ADMINISTRATIVE MANAGEMENT THROUGH DIGITAL ARCHIVES (GOOGLE DRIVE) AT UPT SMP NEGERI 1 AMALI

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Abstract

This study examines the management of school administration through Google Drive-based digital archives at UPT SMP Negeri 1 Amali. The research is driven by the need for efficient document management, accessibility, and data security. The study focuses on three main aspects: (1) planning for digital archive management, (2) implementation by teachers and administrative staff, and (3) evaluation of Google Drive's effectiveness in administrative management. A qualitative descriptive method was used, with data collected through direct observation, in-depth interviews with school staff, and document analysis. Data analysis involved data reduction, data presentation, and conclusion drawing to assess the effectiveness of Google Drive in managing school administration. Findings indicate that Google Drive enhances document organization, work efficiency, and reduces paper usage. However, challenges remain, including limited internet connectivity, insufficient training for staff, and data security risks. The study also reveals that while access rights to documents have been structured, there is a lack of standardized policies for document organization and protection.
Keywords: Administration, Digital Archive, Google Drive, School Management

Abstrak

Penelitian ini mengkaji pengelolaan administrasi sekolah melalui arsip digital berbasis Google Drive di UPT SMP Negeri 1 Amali. Penelitian ini didorong oleh kebutuhan akan manajemen dokumen yang efisien, aksesibilitas, dan keamanan data. Penelitian ini berfokus pada tiga aspek utama: (1) perencanaan pengelolaan arsip digital, (2) implementasi oleh guru dan staf administrasi, dan (3) evaluasi efektivitas Google Drive dalam manajemen administrasi. Metode deskriptif kualitatif digunakan, dengan pengumpulan data melalui observasi langsung, wawancara mendalam dengan staf sekolah, dan analisis dokumen. Analisis data meliputi reduksi data, penyajian data, dan penarikan kesimpulan untuk menilai efektivitas Google Drive dalam mengelola administrasi sekolah. Temuan menunjukkan bahwa Google Drive meningkatkan pengorganisasian dokumen, efisiensi kerja, dan mengurangi penggunaan kertas. Namun, masih terdapat tantangan, termasuk konektivitas internet yang terbatas, pelatihan yang tidak memadai bagi staf, dan risiko keamanan data. Penelitian ini juga mengungkapkan bahwa meskipun hak akses terhadap dokumen telah terstruktur, masih terdapat kekurangan kebijakan standar untuk pengorganisasian dan perlindungan dokumen.
Kata Kunci: Administrasi, Arsip Digital, Google Drive, Manajemen Sekolah.

INTRODUCTION

Technological advancements require the education sector to adapt to document management. Many schools still face difficulties storing and organizing physical archives, often resulting in scattered and difficult-to-access documents. Ineffective administrative management can hinder the performance of educational staff and negatively impact the quality of educational services. Therefore, successful archive management depends heavily on the ability to effectively manage documents, utilize information technology, and implement digital archiving systems.

Administrative management can play a crucial role in accelerating access and ensuring the sustainability of information for future generations. This refers to Presidential Instruction Number 3 of 2003 concerning National Policy and Strategy for E-Government Development, which states, "The government must be able to utilize advances in information technology to create the capacity to process, transmit, and distribute information and ensure data protection security."[1]

The data protection security offered by Google Drive is crucial in ensuring that information remains secure and accessible at any time. Google Drive can be used to store school digital archives, ensuring easy, structured, and secure access. Several features within Google Drive can be used for archiving purposes, such as Google Forms and Google Sheets, allowing staff to creatively manage digital archives.[2] Google Drive has advantages in digital document management, especially in making it easier to access files and flexible to access documents without any obstacles.[3]

Management is mentioned in QS Al Baqarah 2: 282

يٰٓأَيُّهَا الَّذِيْنَ اٰمَنُوْٓا اِذَا تَدَايَنْتُمْ بِدَيْنٍ اِلٰٓى اَجَلٍ مُّسَمًّى فَاكْتُبُوْهُ وَلْيَكْتُبْ بَيْنَكُمْ كَاتِبٌۢ بِالْعَدْلِ وَلَا

يَأْبَ كَاتِبٌ اَنْ يَّكْتُبَ كَمَا عَلَّمَهُ اللّٰهُ فَلْيَكْتُبْ ...

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[1]Sambas Ali Muhidin et al., "Pengelolaan Arsip Digital," *JPBM (Jurnal Pendidikan Bisnis Dan Manajemen)* 2, no. 3 (2019): 178–83.

[2]R.B Rahayu, *Penggunaan Google Drive Untuk Meningkatkan Keterampilan Mengelola Arsip Digital.* (2020).

[3]Sugeng Widodo, *Pengelolaan Dokumen Digital Dengan Google Drive* (2020).

Translation:[4]

O you who believe! If you carry out a debt and receivable transaction for a specified time, then you should write it down. And let a writer among you write it correctly. Don't let the writer be reluctant to write as Allah has taught him, so let him write. (Al-Baqarah: 282)

However, the phenomenon in the field shows that archiving in the administration section of UPT SMP Negeri 1 Amali currently still uses a semi-digital method, physical documents are scanned and stored in digital files on a local computer, which are then organized using conventional folders and folders. Although administrative documents have been structured with the separation of incoming and outgoing letters, the document search process often faces difficulties in finding old documents, duplication often occurs and data loss due to the lack of an integrated management system. The phenomenon found in the field shows that although Google Drive has been introduced as a solution for storing and managing documents, its implementation has not been optimal. Based on observations and interviews, some of the main obstacles faced include the lack of technical training for administrative staff.

Various studies have discussed administrative management through digital archives (Google Drive) in schools. Enny Diah Astuti (2021) examined digital archive management using Dropbox, One Drive, and Google Drive.[5] Meanwhile, Resky (2022) researched digital archive management with Google Drive at the Kopis Raya Insani Foundation.[6] Nurul Aulia (2022) examines the role of administration in archive management.[7] Djoko (2022) Managing Google Drive to support online administration services in the Informatics Engineering Study Program, Surakarta University.[8] Topan (2021) conducted Google Drive training for digital data preparation for PKH HR in Garut Regency.[9]

This study differs from previous literature reviews in its specific focus on public secondary institutions, unlike previous studies, which were generally conducted in universities, private foundations, or non-educational institutions. This study also has a unique geographic and

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[4]Departemen Agama Republik Indonesia, "Al-Qur'an, Terjemahannya, Dan Tafsir," in *Quran.Kemenag.Go.Id*, 2025, https://quran.kemenag.go.id.

[5]Enny Diah Astuti, Widiarti Lestariningsi, "Pengelolaan Arsip Digital Menggunakan Dropbox, One Drive Dan Google Drive," *Jurnal Abdimas PLJ.* Vol.1. No. (2021).

[6]Muhammad Rezki et al., "Pengelolaan Arsip Digital Dengan Google Drive Pada Yayasan Kopia Raya Insani," *Jurnal Indonesian Community Service Journal of Computer Science* 1, no. 1 (2023): 10–12.

[7]Nurul Aulia, Abubakar Umar, "Peran Tata Usaha Dalam Pengelolaan Arsip," *Junrnal Bahana Manajemen Pendidikan* 11. No.1 (2022).

[8]Lia Setiarum Djoko Sutanto, Adi Putranti, "Implementasi Google Drive Untuk Mendukung Pelayanan Administrasi Dalam Jaringan Pada Program Studi Teknik Informatika Universitas Surakarta," *Ilmu Komunikasi PROGRESSIO* 3 No. 1 (2022).

[9]Mohamad Fandra Yudha Setiawan, Topan, "Pemanfaatan Google Drive Untuk Pengarsipan Data Digital Bagi SDM PKH Kabupaten Garut," *Jurnal AbdiMU (Pengabdian Kepada Masyarakat)* 1, no. 2 (2021): 53–63, https://doi.org/10.32627/abdimu.v1i2.382.

socio-cultural context and explores the challenges of implementing digital technology at the educational level, which have not been widely studied in similar contexts.

The novelty of this research lies in its in-depth analysis of the integration of Google Drive into the administrative system of a public junior high school, which may have limited digital infrastructure. This research offers a digital archives management model tailored to the specific needs of secondary schools and makes a significant contribution to the limited literature on digital transformation in primary and secondary education. The research findings can serve as a practical reference for schools with similar characteristics in implementing archives management systems.

The urgency of this research lies in the need for efficient and structured archive management, which is an urgent need for educational institutions in the digital era, including the UPT SMP Negeri 1 Amali, which currently still faces challenges in optimizing the use of Google Drive as an archiving medium. This has the potential to hinder fast and accurate access to information, which is essential to support the smooth running of the educational process. Therefore, this research is important to provide strategic and practical solutions in optimizing digital archive management, in order to improve efficiency, data security, and information sustainability in the future.

The main objective of this study aims to explore the extent to which the use of Google Drive in administrative management at UPT SMP Negeri 1 Amali can improve work efficiency by examining ideal conditions, real conditions in the field, and the obstacles faced. It is hoped that this study can provide strategic recommendations to improve the effectiveness of digital archive management in the school environment.

RESEARCH METHODS

This study uses a qualitative descriptive method with a case study approach. Data were collected with primary data through in-depth interviews with the principal, TU staff/administrative staff and teachers. Conducting direct observation of the archiving system used, and documentation. Then supported by secondary data as supporting data such as journals, theses, books and other documents. The data obtained were analyzed through three stages: data reduction filtering relevant information, data presentation presented in tabular and narrative form, and drawing conclusions based on the patterns of findings that emerged during the study. To increase data validity, this study applies triangulation techniques in three forms: (1) source triangulation, namely comparing interview results from various sources such as the principal, administrative staff, operators and teachers to obtain objective conclusions. (2) technical triangulation, namely combining the results of interviews, observations and documentation to ensure consistency of findings, and (3) time triangulation, namely data collection carried out in

several different periods to see the consistency and dynamics of the implementation of Google Drive in administrative management in schools.[10]

LITERATURE REVIEW

Administrative Management

Administrative management is a crucial aspect in improving the effectiveness and efficiency of educational services. According to Henry Fayol, administrative management consists of planning, organizing, directing, and controlling, aimed at achieving organizational goals. In the educational context, modern administrative systems rely heavily on digital technology to increase transparency, facilitate access to information, and accelerate decision-making.[11]

Administration is the management of archival administration data to facilitate the flow of incoming and outgoing letters, this activity includes the management of dynamic archives, which are used directly in the activities of the archive creator and are stored for a certain period of time, as well as static archives, which have historical value, have passed the retention period, make a division of administrative responsibilities and are made permanent by the National Archives of the Republic of Indonesia or an archival institution. The duties of archival administration staff include incoming and outgoing letters, making official letters, delivering official letters to related agencies and maintaining and storing letter archives.[12] Meanwhile, Sondang Siagian is of the opinion that administration is a process of cooperation between two or more people based on certain rationalities to achieve previously determined goals.[13] According to Laudon and Laudon, data management is the systematic process of collecting, storing, organizing, and securing information to support organizational operations. In education, the use of digital technologies such as Google Drive can help manage academic and administrative data more efficiently and reduce the risk of information loss.

From the definition above, the researcher is of the opinion that administration is a process of collaboration between human resources and the implementation of static and dynamic archive management. Mis carried out professionally and responsibly in order to achieve goals effectively and efficiently. Aspects of administrative management:[14] (1) School financial management includes planning, budgeting, expenditure, and financial reporting to ensure the efficient use of

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[10]Creswell John W, *Research Design Pendekatan Metode Kualitatif, Kuantitatif, Dan Campuran*, IV (Pustaka Pelajar, 2019).

[11]Ahmad Zulfikar, *Manajemen Ketatausahaan Di SMP Muhammadiyah 3 Bandar Lampung* (Fakultas Tarbiyah dan Keguruan Universitas Islam Negeri Raden Intan Lampung, 2021).

[12]Yuni Hedrowati, *Administrasi Pendidik* (2016).

[13]Hedrowati, *Administrasi Pendidik*.

[14]Nanu Andriani and Manarul Hidayat, "Pengelolaan Administrasi Sekolah," *Jurnal Pelita Nusantara* 1, no. 2 (2023): 215–20, https://doi.org/10.59996/jurnalpelitanusantara.v1i2.195.

educational funds. (2) Personnel management involves human resource management, including recruitment, training, and performance appraisal to improve the professionalism of educational staff performance. (3) Management of school facilities and infrastructure such as classrooms, laboratories, and libraries to support the teaching and learning process. ($) Student data management includes recording, monitoring, and analyzing student information, such as academic achievement and attendance as a basis for decision making. (5) Management of school activities, This includes planning, implementing, and evaluating activities to ensure everything runs smoothly.

Good school administration significantly impacts teaching and learning activities. Orderly administration creates a conducive environment for the educational process, thereby enhancing school quality. In this context, effective administration serves as a foundation supporting the achievement of educational goals and the development of student character. Therefore, school administration not only aims to carry out administrative functions but also to ensure that every aspect of education runs smoothly and that quality continues to improve. Digital archive-based school administration, such as using Google Drive, offers significant benefits.

Administrative Management Planning

Planning is a fundamental management process of setting goals and strategies to achieve them, planning has a more important role than other managerial functions (such as organizing, directing, these functions only implement decisions taken in the planning process).[15] Planning in administrative management is a major factor in the successful implementation of information systems in educational organizations.[16]

Planning offers several important benefits in management. First, planning establishes goals and designs strategies to achieve them. Second, planning facilitates better decision-making by evaluating various options and selecting the most optimal one. Third, planning helps organizations reduce uncertainty and increase efficiency and effectiveness.[17]

Document management systems include the creation, storage, use, and maintenance of records to efficiently support an organization.[18] Planning is made to reduce risks and changes that may occur, focus activities on predetermined goals, guarantee the process of achieving goals and

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[15]Usep Suherman et al., "Konsep Perencanaan Dalam Manajemen Pendidikan," *Pendidikan Islam* 1, no. 3 (2024): 109–16.

[16]E. Siregar, *Pengantar Manajemen Dan Bisnis. Widina Bhakti Persada.* (2021).

[17]Suherman et al., "Konsep Perencanaan Dalam Manajemen Pendidikan."

[18]E.Siregar, *Pengantar Manajemen Dan Bisnis. Widina Bhakti Persada.*Introduction to Management and Business. Widina Bhakti Persada., 2021 <http://repository.uki.ac.id/7771/1/BukuPengantarManajemendanBisnis.pdf>

make it easier for management to carry out supervision.[19] George R. Terry explains that planning includes setting goals, developing policies, and designing clear procedures.[20] In implementing Google Drive in schools, planning involves developing internal policies, staff training, and determining standard operating procedures (SOPs) for managing digital archives.[21] Meanwhile, according to research by Enny Diah Astuti and Widiarti Lestarinigsih, the use of technology in digital archive management can increase the efficiency of document storage and speed up data searches.[22] However, without proper planning, this system can face obstacles such as lack of training and the absence of standard operating procedures in document management.

Planning is divided into two types: single-use planning, which is a decision made incidentally due to a specific situation and is only applicable once. Once the problem is resolved, the plan is no longer valid. Second, repeat planning, which is a plan used repeatedly and therefore becomes permanent.[23]

Evaluation of Administrative Management

Evaluation is the assessment of something. Therefore, it must first be accompanied by the object being assessed. For example, learning evaluations are used in elementary school, secondary school, and so on. Besides the word "evaluation," there are other words with similar meanings.[24] It can be concluded that evaluation is a process of assessing an object or performance. In the context of performance, evaluation involves the systematic collection of information and its comparison against predetermined standards.

According to Wirawan, performance evaluation is an assessment process by officials who collect and document employee performance information periodically to be compared with performance standards to support HR management decisions.[25] Meanwhile, Surya Dharma stated that performance evaluation is a formal system used by organizations to assess employee performance periodically.[26]

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[19]E.Siregar, *Pengantar Manajemen Dan Bisnis. Widina Bhakti Persada.*Introduction to Management and Business. Widina Bhakti Persadan., 2021 <http://repository.uki.ac.id/7771/1/Buku Pengantar Manajemen dan Bisnis.pdf>.

[20]Ahmad Zulfikar, *Manajemen Ketatausahaan Di SMP Muhammadiyah 3 Bandar Lampung.*

[21]Djoko Sutanto et al., "Implementasi Google Drive Untuk Mendukung Pelayanan Administrasi Dalam Jaringan Pada Program Studi Teknik Informatika Universitas Surakarta," *Jurnal Kurikulum Progressio* 3, no. 1 (2022): 47–61.

[22]Enny Diah Astuti, Widiarti Lestariningsi, "Pengelolaan Arsip Digital Menggunakan Dropbox, One Drive Dan Google Drive,."

[23]E.Siregar, *Pengantar Manajemen Dan Bisnis. Widina Bhakti Persada.*Introduction to *Management*And Business. Widina Bhakti Persadan., 2021 <http://repository.uki.ac.id/7771/1/BukuPengantarManajemendanBisnis.pdf>.

[24]M. Ma'ruf Abdullah, *Manajemen Dan Evaluasi Kinerja Karyawan*, in *Aswaja Pressindo* (2018).

[25]Wirawan, *Evaluasi,* (Raja Grafindo Persada, 2011).

[26]Surya dalam Usmara ed Dharma, *Manajemen Kinerja, Falsafah, Teori Dan Penerapannya,* (Pustaka Pelajar, 2010).

Performance evaluation is a systematic and formal assessment process conducted periodically to assess employee performance against established standards. This process aims to document work results and support decision-making in HR management.

Digital Archives

Digital archives are data (archives) stored and transmitted in disjointed or binary code. This data can be opened, created, or deleted using computing devices capable of reading or processing binary data, allowing the archives to be used or utilized.[27] In Islam, justice is a fundamental value, digital archive management must be carried out with a transparent attitude, where all information can be accessed by the entitled parties, as stated in the Qur'an by Allah in (QS AN-Nisa 4:58)

۞ اِنَّ اللّٰهَ يَأْمُرُكُمْ اَنْ تُؤَدُّوا الْاَمٰنٰتِ اِلٰٓى اَهْلِهَاۙ وَاِذَا حَكَمْتُمْ بَيْنَ النَّاسِ اَنْ تَحْكُمُوْا بِالْعَدْلِ ۚ اِنَّ اللّٰهَ نِعِمَّا يَعِظُكُمْ بِهٖ ۗ اِنَّ اللّٰهَ كَانَ سَمِيْعًاۢ بَصِيْرًا

Translation:

Indeed, Allah commands you to convey the trust to its owner. When you establish laws between people, you must establish them fairly. Indeed, Allah gives you the best teaching. Indeed, Allah is All-Hearing, All-Seeing.[28]

The interpretation of Wajiz in the last two verses explains the end of the two groups of believers and unbelievers, namely about pleasure and torment, so now the Qur'an teaches a guide to life, namely about trust. Indeed, Allah the Almighty commands you to convey your message perfectly and on time to those who are entitled to receive it, and Allah also orders you to implement it with fair decisions. Indeed, Allah, who has commanded you to uphold your trust and commands you to act fairly, is the best person to teach you. Indeed, Allah is a God who is all-hearing, all-seeing.[29]

Digital archives offer several significant advantages in school administration. The Liang Gie emphasized that the use of digital archives provides ease of access, storage efficiency, and increased document security, allowing educational staff to access information from various devices.[30] This is in line with the findings that effective digital archive management includes planning, document classification, access role storage, and data maintenance.[31] In the context of technology, Laudon and Laudon highlight that developments in digital archive management

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[27]Muhidin et al., *Pengelolaan Arsip Digital.* (2016).
[28]Ministry of Religion Translation 2019
[29]Departemen Agama Republik Indonesia, "Al-Qur'an, Terjemahannya, Dan Tafsir."
[30]Eva Zulaikah, *Manajemen Ketatausahaan Dalam Meningkatkan Kualitas Pelayanan Administrasi Pendidikan Di MAN 3 Madiun*, 2023.
[31]Ahmad Zulfikar, *Manajemen Ketatausahaan Di SMP Muhammadiyah 3 Bandar Lampung*.

include cloud computing, data encryption, and automated backup systems that guarantee the security and availability of information even in the event of system failure.[32]

Digital archives are records stored in digital media and can be accessed or modified with specialized devices. Digital archives can be in the form of text (PDF, PPT), images (JPG, PNG), audio (MP3), or video (MP4). Managing digital archives faces significant challenges, such as the risk of data alteration or deletion without proper controls. A digital archive management system is needed to maintain data integrity and security, provide access control, transparent auditing, and ensure efficient archive management and disposal.[33]

A records management system explains the importance of a digital records management system in managing digital records in a more structured and secure manner. This system not only helps store records in an organized database but also provides strict access controls, enables transparent audits, and ensures proper disposal of records. The use of customized metadata allows for more efficient records management and facilitates future data retrieval and management. This system ensures the integrity and security of digital records are well-maintained.

RESULTS AND DISCUSSION

Administrative Management Planning through Digital Archives (Google Drive) at UPT SMP Negeri 1 Amali

Planning offers several important benefits in management. First, planning establishes goals and designs strategies to achieve them. Second, planning facilitates better decision-making by evaluating various options and selecting the most optimal one. Third, planning helps organizations reduce uncertainty and increase efficiency and effectiveness.[34]

Planning of administration management through digital archives (Google Drive) at UPT SMP Negeri 1 Amali by explaining the idea of using digital administration for school administration management, policies to support the implementation of digital archive systems, budget planning to support digital archive system infrastructure, the process of planning folder structures and organizing documents in Google Drive, preparation for the transition from manual to digital, and the process of sharing access and authority in digital document management.

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[32]Helaluddin and Hengki Wijaya, *Analisis Data Kualitatif* (Sekolah Tinggi Theologia Jaffray, 2019).

[33]The National Archive. (n.d.)., *Managing Digital Archive Without an Electronic Record Management System. Retrieved From*, n.d.

[34]Suherman et al., "Konsep Perencanaan Dalam Manajemen Pendidikan."

Source person	Interview Question Points	Findings
Hasniaty S, S.Ag., M.Pd (Principal)	-What is the school's policy in planning a digital archive system?	Establish standardization and regulations and create a clear classification system based on document type.
	-What preparations have been made to adopt Google Drive?	Infrastructure is available, but its utilization is not yet optimal.
	-How is the budget allocated to support the digital system?	The school allocates a budget for electronic devices and internet packages, but there is no specific budget for wi-fi.
Fadly, S.Pd (School Operator)	-Is there any specific training for staff on using Google Drive? - What is the folder structure in a school's digital archive system? - What are the main obstacles in planning a digital archive system?	- Training is still minimal, many staff still have difficulty organizing documents - Folder structure is still in the development stage, there are no clear standards.
Nurlinda, S.Sos (Administrative Staff)	- How is access to digital documents in Google Drive shared? - What are the initial steps in setting up an archiving system?	- Documents are starting to be organized into categories such as student data, personnel, and correspondence. - There is no structured access policy yet, and some documents are still difficult to find.

Observations indicate that the planning for administrative management through digital archives (Google Drive) at the UPT SMP Negeri 1 Amali faces several obstacles that need to be addressed. Although the school has adopted a document digitization system, its implementation has not been optimal due to limited staff training. Most staff still rely on self-learning from social media, indicating that the planning has not fully considered strengthening staff skills in managing digital archives.

From a security and privacy perspective, the school has implemented access rights settings, allowing teachers to access learning documents, while other documents remain private. However, the storage structure in Google Drive remains poorly organized, potentially complicating document retrieval later. Furthermore, although the school has several functioning

laptops and computers, the lack of Wi-Fi hinders access to Google Drive, making the use of digital archives less efficient.

Overall, the results of this observation confirm that although efforts to plan a digital administration system have been made, there is still a need for strengthening staff training, standardizing storage systems, and providing supporting infrastructure such as stable internet access to increase the effectiveness of school administration management through Google Drive.

Figure 1. Meeting between Educators and Education Staff

Figure 2. Digital System Administration Training

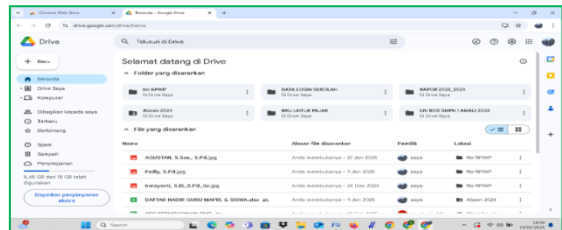**Figure 3. Digital System Administration Training**

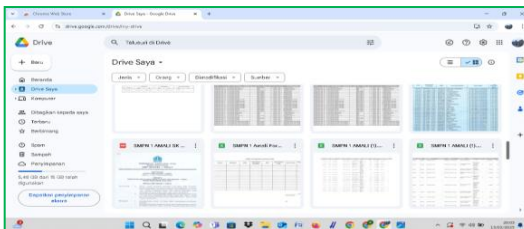**Figure 4. Archiving in Google Drive**

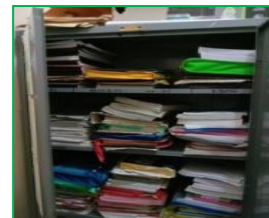**Figure 5. The process of organizing documents in Google Drive**

Figure 6. Manual Archive

Based on interviews, observations, and documentation, planning for digital administration management through Google Drive at SMP Negeri 1 Amali has begun, but implementation has not been optimal. The school has allocated a budget for electronic devices, but still faces limitations in supporting infrastructure, particularly the lack of Wi-Fi that can support full access to the digital system.

Furthermore, staff training remains limited, leaving most education personnel relying on self-learning through social media. This indicates that planning has not fully considered skills development in digital archive management. From a filing system perspective, there are no clear standards for folder structure and file naming, which makes document retrieval difficult.

Although the school has implemented a document access rights system, data security policies are still not fully stringent in protecting critical information. Therefore, while digital administration system planning has been implemented, strengthening staff training, archiving policies, and providing more adequate infrastructure to support more effective digital archive management is still needed.

The results of the study indicate that the planning of Google Drive usage has been supported by training conducted by the Department of Education. However, there is no internal school policy that specifically regulates the implementation of this system. Based on Georger R. Terry's management planning theory, good planning includes clear objectives, implementation steps, and continuous evaluation. Supported by Henry Fayol's theory, planning is a crucial stage in organizational management that determines the success of the implementation of a digital administration system. Literature review from research by Enny Diah Astuti and Widiarti Lestariningsi also shows that adequate training is a key factor in the successful implementation of a digital archiving system administration system. Thus, schools need to develop written policies that regulate the standards for the use of Google Drive so that it can be used effectively by all educational staff.

Administrative Management through Google Drive Digital Archives Carried Out by Teachers and Administrative Staff at UPT SMP Negeri 1 Amali

Administration is the management of archival administrative data aimed at streamlining the flow of incoming and outgoing mail. This activity includes the management of dynamic archives, which are used directly in the activities of the archive creator and are stored for a certain period of time, as well as static archives, which have historical value, have passed the retention period, and are permanently stored by the National Archives of the Republic of Indonesia or an archival institution. The duties of archival administration personnel include processing incoming and outgoing mail, creating official letters, delivering official letters to relevant agencies, and maintaining and storing letter archives.

According to Henry Fayol, administration is the process of achieving organizational goals by using human and material resources efficiently. Meanwhile, according to Sondang Siagian, administration is a process of cooperation between two or more people based on certain rationalities to achieve predetermined goals. The purpose of administration is to provide information while facilitating these activities to obtain information by using steps to ensure effective administrative management using Google Drive, staff involvement in the administrative management process, procedures for uploading and archiving documents to Google Drive,

implementing a document organizing system, types of documents managed using Google Drive, and staff collaboration in sharing documents.

Source person	Interview Question Points	Findings
Hasniaty S, S.Ag., M. Pd (Principal)	- How is the digital administration management system implemented? - What challenges do schools face in implementing it?	- Google Drive has been helpful in storing digital documents, but there is no structured system for its use. - Most staff are still accustomed to manual systems, so there are difficulties in adapting.
Fadly, S.Pd (School Operator)	- How do schools manage documents in Google Drive? - How effective is the use of Google Drive in managing school administration? - What is the data backup system to prevent document loss?	- Google Drive improves the efficiency of document storage and access. - There are still difficulties in finding old files due to the lack of a standard naming system. - There is no systematic backup policy.
Nurlinda, S.Sos (Administrative Staff)	- How are teachers involved in digital administration? - What steps are taken to organize and store documents in Google Drive?	- Google Drive helps improve work efficiency and reduce paper usage. - However, there is no systematic backup policy, so there is a concern about data loss in the event of a technical error.
Agustan, S.Sos., S.Pd (Teacher)	- How are access rights shared between administrative staff and teachers? - How does the use of Google Drive impact teachers' work?	- Google Drive makes it easy to access documents anytime and facilitates collaboration. - The biggest challenge is the lack of technological understanding among some senior teachers.

Based on observations and observations of administrative management through digital archives (Google Drive) at UPT SMP Negeri 1 Amali, it shows that the implementation of this system has begun, but still faces various challenges. Administrative staff have used Google Drive to store and manage documents, but there is no clear standardization in folder structure and file

naming, so document searches are still time-consuming. In addition, some documents are still stored on computers without being uploaded to Google Drive, causing inconsistencies in data management.

In practice, administrative staff are responsible for archiving important documents such as student data, personnel records, and correspondence, while teachers only have access to documents related to learning. This division of access rights has been implemented, but it is not fully structured, resulting in the risk of inappropriate access. Observations also indicate that staff and teachers encounter difficulties in optimally utilizing Google Drive features due to a lack of formal training.

In terms of infrastructure, although the school has several devices, such as laptops and computers, the lack of Wi-Fi hampers quick access to Google Drive, especially for staff who must use their personal data plan to upload and manage documents. Therefore, while digital administration is in place, improvements are still needed in terms of standardizing storage, strengthening the digital skills of staff and teachers, and providing adequate internet access to improve the system's efficiency.
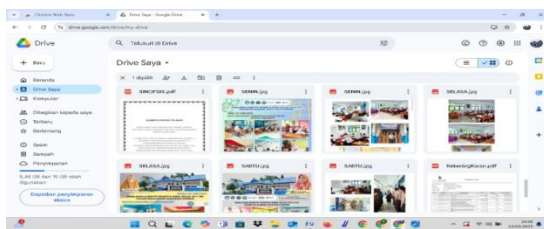
Documentation Results:

Figure 7. Uploading and archiving procedures
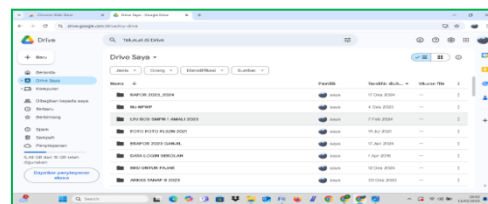
Figure 8. File organization process

Figure 9. Creating a barcode to access a document

Based on the results of interview data, observations and documentation, it can be concluded thatAdministrative management through Google Drive has been implemented, but still faces various challenges. Based on interviews and observations, administrative staff are responsible for archiving important documents such as student data, personnel records, and correspondence, while teachers are only given access to learning documents. However, the data backup system is not yet optimal, resulting in a risk of data loss. Furthermore, the document storage structure is still not standardized, making it difficult to find uploaded files. Observations

also indicate that staff and teachers' digital skills are still limited due to a lack of training, making it difficult for them to fully utilize Google Drive's features. In terms of infrastructure, the lack of Wi-Fi in schools is a major obstacle to real-time document access and management. Therefore, standardization of storage systems, improvement of staff skills, and strengthening of infrastructure are needed for the digital administration system to run more effectively.

Effective digital archive management depends on clear operational standards and user skills in utilizing technology. Research shows that the Google Drive archiving system has been used by administrative staff, but still faces challenges in folder structure, file naming, and document management, which still lacks a robust security system, especially in managing sensitive data.

This finding supports the information systems theory by London & Laudon which states that the implementation of information technology in organizations must be supported by clear data governance, including document classification, backup systems, and well-defined security procedures.[35] This is reinforced by Widodo's research, which emphasizes that digital document management requires a clear classification system so that document searches and reuse can be carried out efficiently.[36] In addition, research by Astuti and Lestariningsi also shows that the lack of access and security arrangements in digital archiving systems can increase the risk of data loss or misuse.[37] According to The Liang Gie's archival management theory, archives management must have a clear classification and access system to improve search efficiency and reduce the risk of data loss. However, obstacles to standardizing folder structures remain a challenge, which can hinder easy access to information. Therefore, operational guidelines related to file naming, document grouping, and access security mechanisms are needed to ensure that digital archives management is more systematic and secure.

Conclusion The results of the study indicate that administrative management through Google Drive at UPT SMP Negeri 1 Amali has helped efficiency in storing and accessing documents, but is still hampered by the lack of digital skills of teachers and staff, irregular archiving systems, and limited internet access. Digital Information Management Theory. Choo, states that the effectiveness of digital archive management depends on organizational structure, user skills, and available technology, which is in accordance with the findings of this study.

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[35]Sutanto et al., "Implementasi Google Drive Untuk Mendukung Pelayanan Administrasi Dalam Jaringan Pada Program Studi Teknik Informatika Universitas Surakarta.""Implementation of Google Drive to Support Administrative Services in the Network of the Informatics Engineering Study Program, University of Surakarta" Profressio Curriculum Journal, Vol.3.No.1.p.47-61.2022

[36]Sugeng Widodo, *Pengelolaan Dokumen Digital Dengan Google Drive*, n.d.*Journal of the Indonesian Community Service Journal of Computer Science,*Vol. 1. No. 1. p. 10-12. 2023

[37]Astuti Diah Enny and Lestariningsih Widiarti, "Pengelolaan Arsip Digital," *Jurnal Pendidikan Bisnis & Manajemen* 2, no. 3 (2021): 178–83."Digital Archives Management", Journal of Business & Management Education, Vol. 2. No. 3. pp. 178-183.2021.

However, differences were found in the level of user adaptation, where the Diffusion of Innovation theory, Rofers, emphasizes the need for training support in implementing new technologies, which in this study is still less than optimal. In conclusion, although Google Drive has been implemented as a digital solution, its effectiveness still needs to be improved through standardization of the archive system, ongoing training, and improvement of internet infrastructure to be more in line with the theory that supports efficient digital administrative management.

Evaluation of the Effectiveness of Using Google Drive in Administrative Management at UPT SMP Negeri 1 Amali

Effectiveness evaluation is a process carried out by an assessor to formally and periodically assess employee performance, which is useful for decision-making in HR management. For example, learning evaluations are used in elementary schools, middle schools, and so on. Besides the word "evaluation," there are other words with similar meanings.

Source person	Interview Question Points	Findings
Hasniaty S., S.Ag., M.Pd (Principal)	- How effective is the use of Google Drive in supporting school administration? - What is the school policy to increase the effectiveness of Google Drive use?	**- The school plans to improve internet facilities and provide further training. - Clearer standard operating procedures are needed to ensure more structured and efficient administration.**
Fadly, S.Pd (School Operator)	**- How does work efficiency compare before and after using Google Drive? - What challenges are still being faced?**	**- Before using Google Drive, searching for documents often took a long time. - Currently, although more efficient, there are still challenges with internet connections and data security.**
Nurlinda, S.Sos (Administrative Staff)	**- How does using Google Drive impact document security? - Is there a backup system in place?**	- Google Drive makes it easy to set access rights to maintain document confidentiality. - However, there's no clear backup system, so there's still

Source person	Interview Question Points	Findings
		the potential for data loss if a technical error occurs.
Agustan, S.Sos., S.Pd (Teacher)	- What are the advantages and challenges of using Google Drive? - How effective is it compared to manual systems?	- Google Drive speeds up document searches and improves work efficiency. - However, further training is needed so that all staff and teachers can utilize the features optimally.

Based on field observations, the use of Google Drive in administrative management at SMP Negeri 1 Amali has been implemented, but still faces various obstacles in its implementation. Administrative staff have utilized Google Drive to store school documents such as student data, personnel records, and correspondence, but there is no standardization in folder structure and file naming. As a result, searching for old documents still takes a long time, and some documents are still stored on computers without being uploaded to Google Drive, causing inconsistencies in the archiving system. In terms of security, access rights to documents have been restricted by differentiating documents that can be accessed by teachers and documents that are private. However, there is no stricter policy on the protection of sensitive documents, so there is still a risk of inappropriate access.

Furthermore, limited infrastructure is a barrier to implementing a digital administration system. The school has several laptops and computers still operational, but they lack Wi-Fi, requiring administrative staff and teachers to use their personal data plans to access Google Drive. This hinders real-time document management and limits effective collaboration. From a skills perspective, the lack of formal training means staff and teachers still rely on self-learning from social media or colleagues to use Google Drive. Observations also indicate that staff still experience difficulties organizing folders, sharing files, and optimizing Google Drive features. Therefore, improvements in the standardization of the archiving system, training for staff and teachers, stricter security policies, and the provision of adequate internet access are needed to optimize digital administration management in schools.

Figure 11. Teacher accessing files in Google Drive

Figure 12. List of student report card grades

An evaluation of the effectiveness of Google Drive in school administration indicates that the system has provided benefits in terms of storage efficiency and collaboration, but still has several shortcomings. Interviews and observations indicate that document searches are faster than manual methods, but the lack of standardized folder structures and backup systems makes data management difficult.

In terms of security, document access rights have been implemented, but data security policies remain weak, necessitating strengthened protection systems for important documents. Furthermore, the lack of Wi-Fi hinders smooth access to Google Drive, especially for staff who must use their own data plans. Lack of training for staff and teachers is also a major obstacle to optimal use of Google Drive's features.

Thus, the effectiveness of this system still needs to be improved with clearer archiving policies, increased digital skills training, and the provision of more adequate supporting infrastructure to support more efficient and secure school administration.

The effectiveness of a digital archiving system can be measured by user satisfaction and its impact on work efficiency. Research shows that the majority of teachers and administrative staff find it easy to store and access documents through Google Drive. However, they still experience difficulties in finding files due to the lack of a standardized grouping system. Furthermore, document management efficiency is suboptimal, particularly in terms of searching for outdated documents and deleting duplicate files.

This finding supports research conducted by Rezki et al. which revealed that although cloud storage technology can improve administrative efficiency, its effectiveness is highly dependent on systematic management and user skills in utilizing available features.[38] In addition, research by Nurul Aulia and Abubakar Umar also shows that user satisfaction with digital archiving systems depends on ease of access, good data structure, and clear policies regarding

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[38]A. Resky, M., & Nuryamin, "Google Drive and Its Role in Enhancing Educational Documentation. Indonesian," *Journal of ICT in Education,* 12, no. 4 (2021): 99–115.

their use.[39] Therefore, to further enhance the system's effectiveness, improvements are needed in the document search system, standardization in file storage, and further training for users to become more skilled in utilizing Google Drive features to the maximum.

Furthermore, Drucker's theory of administrative efficiency emphasizes that technology implemented within an organization must deliver tangible efficiency improvements in terms of time, cost, and labor. If barriers to document management persist, the benefits of digitalization have not been fully realized.[40] Therefore, in order to further improve the system's effectiveness, improvements are needed in the document search system, fund standardization, file storage, and further training for users to become more skilled in utilizing Google Drive features to the maximum.

Based on the research findings, it can be concluded that although Google Drive has been implemented as a digital archiving medium at the UPT SMP Negeri 1 Amali, its management still faces various obstacles that hinder its effectiveness. The planning aspect is not yet fully structured, implementation still faces challenges in document management and data security, while the system's effectiveness still needs to be improved through procedural improvements and further training.

These findings reinforce administrative management theory, which asserts that archive digitization must be accompanied by strategic planning, clear operational standards, and adequate resource support. Therefore, recommended steps include improving archiving policies and procedures, providing training for educational staff, and optimizing security features in Google Drive to support a more efficient and organized administration system.

Therefore, the recommended steps are to improve archiving policies and procedures, provide training on archiving policies and procedures, provide training for educational staff, and optimize security features in Google Drive to support a more efficient and organized administration system.

CONCLUSION

Administrative management planning through Google Drive is not yet optimal. The school has initiated a policy for using Google Drive, but it has not been supported by comprehensive planning. Technological infrastructure such as computers and internet access is available, but its utilization is not yet optimal. Furthermore, training for administrative staff and teachers is not structured, so many staff still experience obstacles in operating this system effectively.

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[39]Nurul Aulia, Abubakar Umar, "Peran Tata Usaha Dalam Pengelolaan Arsip," *Junrnal Bahana Manajemen Pendidikan,* v.11. No.1 (2022).

[40]Abdullah, *Manajemen Dan Evaluasi Kinerja Karyawan*.

The implementation of digital archive management faces obstacles in standardization and security. The use of Google Drive has helped in document storage and access, but it does not yet have clear standards for file naming, folder structure, and document management. As a result, document searches still take longer. In addition, the data security system has not been fully implemented, especially in the management of sensitive data, so there is a potential risk of uncontrolled access.

The effectiveness of Google Drive still needs to be improved. Although the majority of teachers and administrative staff feel that Google Drive provides benefits in managing administration, this system has not yet fully improved work efficiency. The main factors that become obstacles are the lack of training in optimal use of Google Drive features and the persistence of duplicate files that slow down document searches. Therefore, the effectiveness of Google Drive in supporting school administration still needs to be improved through better planning and more systematic procedures.

Implications

Based on the research results, several implications can be provided for school policies, educational staff, and further research. Schools need to establish clear policies regarding Google Drive use, including standards for archiving, access, and data security. Regular evaluation and resource allocation for technology and staff training are essential.

Administrative staff and teachers should receive intensive training in digital document management and implement a more structured document grouping system. Data security awareness also needs to be improved. This research can serve as a basis for further studies on the effectiveness of digital systems in school administration, particularly regarding data security and comparisons with other platforms like Dropbox or OneDrive.

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