

Article

The Implementation of the Hulu Sungai Utara Regency Regional Regulations Number 16 Of 2015 Concerning Filing Management at the Amuntai Selatan Sub-District Office Hulu Sungai Utara Regency

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Abstract: The Implementation of Regional Regulation Number 16 of 2015 concerning Archiving Management is an implementation of all activities including policy establishment, archiving management and archive management supported by human resources, facilities and infrastructure and other resources. In this implementation there are several problems such as the absence of specialized archiving employees, lack of knowledge and skills of archiving employees and the lack of archival facilities and infrastructure. This study aims to find out how the Implementation of Regional Regulation Number 16 of 2015 Concerning Filing Management at the Amuntai Selatan Sub-district Office Kabupaten Hulu Sungai Utara Regency. This study uses a qualitative type descriptive approach. Data collection techniques used are interviews, observation and documentation. Data sources taken using a purposive sampling technique, totaling 10 people. Data analysis techniques in the form of data collection, data condensation, data presentation and drawing conclusions. The results of this study indicate that the Implementation of Regional Regulation Number 16 of 2015 concerning Filing Management at the Amuntai Selatan Sub-district Office, Hulu Sungai Utara Regency, is not optimal. First, communication, transmission is lacking because not all employees participate in socialization, clarity is lacking because employees do not fully understand the administration or archives, consistency is lacking because socialization is not routinely carried out. Secondly, resources, staff are lacking because there are no special archiving employees, information is lacking because employees are participating in archiving training activities, authority is quite good because it has been carried out in accordance with their respective work functions, facilities are lacking because there is no special archival space. Thirdly, the disposition, the attitude of the executors is quite good because of the changes made, bureaucratic arrangements are lacking because there has been no appointment of archiving officials. Fourthly, the bureaucratic structure, standard operating procedures are lacking in storing and maintaining archives which are still not appropriate, fragmentation is quite good because of the collaboration that has been carried out. As for the influencing factors, namely the absence of special archiving employees, the absence of archiving training and the lack of archival facilities and infrastructure. It is suggested to the Amuntai Selatan Sub-district head to propose additional employees who have expertise in archiving, provide archival training to employees and add archival facilities and infrastructure. The employees of the Amuntai Selatan Sub-district office are expected to be able to improve supervision and maintenance of archives so that their physical conditions are maintained properly as long as the archives have use value.

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1. Introduction

Public policy is one of the instruments used by the government to regulate, direct, and resolve various issues related to the interests of society [1]. Public policy is not only understood as government decisions but also as a series of actions carried out to achieve specific goals [2]. According to Young and Quinn in Suharto [3], public policy is an action created and implemented by government bodies that have legal, political, and financial authority to carry it out. In line with that opinion, Chief J.O. Udoji in Wahab [4] explains that public policy is an action that has specific goals, is interconnected, and influences the lives of the broader community.

Implementation becomes an important stage in the public policy process because the success of a policy is greatly determined by how the policy is executed on the ground [5].

According to Mulyadi [6], implementation is an action taken to achieve the goals set in a policy decision by transforming that decision into operational activities. Implementation is essentially a process of understanding what needs to be done after a policy is established so that the formulated goals can be achieved [7]. This shows that implementation is not only related to the execution of activities but also includes the organization's ability to manage resources and carry out procedures in accordance with the applicable policies [8].

In policy implementation, there are various factors that can influence the level of success. Edward III in Agustino [9] stated that the success of policy implementation is influenced by four main variables, namely communication, resources, disposition, and bureaucratic structure [10]. Communication relates to the process of conveying policy information so that it can be understood by both implementers and target groups. Resources relate to the availability of implementers, facilities, budgets, and various other supports needed in policy implementation. Disposition relates to the attitude, commitment, and willingness of the implementers in executing the policy, while the bureaucratic structure pertains to the procedures, division of tasks, and organizational work mechanisms in implementing the policy. These four variables are important aspects in analyzing the implementation of Regional Regulation of Hulu Sungai Utara Regency Number 16 of 2015 concerning Archival Management [11].

Archiving is one of the important parts of government administration because archives serve as a source of information, evidence, and supporting materials in the execution of organizational tasks [12]. According to Barthos Basir in Sugiarto and Wahyono [13], archives are any written records in the form of images, charts, or documents that contain information about an event or activity created to help recall that information. The existence of archives in an organization is not only as documents that are stored but also as a source of data that has administrative and accountability value [14].

Archive management or archiving is a series of activities that include the creation, receipt, use, maintenance, storage, and disposal of archives [15]. According to Terry in Asriel [16], archiving is the activity of placing documents in storage locations according to specific rules so that these documents can be easily and quickly found when needed. Therefore, good archival management requires a clear management system, competent human resources, and adequate facilities and infrastructure support.

Based on the description, the implementation of archival management policies is not only influenced by the existence of regulations but also by the organization's ability to translate policies into archival management practices. Communication factors, resources, disposition, and bureaucratic structure are important aspects in determining the success of the archival policy implementation at the Amuntai Selatan District Office, Hulu Sungai Utara Regency.

2. Methodology

This research uses a qualitative approach with a descriptive qualitative research type [17]. The qualitative approach is used to obtain an in-depth understanding of the phenomenon being studied thru the process of collecting, analyzing, and interpreting data based on the conditions found in the field [18]. Descriptive research aims to depict the research object as it actually is, thereby providing a comprehensive picture of the implementation of Regional Regulation of Hulu Sungai Utara Regency Number 16 of 2015 concerning Archival Management at the Amuntai Selatan Sub-district Office, Hulu Sungai Utara Regency [19].

The data in this research consists of primary and secondary data [20]. Primary data is obtained directly from interviews with research informants and observations of the archival management implementation at the Amuntai Selatan Sub-district Office. Meanwhile, secondary data is obtained thru documents, archives, regulations, books, articles, and other supporting sources related to the research.

The determination of data sources is carried out using purposive sampling techniques, which involve the selection of informants based on specific considerations according to the research needs [21]. Informants were selected because they were considered to have knowledge and direct involvement with the research object. In this study, the number of informants used was 10 people, consisting of individuals who understand the implementation of archival management at the Amuntai Selatan Subdistrict Office, Hulu Sungai Utara Regency.

Data collection techniques were carried out thru observation, interviews, and documentation [22]. Observation was conducted by directly observing the archive management process and the condition of archival facilities and infrastructure. Interviews were conducted thru direct interaction between the researcher and informants to obtain information regarding the implementation of archival management policies. Additionally, documentation was used to complement the research data thru documents, archives, and written sources related to the implementation of archival activities.

Data analysis in this study uses the Miles and Huberman analysis model, which includes several stages: data collection, data condensation, data presentation, and conclusion drawing and verification [23]. Data collection is carried out thru observations, interviews, and documentation, which are then recorded in the form of research notes. Next, the data is condensed thru the process of selection, simplification, and grouping of data relevant to the research focus. The analyzed data is then presented in the form of a systematic description to facilitate understanding of the research results. The final stage is drawing conclusions and verification, which is the process of finding meaning from the obtained data and ensuring that the conclusions drawn are consistent with the field research findings.

3. Results and Discussion

The implementation of the archival management policy at the Amuntai Selatan Subdistrict Office, Hulu Sungai Utara Regency, was analyzed using George C. Edward III's policy implementation theory, which includes four main variables: communication, resources, disposition, and bureaucratic structure. These four variables are crucial factors in determining the success of policy implementation. Based on the research results, the implementation of Regional Regulation of Hulu Sungai Utara Regency Number 16 of 2015 concerning Archival Management has not yet been optimal due to several obstacles in the aspects of communication, resources, disposition, and bureaucratic structure.

In terms of communication, the research results indicate that the dissemination of information regarding archival management has not been maximized. From the transmission aspect, the socialization of archival policies is still limited to administrative staff in the finance and administration sectors, while staff in other sectors have not all received the same information. This condition causes the understanding of archive

management to be uneven, even tho each field produces and manages archives in the execution of its duties. This indicates that the policy dissemination process does not align with Edward III's concept, which states that well-communicated policies to all implementers will support the successful implementation of the policy.

In addition to the transmission aspect, the clarity of information regarding the procedures for archival management is still not optimal. Some employees do not yet fully understand the procedures for archive management, from creation, storage, maintenance, to the reduction of archives. This condition is caused by a lack of socialization and continuous information dissemination. According to Edward III, information in policy implementation must be conveyed clearly to avoid misunderstandings for the policy implementers. In addition, communication consistency remains a challenge because the coordination between the Hulu Sungai Utara District Library Service, as the archival management authority, and the Amuntai Selatan Sub-district Office, as the executor, has not been conducted intensively and sustainably.

In terms of resources, the research findings indicate that the implementation of archival policies still faces obstacles, particularly in terms of human resources and supporting facilities. From the staff perspective, the Amuntai Selatan Subdistrict Office does not yet have dedicated personnel assigned to handle archiving. Archive management is still an additional task for employees who have other primary jobs, so its implementation has not been optimal. This condition aligns with Edward III's opinion, which states that the limitations in both the number and competence of staff can be a cause of failure in policy implementation.

In addition to staff limitations, the information aspect regarding policy implementation is also still not optimal. The officers handling the archives have not received special training on archive management, either from the local government or from the sub-district authorities. As a result, the employees' ability to understand procedures and techniques for archive management is still limited. However, the successful implementation of policies requires information support related to the procedures for policy execution.

Meanwhile, from the aspect of authority, the implementation of archival management has been running quite well. The Hulu Sungai Utara District Library Service and the Amuntai Selatan Subdistrict Office have carried out their respective duties and authorities in accordance with their functions. This is in accordance with Edward III's theory, which explains that authority is a form of legitimacy for the implementers in executing the established policies.

However, from the aspect of facilities, the implementation of archival policies still faces obstacles. Supporting facilities such as computers, printers, scanners, archive boxes, and special archive storage rooms are still not adequately available. The limitations of these facilities impact the effectiveness of archive management. This aligns with Edward III's view that facilities are one of the important elements supporting the successful implementation of policies.

In terms of disposition, the research results show that the attitude and commitment of policy implementers toward archival management are quite good. After the implementation of Regional Regulation of Hulu Sungai Utara Regency Number 16 of 2015, there has been a change in employees' attention to the importance of archive management. Employees are beginning to understand that archives play an important role in supporting government administration. This is in line with Edward III's theory, which states that the attitude of policy implementers is an important factor because the willingness and commitment of the implementers can determine the success of policy implementation.

Nevertheless, the aspect of bureaucratic regulation in the implementation of archiving is still not optimal. The appointment of archival officers is still done verbally to certain employees and is not yet supported by an official decree regarding the establishment of positions or archival duties. This condition causes the responsibility for archive

management to lack a clear position within the organizational structure. However, according to Edward III, bureaucratic organization must be based on clear abilities, competencies, and responsibilities so that policy implementation can run effectively.

In the aspect of bureaucratic structure, the research results show that the implementation of archival management still faces obstacles in the application of standard operating procedures (SOP). The SOP for archival management has not been fully optimally implemented, especially in the processes of creation, storage, maintenance, and disposal of archives. This condition causes archival management not to fully comply with the provisions set forth in archival regulations. According to Edward III, a bureaucratic structure with clear procedures will facilitate the implementers in consistently executing policies.

However, the aspect of fragmentation in the implementation of archiving has been going quite well. This is evident from the collaboration between the Hulu Sungai Utara District Library Office and the Amuntai Selatan Subdistrict Office in supporting the implementation of archival policies. The division of responsibilities between the supervising and implementing agencies shows that inter-organizational coordination has been functioning according to their respective roles. This condition aligns with Edward III's theory, which explains that fragmentation is necessary to divide the responsibility for activity implementation among work units according to their respective fields.

Based on the overall research results, it can be concluded that the implementation of Regional Regulation of Hulu Sungai Utara Regency Number 16 of 2015 concerning Archival Management at the Amuntai Selatan Sub-district Office has not yet been fully optimal. The main obstacles lie in the uneven communication aspect, limited human resources and facilities, suboptimal bureaucratic arrangements, and the need for improvement in the implementation of SOPs. Nevertheless, the aspects of authority, the attitude of the implementers, and inter-agency cooperation have supported the implementation of archival policies.

4. Conclusion

Conclusion, Based on the research and discussion regarding the implementation of Regional Regulation of Hulu Sungai Utara Regency Number 16 of 2015 concerning Archiving Management at the Amuntai Selatan Sub-district Office, Hulu Sungai Utara Regency, it can be concluded that the implementation of this policy has not yet been optimal. This is evident from several aspects of policy implementation based on George C. Edward III's theory.

In terms of communication, the dissemination of information regarding archival management is still not optimal because socialization has not been conducted thoroughly for all employees, resulting in uneven understanding of archive management. From the resource aspect, there are still obstacles such as the absence of specialized personnel in the archival field, limited training for archive management staff, and inadequate supporting facilities like storage rooms and equipment. Meanwhile, the authority aspect has been functioning quite well because task execution has been carried out according to their respective functions.

In terms of disposition, the attitude and commitment of employees toward the implementation of archival policies are quite good, but the bureaucratic arrangement is still not optimal due to the lack of an official appointment of archive management officers thru a decree. Furthermore, in terms of bureaucratic structure, the implementation of archival standard operating procedures (SOP) still needs to be improved because there is no clear system related to the procedures for storage, maintenance, and protection of archives. Nevertheless, coordination and cooperation among employees and with related agencies have been quite good in supporting the implementation of archiving.

Suggestion, Based on the research findings, it is recommended that the Hulu Sungai Utara District Library Service conduct regular guidance and evaluation of the archival

management implementation at the Amuntai Selatan Sub-district Office so that the archive management can proceed in accordance with the applicable regulations.

To the South Amuntai Subdistrict Head, it is recommended to enhance support for archival management by providing human resources with competencies in the field of archiving, involving staff in archival training, and equipping supporting facilities and infrastructure such as storage rooms and archival management equipment.

In addition, it is expected that the employees of the Amuntai Selatan Subdistrict Office can enhance their concern for archive management by paying attention to the storage system, maintenance, and security of the archives so that the condition of the archives remains preserved and can be quickly found when needed.

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