

## MANAGEMENT OF LEGAL PRODUCT DOCUMENTS AT THE LEGAL AND HUMAN RIGHTS BUREAU OF THE RIAU ISLANDS REGIONAL SECRETARIAT

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### **ABSTRACT**

*This study aims to determine the activities of document management of legal products in legal counseling activities at the Bureau of Law and Human Rights at the Regional Secretariat of the Riau Islands Province. The method used is qualitative research with a study approach. Data collection techniques were carried out through observation and literature study. Data analysis techniques were carried out using data analysis techniques according to Miles and Huberman, namely Data Reduction, Data Display and Conclusion Drawing. The results showed that the activities of managing legal product documents at the Bureau of Law and Human Rights of the Regional Secretariat of the Riau Islands Province followed the rules of documentation which included recording which included activities of formulation, organization which included preparation and storage activities as well as socialization which included extension and socialization activities. Based on the results of the study, it can be concluded that the management of legal product documents at the Bureau of Law and Human Rights of the Regional Secretariat of the Riau Islands Province has been carried out in accordance with the rules of documentation.*

**Keywords:** Document management, legal products, recording, organization, dissemination.

## 1. Introduction

In accordance with the tenet of "good and clean governance," legal advancement is an essential component of government administration. The purpose of laws is to maintain a more peaceful and orderly way of life. To make an honest society, the public authority needs to equitably convey legitimate data. Documentation of legal or statutory product documents is necessary due to the significance of legal information. This is expected to tackle different legitimate cases or become a limit, decides of public activity that can't be disregarded so law and order can be maintained (Ernanto, 2017).

Legitimate item records are an assortment of regulations and guidelines which are the beginning stage for all state and local area exercises. In order to be utilized as needed, the documents themselves must be properly managed. A document management system is a common name for this. A document management system was designed to organize and manage important documents in a way that makes them simple to find and retrieve. utilized for efficiency, effectiveness, and the institution's interests (Kurniawati, 2018).

As per Official Declaration No. Presidential Decree No. 44 of 1974 regarding Principles of Departmental Organization According to Section 45 of the Departmental Organizational Structure, each department must establish a Research and Development Agency (R&D) with a customized documentation center and library. - respectively. This unit is very useful and plays a crucial role in thinking

about decision-making, policymaking, and information sources to help the agency or institution achieve its goals and interests. The Regional Head, through the Regional Secretary, is obligated to disseminate Regional Regulations to provide information and obtain it, as stipulated in RI Law Number 23 of 2014 Concerning Regional Government, Part Four, Article 254.

The Legal and Human Rights Bureau has a Legal Documentation and Counseling section that is in charge of managing legal product documents and distributing them to the public in response to the aforementioned regulations and laws. They employ a method that is consistent with existing literature for the management of legal product documents. This bureau already has legal product documents in the form of book documents (booked), which are compiled by field or legal perspective. Legal counseling is provided through outreach, coaching, and legal training, as well as through the annual distribution of legal product documents, which originate from documents managed in the documentation section (Pasaribu, Soeprijadi, & Sutono, 2019).

The process of information being communicated through particular channels within a certain period of time is very closely related to the activities of legal counseling themselves, which are a form of dissemination of legal information. where the dissemination of legal information can later increase public awareness of the law. even making the community more prepared to deal with shifts in the direction of a law-

abiding society. Therefore, there must be documentation activities for legal products that will be distributed through legal counseling activities included in every counseling activity.

The goal of legal counseling is to make people in the community more aware of their legal rights and responsibilities and live up to them. As a result, an attitude and behavior that is aware, obedient, and obedient to the law for the sake of upholding the rule of law will be realized as a legal culture. Because legal counseling not only conveys legal information but also things that are not legible from laws and regulations, its prevalence has increased in line with society's dynamics and technological advancements. By actively contributing to the development of a legal culture in society, legal counseling is anticipated to inspire the general public to be more responsive to legal developments and dynamics (Idham, 2017).

Theoretically, this study is expected to contribute to the growth of the scientific application of Information and Library Science, particularly in the areas of documentation (documentation), document management, and information dissemination through legal product document documentation and outreach.

Legal document management must, of course, be managed in accordance with good documentation standards in order to support the success of legal counseling activities. to be found quickly, easily, effectively, and easily when needed. especially as the primary source and material for activities related to legal counseling.

This study's achievements include:

1. to learn about the recording of legal documents at the Regional Secretariat of the Riau Islands Province's Legal and Human Rights Bureau. to learn how legal documents are organized at the Bureau of Law and Human Rights of the Riau Islands Province

2. Regional Secretariat to learn about legal product document distribution through legal counseling activities at the Legal and Human Rights Bureau of the Riau Archipelago Province's Regional Secretariat.

## 2. Research Method

"Qualitative Study on Legal Product Document Management in Legal Extension Activities Legal and Human Rights Bureau Regional Secretariat of Riau Islands Province" will investigate the issue of disseminating laws and regulations or providing legal information through legal counseling activities. This study analyzes how the execution of legitimate item report the board at the Lawful and Common freedoms Department of the Riau Islands Provincial Secretariat in overseeing and spreading legitimate item records to the general population. The Legitimate and Basic liberties Agency of the Riau Islands Territorial Secretariat itself has the fundamental undertaking of arranging the plan of general arrangement materials and coordination, help, detailing and assessment in the field of regulation, documentation and lawful guiding, help of Regime/City lawful items as well as lawful help and Common freedoms (warjiyati, 2018).

The study's goal was to learn

about the organization of legal product documents at the Bureau of Law and Human Rights Regional Secretariat of Riau Islands Province, the recording of legal product documents there, and the dissemination of legal product documents at the Bureau of Law and Human Rights Regional Secretariat of the Riau Archipelago Province through legal counseling activities. This exploration was directed subjectively, specifically to notice the movement cycle of the item to be examined. It is also known as the artistic method because the research process is less structured and more artistic, and it is called an interpretive method because the research data are more concerned with how to interpret the field data. Descriptive qualitative (DQ) qualitative research receives priority. According to Junaidi & Sadono (2018), comprehending phenomena and describing them in a scientific context that enables in-depth comprehension.

The researcher in this study observed the process of conducting qualitative research as previously mentioned. The process of documenting and disseminating legal information is the focus of the process that researchers at the Bureau of Law and Human Rights observe. Perceptions were done intuitively upheld by information and archives acquired during the field. From current realities in the field, the scientist recognizes them with the speculation, the reasonable system made is dissected to check whether it is pertinent. examining unusual details during the documentation and dissemination of information processes at the Riau Islands Secretary's Legal and Human Rights

Bureau. Observation and literature review were used as data collection methods in this study. Multiple visits were made to the Legal and Human Rights Bureau of the Riau Islands Regional Secretariat to observe how work was applied to legal product documents directly on the ground. Legal product document management is technically equivalent to library management at the Riau Islands Regional Secretariat's Legal and Human Rights Bureau.

### **3. Result and Discussion**

#### **3.1. Management of Legal Product Documents at the Legal and Human Rights Bureau of the Riau Islands Regional Secretariat**

The Legal and Human Rights Bureau of the Riau Islands Regional Secretariat's legal product document management activities involve a number of stages, beginning with the drafting of laws and regulations and continuing all the way through the enactment and dissemination of those laws and regulations to the general public and Riau Archipelago Province officials. Among these stages are: legislation, legal product documentation, and legal counseling. At the phase of planning or shaping regulations and guidelines, in this study the specialist portrays the means associated with the most common way of figuring out PERDA (Provincial Guideline).

The scattering of data or data dissemination is a cycle wherein a data or development is conveyed through specific channels inside a specific timeframe among individuals from a social framework. This theory places an emphasis on the process of

communication, both in terms of the information that is required to own and implement innovations and messages that are intended to increase public awareness of something. Subsequently expanding local area availability in confronting change (Dwijosumarto, 2016).

The stages of planning, drafting, discussing, ratifying or establishing, and enacting a PERDA are all part of the process. The provisions of Law No. 12 of 2011 Concerning the Formation of Legislation must guide this implementation procedure. The process of drafting, discussing, validating or stipulating, and enacting legislation are all parts of the formation of legislation. According to Adhayanto (2016), "legislation is a written regulation that contains norms that are legally binding in general and is formed or determined by authorized officials or state institutions through the procedures stipulated in legislation."

In accordance with the provisions of Law No. 12 of 2011 Concerning the Formation of Legislation and Regulation of the Minister of Home Affairs No. 1 of 2014 Concerning the Formation of Regional Legal Products, the procedure for drafting legislation has been modified. The Regional Government must put these two legal bases into action when coming up with regional regulations. Given that legal documents are official documents that are significant and have a great deal of influence in society, the formulation of regional laws and regulations must adhere to the two legal bases outlined above for their implementation. In order to ensure that the legal documents produced following the

hammer knocks do not contain any legal defects at all, the existing legal basis for the formulation of legislation needs to be adhered to and implemented as effectively as possible.

The legal documentation subsection's stage of organizing legal product documents is carried out in accordance with library guidelines. This association means to orchestrate lawful item reports methodically as per documentation and library standards, made due, put away and used to serve the organization. "In the legal product document documentation stage, the Legal and Human Rights Bureau of the Riau Islands Secretary focuses on organizing and drafting laws and regulations (Organizing Documents)," according to the findings of the interview that the researcher conducted with the resource person Supriadi, Head of the Legal Documentation Subdivision.

This section is responsible for managing legal product documents that enter the Legal and Human Rights Bureau of the Riau Islands Regional Secretariat. There are two types of source documents: internal and external. Until they are hammered, internal documents (regional laws and regulations) already have the results of their formulation. Outer archives are reports acquired from different organizations and buy records for which acquisitions are completed (Djunaidy, 2013).

There are two categories of document types: central and regional. There are likewise different archives like customary regulation books, magazines, diaries and papers. The SOP for the passage of legitimate item reports (focal and local including

PERDA and different kinds of regulation) to the Lawful and Basic Liberties Agency of the Riau Islands Secretariat first explains/checks whether the archive is as per what it ought to be. The documents are then stamped and numbered in accordance with the manuscript layout. There are printed and advanced reports/assortments. Archives in advanced/softcopy structure are overseen on one PC, efficiently organized by year and legal number into envelopes with the augmentation PDF. Softcopies of these lawful item records will likewise be input into the Riau Islands Common Government's JDIH site as a type of spread through the broad communications to the general population.

All cities and regencies in the Riau Islands are members of the JDIH legal documentation and information network. All cities and regions can upload their own legal product documents as PDFs to the JDIH website, where they can then be viewed by the general public and downloaded for free online. After receiving a number and stamp, printed documents that enter the Legal and Human Rights Bureau of the Riau Islands Regional Secretariat are registered (recording document identity), where the data are entered into the JDIH website (formerly DOLPHIN Software, now the JDIH website). The identity number, title of the legislation, year of publication, publication city, issuing agency, subject, classification number (using UDC classification), ISBN number, type of legislation, procurement source, edition, volumes, and number of copies are all included in the data

input. The labeling procedure is then carried out. The shade of the mark is separated in light of the sort of regulation. The colors green, blue, and yellow represent central legal product documents, local regulations, and regional government regulations. According to Puti, Maharani, & Bijaksana (2016), the JDIH website allows for automatic label printing.

Sticker paper is used to print the labels, which are attached to the book's lower spine. Storage is the next step in organizing printed documents. The alignment of books on shelves and storage cabinets is part of the storage process. The color of the label and the document class number are used in the alignment process. The admin or management staff actually use the JDIH website to operate the document arrangement system (Kusuma, 2017).

However, visitors to this website can only view news and PDFs of legal documents that have been entered by the administrator. In the meantime, since they are not displayed to website visitors, printed document data (books) cannot be accessed by the general public. All books and documents entered into this system can only be traced by insiders from the Regional Secretariat of the Riau Islands' Legal and Human Rights Bureau (closed system). The purpose of the activity of disseminating laws and regulations is to ensure that officials as well as the people of the Riau Archipelago are aware of, comprehend, and comprehend the laws and regulations so that these regulations can be implemented and that they can also be communicated to the community in the surrounding area. It is also hoped that this will

happen. not just reading the law, but also comprehending its contents and putting them into practice on a daily basis.

Training is another component of socialization (Bintek, etc.). and the growth of the village's awareness of the law. The Riau Islands Regional Secretariat's Legal and Human Rights Bureau organizes these events in conjunction with other relevant organizations each year. While legal product documents are distributed to each Regency/City (document sending) and disseminated via the JDIH website are indirect dissemination activities. The division of the spread is all area/district local contraption and individuals of the Riau Archipelago Region. The primary objective of this dissemination is for individuals to know, comprehend, and be aware of the law, and then to obey it without coercion but as a necessity.

### **3.2. Organizational activities or organizing legal product documents at the Legal and Human Rights Bureau of the Riau Islands Regional Secretariat**

Based on field observations, the Legal and Human Rights Bureau of the Riau Islands Secretariat's management of legal product documents is still in its infancy, imperfect, and requires improvement and evaluation in several areas. The executives for good archive/assortment the board should be great in four angles, in particular preparation, association, securing, and controlling. When the planning, compilation, storage, and provision of access tools for documents are completed, document management is said to be effective.

They already have a good plan, based on the documentation of legal product documents in the Legal and Human Rights Bureau of the Riau Islands Regional Secretariat. exemplified by the documentation-driven fulfillment of other sections' needs, such as the legal counseling subsection, in their activities. Here the presence of a documentation sub-segment is vital for the expansion sub-area as a wellspring of data and materials for guiding and scattering of regulations and guidelines. not only for the Bureau of Law and Human Rights' sub-section of legal counseling but also for other sub-sections. A good document management assessment can be made for the management and organization of a documentation unit by looking at how the collection and document management are managed, the equipment (facilities and infrastructure), the state of the human resources, and the budget for operational costs (Huda, 2016). For HR in overseeing reports at the Lawful and Basic freedoms Department of the Riau Islands Local Secretariat, presently there are not master staff, not an instructive foundation in documentation and library science. The same applies to those who are responsible for operating management tools like computers or search aid systems. And whoever enters data there should already know, for instance, where this particular book goes. Particularly with regards to authoritative reports. Typically, a single law book contains a variety of laws. Then the administration official should have the option to consider the subject and class number that is ideal for the record" (Setyawan, 2012).

With the help of this research, it is hoped that the Legal and Human Rights Bureau of the Regional Secretariat of the Riau Islands Province will be able to objectively examine and comprehend how effective documentation activities are for their products and that all staff will comprehend how documentation on legal products and their dissemination to the public can benefit their work. as a source of information and a potential addition to the repository of data regarding the processes of documentation and the dissemination of legal data to those who require it. can enhance knowledge, particularly in the area of document management and the documentation of crucial documents; they are aware of the significance of documentation, its benefits, and its dissemination. It can also serve as information and a resource for other researchers working on studies that are similar to yours.

#### **4. Conclusion**

The process of planning, drafting, deliberating, validating or stipulating, and enacting laws and regulations is a recording activity for the management of legal product documents. The legal basis for the formation of statutory regulations that become completely aware of the implementation of the formulation serves as the basis for the implementation of the formulation. The formulation's hardcopy and softcopy versions, which have been hammered out, will be arranged in the documentation section. At the Legal and Human Rights Bureau of the Riau Islands Regional Secretariat, organizing legal product documents or organizational activities include

collecting data for each incoming document, cataloging it, assigning it a class number in accordance with UDC, and labeling it. There are both internal and external sources for documents. Documents that already contain the formulation's outcomes in the form of regional legal product documents are referred to as internal documents. Outside records are archives gotten from different organizations as focal legitimate item reports and different archives coming about because of acquisition (buys, gifts, presents). Capacity and course of action for lawful item reports is completed in view of name tone and class number. The JDIH system is used for data input activities. JDIH is a website that also serves as a search engine and is a Legal Documentation and Information Network. Its purpose is to distribute legal product documents online. Legal counseling activities are used in two ways to disseminate information: directly through socialization, training, and coaching, and indirectly through the JDIH website and the distribution of conventional legal product documents (document delivery). The Riau Archipelago Province's apparatus and inhabitants constitute the distribution segmentation. The dissemination of legal information makes use of the potential documents that have been managed in the documentation section as well as other sources of information, such as from agencies that have been invited to collaborate in order to become resource persons or partners in activities related to extension.



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