cited in Andini et al., 2025), administration is the activity of managing, organizing, and administering a task to achieve a goal. Based on these definitions, administration can be understood as a structured and continuous set of activities that require accurate data and reliable information to ensure organizational objectives are achieved effectively and efficiently. In this context, archives play an important role in administrative activities because they function as sources of data that support evidence of task implementation and accountability to related parties. Inefficient archive management may hinder administrative processes and complicate information retrieval. Along with technological developments, archive management has shifted from manual systems to digital systems to improve accessibility and efficiency. In administrative practice, archives not only serve as records of activities but also as legal evidence, sources of information, and tools for evaluation and decision-making. Therefore, proper archive management becomes essential in ensuring the availability and reliability of information needed to support administrative performance.

Several studies indicate that archive management in administrative activities is still dominated by manual systems. According to (Ilhami et al., 2024) Archives still use manual management with a storage system based on code numbers instead of names of individuals or entities, also known as an indirect filing system (because the determination of the number to be used requires the grouping of issues first). This system requires prior classification of problems before archive numbers can be assigned, making the storage and retrieval processes more complex and time-consuming. Such conditions may hinder administrative efficiency, especially in activities that demand fast and accurate access to information.

Digital archives are considered more efficient because they facilitate the process of storing, searching, and distributing documents. Thus, the use of digital archives can increase administrative productivity. Digital archives are defined as documents created, recorded, processed, or transferred using electronic devices and stored in digital formats such as text, images, audio, and video (Nyfantoro et al., as cited in Farahdiba et al., 2024). In addition, original archives that are converted through scanning or photographing and stored digitally are also categorized as digital archives (Farahdiba et al., 2024). In event-based activities, digital archive management becomes increasingly important because events generate various administrative documents, such as activity proposals, correspondence, participant data, implementation reports, and activity documentation. All of these documents must be managed systematically so that they can be used effectively during and after the event. The secretary is responsible for managing digital archives in event activities.

Within the event committee structure, the secretary is responsible for storing, managing, and distributing activity documents in the form of digital archives. To carry out these responsibilities properly, clear procedures are required. According to (Hanadya et al., 2023, as cited in Marsinah et al., 2024), procedures are a sequence of clerical activities involving several people in one or more departments that are designed to ensure uniform handling of recurring transactions. Meanwhile, (Oktaviani and S.E. Nugroho 2015, as cited in Marsinah et al., 2024) define procedures as a series of activities carried out repeatedly in the same manner. Based on these definitions, procedures can be understood as systematic steps implemented to complete specific tasks. Therefore, the digital archive storage procedures applied by secretaries greatly influence the effectiveness of event administration and coordination among committee members.

In practice, however, digital archive management by secretaries during events does not yet follow uniform storage procedures. Differences in storage media, document grouping, file naming, and archive security often create obstacles in retrieving documents and reduce administrative efficiency. This condition indicates that the availability of digital technology alone is insufficient without structured archive storage procedures. According to Read and Ginn (in Muhyiddin, 2019; Laili et al., 2023), archive storage procedures consist of systematic steps, including inspecting, indexing, coding, sorting, storing, and retrieving archives. These steps aim to maintain order and efficiency in archive management.

The archive storage procedures proposed by Read and Ginn have been widely applied in previous studies that focused on manual archiving systems. Research by (Khambali 2019, as cited in Salsabilla and Utami, 2023) examined the manual storage procedures of civil registry archives at the Population and Civil Registry Office. The study found that archives were managed manually through document grouping, physical arrangement, and the use of conventional storage equipment. Similarly, research by (Laili et al. 2023), which applied the archive storage procedures of Read and Ginn, showed that these procedures were implemented in a manual archiving system using physical media. Although the procedures were applied systematically, manual archive management still faced limitations related to storage space, efficiency, and speed of access. Polbeng Business Expo Chapter Two is one of the activities organized by the Bengkalis State Polytechnic, involving various events with different committee structures. Each event produces a number of digital archives that are managed by their respective secretaries. In its implementation, there are differences in the digital archive storage procedures applied by secretaries, both in terms of storage media, document grouping, and file naming.

However, existing studies applying Read and Ginn's archival procedure model have primarily examined manual archiving systems within government and institutional environments. Research that explores the application of these procedures in digital archiving contexts, particularly within event-based secretarial activities, remains limited. Differences in storage media, document classification, and retrieval mechanisms between manual and digital archiving indicate that the application of archival procedures may not be directly comparable across these two contexts. Therefore, this study seeks to address this research gap by examining the implementation of digital archive storage procedures during the administration of the Polbeng Business Expo Chapter Two.

Based on these conditions, this study entitled Digital Archive Storage Procedures in Event Management: A Study of Secretaries at the Polbeng Business Expo Chapter Two is conducted. This study adopts the same theoretical framework of archive storage procedures used in previous manual-based studies but applies it within the context of digital archive management in event activities. Therefore, this research positions itself as a comparative and developmental study of previous research, particularly Laili et al. (2023), with the primary distinction lying in the use of digital archive storage media. The findings of this study are expected to provide insights into the implementation of digital archive storage procedures and contribute to the improvement of archive management practices in future events.

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2. Research Methodplogy

Menjelaskan This study uses a descriptive qualitative approach. This study utilizes a qualitative descriptive approach. The qualitative approach was chosen because the purpose of this study was to gain in-depth insight into how digital archives are stored by secretaries. Using the descriptive method, researchers can systematically and accurately describe the situation and practices of digital archive management that took place during Polbeng Business Expo Chapter Two.

Data collection was conducted through observation, interviews, and documentation. Information gathering was conducted through observation, interviews, and document recording. Observation was carried out by directly observing how the event secretary organized and stored digital archives, including how documents were organized, file naming, and the type of storage media used. Interviews were conducted using a semi-structured interview guide to explore the secretary's experiences and views on the digital archive storage process. Documentation was used to reinforce the information obtained from observation and interviews, including activity proposals, correspondence archives, reports, and other administrative documents related to the implementation of the event.

Informants in this study were determined using purposive sampling. According to Sugiyono (2010) as cited in Lenaili 2021, purposive sampling is a method used to ensure that the research illustrates certain considerations so that the information obtained is more representative. Therefore, the informants in this study were event secretaries who were directly involved in the management and storage of digital archives at the Polbeng Business Expo Chapter Two.

A secretary is a person who is employed to do office work, such as typing letters, answering phone calls, and arranging meetings, also handles correspondence, keeps records, and does general clerical work for an individual in business office, and related affairs of an organization, company, or association (Herbranson, et al., 2022 as cited in Musty 2023). These responsibilities demonstrate that secretaries have direct experience in file and records management, making them appropriate informants for examining digital archive storage procedures during the Polbeng Business Expo Chapter Two.

Data analysis was carried out using the Miles and Huberman (1994) as cited in Istiqomah et al., 2025 to model, which consists of three stages, namely data reduction, data presentation, and conclusion drawing. During the data reduction stage, researchers selected, emphasized, and summarized information obtained from interviews, observations, and documentation related to digital archive storage procedures, including checking, indexing, coding, cross-referencing, sorting, storing, and accessing archives. The data presentation stage is carried out by organizing the reduced data into narrative descriptions and tables based on digital archive storage procedure indicators to facilitate understanding and analysis. Finally, conclusions were drawn by identifying patterns and relationships between the methods applied and the data provided by the informants, to ensure the reliability and consistency of the research results.

To strengthen the data collection process, interview questions were developed based on digital archive storage procedure indicators, as listed in Table 1.

Table 1. Interview Question

Indicator	Interview Question
Inspecting	How do you check the completeness of digital documents before storing them? What do you usually check to ensure that the documents are complete and nothing is missing?
Indexing	How do you name or categorize documents so they are easy to find? Do you have a specific way to ensure document names/categories are consistent?
Coding	How do you distinguish one document from another? Do you use specific markers, such as folders or labels, to group documents?
Cross-Referencing	How do you handle documents that have related information? Is there a specific way to place related documents so they are easy to find?
Sorting	How do you sort or group documents before storing them? What do you usually group documents based on?
Storing	How do you store your digital documents so that they remain structured and easily accessible? Where do you usually store these digital documents?
Retrieving	How do you search for digital documents when needed? Does the storage method you use facilitate the search process?

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The interview questions are designed to obtain in-depth information about each stage of the digital archive storage procedure implemented by the event secretary. Each indicator reflects a specific step in the archive storage process, providing an opportunity for researchers to investigate how secretaries inspect, index, code, cross-reference, sort, store, and retrieve digital archives in practice.

3. Result and Discussion

Data analysis was conducted using a descriptive qualitative approach with the stages of data reduction, data presentation, and conclusion drawing. The interview data was reduced by grouping the informants' answers based on the archive storage procedure indicators according to Read & Ginn's theory, which mentions the archive storage procedures for the five systems of alphabetical, subject, geographical, date, and number as follows: Inspecting, Indexing, Coding, Cross-referencing, Sorting, Storing, Retrieving:

3.1 Result

A. Inspecting

Based on the interview results, the inspecting activity is carried out by opening the document and checking the completeness of the content before the document is stored. The inspection includes checking the title, content, attachments, document format, and ensuring that there are no blank pages, writing errors, missing data, or damaged files. In addition, respondents also ensure that the information in the document is in accordance with the requirements of the activity and that the document status is final or still editable. This shows that the inspecting process is carried out thoroughly to ensure that the archives are ready to be stored and reused.

"First, I usually check the entire contents of the document, starting from the title, content, attachments, and format. Then, I make sure there are no blank pages or typos, and that there is no missing data in the document or damaged files before I save it. The main thing I check is whether the information is complete and matches the format. Then there is the file name, the date of implementation, and whether the document is final or still being edited. I also ensure that the file is in accordance with the needs of the event, such as the list of participants or the rundown of activities."

Based on these findings, it can be seen that the inspection process was carried out in accordance with the archival storage procedures outlined by Read & Ginn, namely the activity of checking the completeness and condition of archives before storage. The examination of the content, format, and suitability of the documents for the needs of the activity shows that the archives are confirmed to be in a ready-to-store condition, thereby supporting the effectiveness of digital archive management and minimizing the risk of errors or loss of information in the future.

B. Indexing

In terms of indexing, respondents name documents using a specific pattern so that they are easy to recognize and find again. Document names include the document type, activity name, and use hyphens to distinguish between categories. Respondents also apply consistent file naming standards to all documents so that they do not get mixed up and are stored more neatly in digital storage.

"I name the document using a specific pattern, for example, the type of document, whether it is a PDF or Word file, and then I add a hyphen and the name of the activity. That way, the file is easier to find and will not get mixed up later. I create the same file naming standard for all documents. For example, all of them start with 'rundown' and then I add a hyphen below it, for example, 'rundown_first day' and so on."

Based on this quote, it can be seen that the respondent has implemented a consistent and structured document naming system. The uniform naming pattern makes it easier for the respondent to recognize the contents of a document just by looking at the file name, so the process of searching and managing digital documents becomes more organized and efficient.

C. Coding

Based on the interview results, coding is done by giving a specific code or prefix to documents to distinguish one document from another. Codes are given based on document types such as rundowns, financial lists, and

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letters. In addition, respondents also use folders and subfolders to clarify document grouping so that archives are easier to recognize and not mixed up.

"I distinguish these documents with specific codes or prefixes, such as RS for rundowns, DK for financial lists, and SP for letters. I use folders and subfolders according to the type of document so that they are easy to group."

From the interview results, it can be seen that coding and the use of folders are done to help respondents distinguish documents based on their type. This method facilitates digital document management and reduces the risk of files being mixed up during storage and reuse.

D. Cross-Referencing

In cross-referencing, respondents connect related documents by storing them in the same folder and subfolders. Documents with related information are placed in one storage location so that they can be easily matched and used together when needed.

"I usually create special subfolders. For example, inside my events folder, I create a participants folder, which contains participant data and attendance records because they are all related."

Based on this statement, respondents manage related documents by placing them in the same folder or subfolder. This method makes it easier for respondents to access and match documents that are related when needed simultaneously.

E. Sorting

The interview results show that sorting is done by grouping documents before they are stored. Sorting is done based on document type, activity, and creation time so that documents are more structured and easier to manage in the digital storage system.
HK interview quote:

"I group documents based on type, activity, and time of creation before storing them in folders."

Based on this quote, document sorting is done to create order before the storage process. Grouping based on type, activity, and time helps respondents maintain a more systematic and understandable document structure.

F. Storing

Respondents store digital documents using a neat and sequential folder structure. Documents are stored according to category and backed up to cloud storage so they can be accessed at any time and remain secure in case of data loss.

"I create a neat and sequential folder structure, then I store all documents according to their categories and always back them up to a drive so they can be accessed at any time."

Based on the interview results, document storage is carried out in an organized manner by utilizing a folder structure and data backup. This step helps respondents maintain the security of digital documents while ensuring that documents remain available when needed.

G. Retrieving

Based on the interview results, the retrieving process is carried out by utilizing the search feature based on file name, folder, or keyword. A consistent document naming and grouping system makes it easier for respondents to retrieve archives quickly and efficiently.

"Because a consistent naming and grouping system is very helpful for finding documents quickly and efficiently."

Based on this statement, the document search process can be carried out easily because the storage system is neatly organized. Consistency in document naming and grouping makes it easier for respondents to retrieve archives

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without spending a lot of time.

3.2 Discussion

This discussion examines the results of research on digital archive storage procedures by secretaries in the management of the Polbeng Business Expo Chapter Two event based on seven indicators of archive storage procedures according to Read & Ginn, namely inspecting, indexing, coding, cross-referencing, sorting, storing, and retrieving. The entire discussion is based on the results of interviews presented in the research results section.

Based on the research results, National Archives and Records Administration (NARA) (2023), The image files and metadata created by the digitization project must be inspected to detect any errors. Any deviations from the specifications must be corrected before the files may be accepted. The digital versions must be compared to source records and verified that they meet the standards in the regulation. The inspection process uses objective measurements, as well as subjective methods to ensure quality. the inspecting indicator shows that the secretary has thoroughly checked the documents before they are stored. The inspection includes the completeness of the content, format, attachments, file condition, and document status. This finding emphasizes the importance of the inspecting stage in ensuring the reliability of digital archives for future administrative use.

According to Sugiarto & Wahyono (2016:37) as cited in Juliati & Amingthon (2021) “Indexing is determining the order of units or parts of keywords that will be arranged alphabetically. Keywords can be names of people, names of agencies, names of places, subject terms, or numbers, depending on the storage system required.” In the indexing indicator, the secretary applied a consistent document naming system to support archive retrieval. This practice aligns with the theory of Jely Husnita et al. (2020), as cited in Chearani et al. (2024), Archives require an archive indexing system, also known as an archive classification system, for storing archives, such as a numerical system, subject system, alphabetical system, chronological system, and geographical system. Archives should not simply be stored, but need to be organized so that they can be found easily and quickly when needed.

The coding indicator shows that the secretary assigns specific codes or prefixes to documents and uses folders and subfolders based on document type. These codes serve to distinguish one document from another so that archives are not mixed up and are more organized. Together, the indexing and coding stages form the basis for an organized digital archive structure, which is further strengthened through the sorting process. Archive classification codes are symbols used in the process of grouping or classifying archives based on logical, chronological, and systematic matters in accordance with the functions and activities of the organization to facilitate the arrangement and retrieval of archives (Muhidin, 2018) as cited in Prasetyo & Kristianingsih (2025).

In the cross-referencing indicator, the secretary manages interrelated documents by storing them in the same folder and subfolders. This grouping facilitates the matching of documents that have related information and supports the effective use of archives simultaneously. Cross-referencing, or in archival terms often referred to as “cross-referencing,” is the process of creating references or links from one document or archive file to another related document or file (Sukrilah 2013; Wahyuni and Marlini 2014) as cited in Wening & Rustanta (2024). The purpose is to provide various ways to make it easier for users to find all information related to a particular subject without having to check each file individually in Wening & Rustanta (2024).

. The sorting indicator shows that the secretary sorts documents based on type, activity, and creation time before storing them. This sorting process helps create order in the digital archive storage system. According to Salsabila & Utami (2023), this stage occurs when government agencies and regional autonomous bodies classify documents using a predetermined storage system.

Based on the results of the study, respondents store digital documents using a neat and sequential folder structure and group documents by category. In addition, respondents also back up their data to cloud storage so that documents remain secure and accessible at any time. This storage practice shows that the archiving system implemented has supported structured archive management, so that information availability can be maintained and the process of retrieving archives becomes more effective. According to Fad'li et al. (2023), archives are very important for an organization or government if they are managed properly and correctly. This is because the completeness of data and information is highly dependent on the archiving system. The archive retrieval system is closely related to the organization and storage of archives. In the new archiving system, the main means of searching for archives is by file name or document title. In addition, archives can also be retrieved by organization

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name or subject. Thus, this system is considered more effective and efficient because it can save time, energy, and thought, according to Setiorini & Aulianto (2024).

Based on the results of the study, secretaries were able to retrieve files quickly and efficiently through the application of a consistent document naming system and clear file grouping. This shows that the file storage procedures implemented were systematic and supported ease of document retrieval. The information retrieval system (Lasa, 2009) as cited in Hamsinah et al., (2024) is defined as an activity carried out in a systematic manner, either manually or with the help of information technology, to find the source location of a document, subject, or information.

The results of this study indicate that the seven indicators of archival storage procedures proposed by Read & Ginn inspection, indexing, coding, cross-referencing, sorting, storage, and retrieval are applied in an integrated manner in the digital archival management practices carried out by the event secretary at Polbeng Business Expo Chapter Two. Each stage does not stand alone, but rather forms a sequential procedure that ensures document readiness, structured classification, logical grouping, secure storage, and efficient retrieval during event administration. The use of digital media reinforces these procedures by facilitating faster document updates, flexible storage structures, and cloud-based backups that support accessibility and continuity. Although the secretary did not have a formal archival background, the ability to implement a structured digital storage system demonstrated that experience in related fields and digital literacy were sufficient to support effective records management in event activities. Therefore, the Read & Ginn archival procedure model remains relevant and applicable, and can be adapted to the digital context to meet the dynamic administrative needs of event-based activities.

4. Conclusion

The findings of this study show that the seven stages of digital archive storage procedures were consistently implemented by the event secretary during the Polbeng Business Expo Chapter Two. The procedures included document inspection prior to storage, structured naming and coding systems, organized folder hierarchy, and secure storage supported by data backup. These practices enabled orderly digital document management and facilitated efficient retrieval during event administration. The study also shows that systematic digital archive storage can be carried out effectively even by event secretaries who do not have a formal archival background, as long as digital literacy and procedural consistency are applied. The implementation of structured digital archive storage supports the accuracy, continuity, and accessibility of administrative information during event activities. Practically, these findings highlight the importance of establishing digital storage standards within event committees to ensure clarity, accountability, and ease of coordination. Future research may examine the use of digital archiving systems across different event types or organizational settings to further enrich the application of digital records management in contemporary administrative practices.

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