

Strengthening Regional Identity through the Management of the Museum Collection, Archives, and Building Sites of Malacca

Penguatan Identitas Daerah melalui Pengelolaan Koleksi Museum, Arsip, dan Situs Bangunan Malaka

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Abstract

The history of Malacca as a port city has brought together the acculturation of cultures from various ethnicities. Thus, this is influencing the current image of Malacca and being dubbed The World Heritage City by UNESCO. This study aims to read the identity of the Malacca region represented through artifacts, archival management, archives stored in information institutions and building sites. The role of traditional institutions, the archival institution of the Malacca State Archives (ANM) and the Perbadanan Muzium Melaka (Perzim) in shaping a culture of memory through documentation work and archives management has a major impact on strengthening the identity of the Malacca region as an area with rich cultural values and historical narratives that surround it. In this case, cultural practices and documentation works are human rights so that it requires recognition from the government and society. This is also inseparable from the role of community, customary institutions and information institutions in safeguarding regional collective memory, preserving local wisdom and regional historicity through documentation work and holistic archives management. In general, the Malacca identity is deeply rooted in the social, economic, and cultural activities of the community.

Keywords: *Malacca, identity, traditional institutions, archives institutions, museums*

Abstrak

Sejarah Malaka sebagai kota pelabuhan telah menyatukan budaya dari berbagai etnis, sehingga mempengaruhi citra Malaka saat ini dan dijuluki sebagai Kota Warisan Dunia oleh UNESCO. Penelitian ini bertujuan untuk membaca identitas kawasan Malaka yang direpresentasikan melalui artefak, pengelolaan kearsipan, arsip yang disimpan di lembaga informasi dan situs bangunan. Peran lembaga adat, lembaga kearsipan Arkib Negara Malaka (ANM) dan Perbadanan Muzium Melaka (Perzim) dalam membentuk budaya ingatan melalui kerja dokumentasi dan pengelolaan arsip berdampak besar pada penguatan identitas wilayah Malaka sebagai sebuah kawasan yang kaya akan nilai budaya dan narasi sejarah yang mengelilinginya. Dalam hal ini, praktik budaya dan karya dokumentasi merupakan hak asasi manusia sehingga budaya dan dokumentasi memerlukan pengakuan dari pemerintah dan masyarakat. Hal ini juga tidak terlepas dari peran masyarakat, lembaga adat dan lembaga informasi dalam menjaga memori

kolektif daerah, melestarikan kearifan lokal dan historisitas daerah melalui kerja dokumentasi dan pengelolaan arsip yang holistik. Secara umum, identitas Malaka sangat mengakar pada aktivitas sosial, ekonomi dan budaya masyarakat.

Kata kunci: *Malacca, identity, traditional institutions, archives institutions, museums*

Introduction

Reading regional identities can be seen from various perspectives, through material stored in information institutions, whether in the library materials, artifacts, archives, or other collections that have information and evidential value. Information stored in archival institutions (archives), libraries, and museums can place ideologies that are specifically arranged based on content publication and designed in a systematic-chronological way. The publication content compiled by information institutions aims to develop a public memory that is continuously passed on an effort to build identity. In this case, public memory that is created through monumental works in memory culture tends to lead the objects of archives, artifacts, sculptures, and building sites. Public memory of Malacca in memory culture has contributed greatly to create regional identity and make this city worth to be the best historical destination in the Asian.

Malacca declared a Historical City on April 15, 1989. With its historical values, Malacca has reconstructed their memories to enter the history of international cultural exchange. Not only the historical buildings in Malacca, but also the acculturation process that affects food images that are currently known by international community. Minority ethnics such as Baba Nyonya developed their cuisine identity through acculturation of Malays and Chinese ethnics. This is based on the uniqueness of Baba Nyonya cuisine which not only enrich the ethnic cuisine in Malacca but also help to promote the gastronomic tourism market in Malacca (Zahari, Tumin, Hanafiah, & Majid, 2019). The identity of food was formed through memories that are still attached to public memory.

The long history of Malacca city with its uniqueness also influences the strategy of content publishing at the information institutions, including archives, libraries, and museums. Worden in Bideau and Kilani (2001) explained that the publication of content that emphasizes various endogenous influences between Malays and Muslims as well as non-natives, both influences from the Portuguese, Dutch, English, and Chinese, leads to the formation of the current image of Malacca. As a result, the cross-cultural influence of the migration process made Malacca has its own identity, although it is still closely related to Malay culture. Strengthening identity with anthropological and historical approaches leads to the rights of indigenous peoples in the context of power relations. Its affects national identity and ethnic identity (Nah, 2003). Customary institutions have a set of rules that are relevant in shaping a national identity to become part of the state. Apart from that, the historical narratives and political influence of the Malays and Chinese were also very influential in shaping the development of ethnic and national identities (Chee-Beng, 2000).

In general, the multicultural character of the Malaysian people with a long historical background, the influence of people from various ethnicities, has placed them in one of the UNESCO world heritage list. This is inseparable from the federal State which plays a role in combining their cultural heritage and jointly committed to realizing its vision. An important influence from the role of the federal state leads to Malaysia's involvement

in international networks that are consolidated through political, economic, and cultural programs as well as tourism. These programs will directly shape their respective regional identities.

The efforts to maximize the potential of historical and cultural resources in one region holistically made Malacca becomes a core tourist attraction for both local and international tourists. The historic city in Melaka includes tourist attractions that reflect cultural heritage such as (1) monuments and buildings from the Portuguese, Dutch, and British colonial eras (2) the Peranakan community (Baba Nyonya, Portuguese, and Chetti assimilated into local culture), and (3) antiques. The importance of regional heritage and cultural assets to the economy of cities such as Malacca has been promoted as a major attraction for urban tourism (Ahmad, 1998; Hamzah, 2002). The development of urban tourism in cities such as Melaka is similar to a phenomenon in many European countries where historical buildings have been restored and converted into tourism products such as museums, art galleries, restaurants, and cultural tourism centers (Ahmad, 1998).

Compared to other urban functions in the city of Melaka, the heritage of historical buildings is a materialized entity that requires protection in all fields, not only in physical form but also the protection of archives and information as the memory of the nation. Malacca City is known as the oldest city in Malaysia, which can be considered as a museum city because many museums have their characteristics. Apart from historical sites, monuments, and buildings, Malacca has rich and thick cultural mix between Malay and Chinese. Therefore, Malacca now become a major source of attractiveness that can lift the image of tourism, referring to the conservation and preservation of culture that was emerged in the 1980s.

The federal state's political philosophy known as Wawasan 2020 or Vision 2020 refers to efforts to preserve and values that are universal. Insights 2020 was created in 1991 by Prime Minister Mahathir Mohamad. Insight 2020 is an ideological expression of modern Malaysia that emphasizes democracy, religious tolerance, rich cultural values, economic development, internationalism, and multiculturalism. The ethnic uniqueness of each different group has created a harmonious multicultural society.

The need for the city to develop in terms of economic and physical growth forced the State of Malacca to create its own economic identity by strengthening the specific image of Malacca City through the excellence of tourism, competing competitively among other cities. In line with the new phenomenon and the need for preservation, urban conservation, and cultural heritage tourism in the early 1990s were implemented to support the Malacca identity of the inner concepts. Meanwhile, the passing of laws between 1976 and 1988 relating to urban conservation in Malaysia, indirectly supported initiatives to preserve historical and cultural heritage.

The need to preserve the heritage of Malacca City as a core tourist activity has forced other forms of development to be undertaken outside of Malacca City. In this context, tourism has been used not only for economic growth but also to support the expansion of cities in terms of their physical environment. Tourism has contributed to place different emphasis on the functions of different areas. The city of Melaka or the city center no longer functions as a capital city in terms of administration as most of the area has changed to focus on tourism function, especially with historical value.

Taboh Naning as one of the areas in Alor Gadjah, Melaka, has its uniqueness with its historical museum. The development of the Melaka community, especially in Taboh

Naning, with the existence of megalithic buildings (living stone menhirs), shows the relationship between human and nature with a long historical narrative (Supian, 2005). Each region has its characteristics and identity. Determination of identity is not only based on physical characteristics and regional aspirations but also based on historical narratives and preservation of local wisdom. Nicknames, slogans, and icons. It should not follow the direction of city development. Enabling collective memory in the context of archival-based preservation helps depicting regional identities. Archives as inheritance can serve as a means of describing the past in the context of their use. Framing historical narratives contained in museums and their archival treasures can form collective memory. By the concept of Schellenberg (1956), the preservation of archives refers to the value of information and evidence-based for cultural reasons. Archives as a legacy embody the value in them and have gone through a series of selection and assessment processes (Nurjaman, 2015). In particular, in Malacca, this paper considers how gender relations are unmarked in museum archives and how they limit our possibilities for writing history about museums.

In his research, O'Keeffe (2007) elaborates the view of how history is related and collective memory by redefining the landscape of a place. It can also be interpreted as a monument. According to Johnson, monuments are an important source for unraveling the geographies of political and cultural identity especially as they relate to conceptions of national identity (Johnson, 1995).

Regional identity is rooted in the social, economic, and cultural activities of the community. Regional identity also provides a narrative of history through its collective memory. Therefore, the community plays an important role in maintaining local wisdom and historicity of the area through documentation work. Regions leave memories, historical traces, values, imagination, conflicts, and so on (IVAA, 2014). Documentation work is not only about recording, but how to formulate appropriate documentation methodologies and strategies in preserving cultural heritage and committing to the dissemination of knowledge for future generations (Khanm, Aziz, & Mat Daud, 2018). The historical values deserve to be preserved, protected and disseminated as a distinctive and unique heritage of a nation. At the National Archives of Malaysia, documentation activities were started in 1984. One of documentation activities was the oral history program. These programs are well received by the wider community. Archives as a tourist attraction are also very important. The role of the National Archives of Malaysia introduce archives that are owned indirectly related to the interests of the state (Nor, 1995). Because the archives are closely related to collective memory and communal identities that are intertwined between the past and the present (Bastian in Brown, 2009).

In terms of identity, a case study of 12 galleries and museums in the United Kingdoms provides an example of how people's involvement with museums is more substantial that the museum values can provide cross-cultural memory. The museum allows for the expansion of identity (DCMS/DfES, 2004). Hasan (2006) explained that the exhibition of history museums in Malaysia seeks to provide information about history by designing exhibition spaces with technological development trends. But in the other side, strengthening national unity in the midst of multicultural Malaysian society with ethnic and cultural diversity in building a national identity is important. One of the studies on the Japanese American National Museum, Paschild (2012) explains that the museum is responsible for the basic collection of original material

documenting history that cannot be separated from collaboration work between information institutions, and also encourages archivists to engage with community archives. With archives preservation efforts, it will form a cultural framework and strength memory and identity. (Schwartz and Cook 2002, p. 18).

A study conducted by Manžuch (2009) in the European Union Projects explains that the role of archival institutions, libraries and museums is directly related to collection, accessibility and heritage preservation. However, their social role in terms of memory communication related to social and cultural aspects has not been maximized.

From this background, the main problem showed how is the process of forming the identity of the Malacca as a region through museum collections, archives, and building sites over time? What is the identity marker in the Taboh Naning area as an area that has historical value?

Method

This study uses a qualitative method: literature review, semi-structured interviews, and document analysis. The semi-structured interviews were conducted with historians who are experts in the history of Naning. Direct observation had been carried out for two weeks in the field research program in November 2019 and an internship program at the National Archives of Melaka in January 2020. The information and data obtained from the interviews were then collected into data for later analysis.

The secondary data is data obtained through literature and documentation. After the necessary data is available, the process of aggregation, organizing, and classifying the data was carried out into manageable units in this research. This analysis process was carried out since the secondary data, which became the reference in this study, returned to current conditions until the study ended.

The analysis used in this study uses a historical approach and an archival approach in caring for cultural heritage. The relationship of history to memory has long been a central issue in epistemological debates within the historical sciences (O’Keeffe, 2007). It is in society that people normally acquire their memories; it is also in society that they recall, recognize, and localize their memories (Halbwachs, 1925). Collective memory contributes to shaping the identity of social groups, starting from minor social groups, such as family, to the most prominent social groups, such as society and nation (Effendhie, 2012). From this view, the data obtained through interviews and literature reviews will then analyze how the relationship between history and memory affects identity.

Result and Discussion

The Alor Gajah District: Cultural Heritage Nostalgia

As an area with a long history, the Alor Gajah district has historic places that deserve to be visited as tourism destinations in Malacca, which is the Muzium Warisan dan Sejarah Naning (Naning Heritage and History Museum), the tomb of Dato’ Dol Said, and the menhirs.

As part of the Portuguese colony in 1511, Malacca became a fairly prosperous area with the flow of trade until its rule ended and was taken over by the Dutch, then handed over to the British in 1824. The Portuguese tended to manage the administration indirectly rather than direct responsibility over indigenous people (Danvers in Desai, 1969). Historical narratives explain that during the British colonial period can be attributed to Naning. The arrival of the British as an expansionary effort

to shore up trade interests, through agreements for the direct expansion of administrative authority through the use of force (Desai, 1969).

The Alor Gajah District is identical with Naning soldiers who fought British soldiers in the Naning War 1832. Also, the Alor Gajah district was one of the forest areas that once believed to be a route for wild elephants. Dato' Dol Said was born in 1773. At the age of 26, he was appointed as the 9th Headman (PENGHULU) of Naning, replacing the previous one. Dato' Dol Said opposed the governor of the Strait Countries with the imposition of excise because Naning was an independent area. The Naning War occurred from 1828 to 1832.

Dato' Dol Said is famous for his supernatural powers. However, he also had weaknesses. According to an oral tradition passed down from generation to generation, Dato' Dol Said's weakness led to the burning of mosques in the Alor Gajah area. The British found a weakness that the destruction of the mosque would diminish the supernatural powers of Dato' Dol Said. The process of burning the mosque was not easy, it required a ritual of slaughtering pigs in the mosque. Apart from the burning of the mosque, British soldiers bribes to tribes outside Naning area. Hope that the tribes outside Naning area would not provide any assistance. Each chieftain who helped Naning was given a bribe, so Naning stood alone without the help of another chieftain.

The first war was won by Naning's soldiers, however in 1832 the British launched their second offensive. With fully armed, the British soldiers were conquering Naning successfully. Naning also became part of the country of Melaka. In 1833, Dato' Dol Said surrendered. Even though he is no longer a headman (PENGHULU), he still owns a house and carries out his daily life such as gardening and farming. He is still respected by the local community. Naning historian, Luqman Nulhakim has done documentation work through oral history to trace Naning's history more deeply. The results of oral history have resulted in a publication entitled *The History of Naning: A Sacred Land, A Sovereign Headman (Sejarah Naning: Tanah Berkeramat Penghulu Berdaulat*. The collection of oral histories of his 'hunting' is still kept as a private collection and is suitable for distribution as oral evidence and other research purposes.

Taboh Naning seems to have blood relations with the Minangkabau people in Indonesia, so some tribes are a mixture of Naning and Minangkabau, namely the Semelenggang Tribe, the Tiga Batu Tribe, the Mungkal Tribe, the Anak Melaka Tribe, the Payakumboh Tribe, and the Biduanda Tribe.

The Alor Gajah district becomes one of the fastest-growing areas. The Alor Gajah District consists of 3 big cities and 15 small cities. The area of the Alor Gajah district is 66,302 hectares which include 31 territorial divisions. The cultures of historical heritage in the Alor Gajah can be preserved through information technology that leads to a digital preservation strategy. The digital preservation of cultural heritage refers to the process of documenting, classifying, repairing, maintaining shared cultural resources for use and development by researchers, community members, and future generations. The principles of local culture as a cultural heritage that are packaged in an online digital portal allow for knowledge sharing (Pramartha & Davis, 2016).



Figure 1. The Tomb of Dato' Dol Said
(source: author documentation)

Apart from cultural preservation efforts, the preservation of megalithic relics in the Alor Gajah district which spreads out in the Taboh Naning area is a serious concern. Together with the Perbandanan Muzium Melaka (Perzim), these relics had been restored and preserved, although some of them had been destroyed. Natural disasters are one of the causes of damage to historical sites, so a risk assessment model that is oriented towards sustainability leads to decision making in site preservation by integrating it into information systems and technology that are significant (Quattrone, 2016). The conservation program has become a collective concern. One example of a holistic design of conservation is in Sarawak. Bridging memories derived from the cultural experiences of local communities, especially in the Sarawak Cultural Village will form a legacy that affects the cultural memory in interpreting historical narratives and cultural representations (Muzaini, 2017).



Figure 2. Megalith in Taboh Naning
(source: author documentation)

Regarding the museum role, the official opening of the Muzium Warisan dan Sejarah Naning (Naning Heritage and History Museum) on May 18, 2017 brought the strengthening of Taboh Naning. This museum becomes a popular destination for students from schools or higher educational institutions. To bring the museum closer

to the public, Perbandanan Muzium Melaka (Perzim) organizes routine agendas every year such as the Joint Community Museum Day Program which involves around 200 participants consisting of communities and students. The program invites communities from the Taboh Naning area and around 50 students from the Melaka branch of the Alor Gajah Mara Science University (MRSM) and the University of Kuala Lumpur (UniKL).



Figure 3. Naning War Diorama in Muzium Warisan dan Sejarah Naning (source: author documentation)

Documentation as an effort to preserving cultural heritage

Human life is always related to memory. Humans can create, edit, delete, strengthen, and test the memories created. The concept of memory refers to how thoughts work together in a society that is not only mediated but also structured by social rules (Halbwachs, 1925). Memory is always related to the ability to store, recall past experiences and events. The personal memory experienced by a subject can coincide with other subjects, thus there are forming intersubjectivity and collective memory. The process of remembering can be interpreted as a selective process that is articulated and disseminated to become a shared experience and make the past more relevant to the present (Perks & Thomson, 2006). This process carried out by individuals or subjects in compiling their memories is always related to the social context, age, and reused to respond to the signs of the times.

In the context of cultural preservation, memory cannot be relied on one hundred percent, because no memory can preserve the whole past. For this reason, the production and dissemination of knowledge and the sharing of memories in the form of knowledge are very important to do. This can be a bridge to achieve memory objectivity so that it can be interpreted as shared knowledge, from previous generations to current and future generations. Collective memory has a contribution to form self-identity, social groups, and even national identities. Therefore, the 2005 National Heritage Deed (Akta Warisan Kebangsaan) had strengthened the status and position of cultural heritage in the country of Malaysia, especially in Malacca.

One way to perpetuate memory is implementing a culture of archiving and cultural archiving through documentation activities. This activity can be done by storing documents, collecting objects or artifacts, managing records and archives, and so on (Khanm, Aziz, & Mat Daud, 2018). In practice, this documentation work can contribute to compiling collective memory even in historiography, as well as building regional, city, or national identity. This awareness is held by local socio-cultural community activists at the Naning Traditional Institute in maintaining and preserving Malay customs. The efforts of the Naning Traditional Institution by advising generation to generation affect the knowledge production process. Also, the dissemination of Naning's historical knowledge is carried out through social media, one of which is Facebook. However, in several historical places, the efforts for documenting and conserving graves and menhirs have not been maximized. Even the tradition of making traditionally baked cakes in the Alor Gajah district has begun to be eroded by modernization. Therefore, the documentation strategy involving information institutions to work collaboratively in growing a cultural memory is a common concern (Cox, 2003).

In a broader context, looking back on Malacca through scientific writing products has transformed Malay tradition and history very well, framed in a historical narrative chronologically. Audiovisual archives in the form of photos, videos are stored and managed by the Perbadanan Muzium Malaka (Perzim). A museum is a formal infrastructure in managing historical narratives of the past. The tradition of writing about Melaka under the Perbadanan Muzium Malaka (Perzim) and the management of museums proves that this information institution can maintain collective memory and regional identity. The transfer of knowledge through publications, oral history programs, and scientific writing can fill the gap in gathering historical sources for future reference and research project (Khanm, Aziz, Mat Daud, 2018). This leads to the role of a person contributing to a historical span through the publication of content.

Seeing the development of Melaka, social relations, and legacy through written products have become a connecting bridge. Academics will continue to review, construct, and study the history and culture of Malacca. Writing products resulting from national and international presentations, research and publications provide insight into the rich past of Malacca. The effort made by academics is an attempt to explore the relationship between historical events, social relations, national identity, and collective memory. Because collective memory is not a fixed entity, it is always affected by time and social understanding works to influence the social meaning of society. Therefore, community involvement in documentation strategies is very important as an effort to link past events (Kurin, 2004). Community involvement in documentation work will always be related to power. With the involvement of the community, they can have a role in constructing values, facts, and historical events that should be remembered which then may not always be the same as compiling historical facts and events according to the version of "winning" power.

The concept of cultural heritage is always associated with documentary heritage products (Effendhie, 2019). Archival institutions, libraries, and museums are responsible for the preservation of documentary culture. In this case, it can be seen how the socio-cultural community also plays a role in the responsibility of preserving the culture. Documentation of cultural heritage can convey emotional and intellectual links to recipients. Also, cultural heritage can form a different identity from a place

(Groote & Haartsen, 2008). In addition to the culture of documentation, the importance of data for mapping buildings and developing digital heritage portals through the crowdsourcing method is one of the preservation practices (Chatzigrigoriou, 2016). Community involvement in reporting, checking databases, telling stories, taking a photos is an effort to read and learn the identity of their respective regions.

Cultural heritage can be preserved through a well-documented collective memory and a medium for disseminating documentation that must always be adapted to the context of the era in which the community lives. Cultural heritage preservation of public art and architecture in which information can be transferred between generations as an effort to develop ideas and thoughts (Tan & Choy, 2020). Although, another problem in the cultural heritage process is how the inheritance can be received by the heir and whether the heir can receive the inheritance conditions? At the scientific level, the protection of cultural heritage through the contribution of information science is significant in protecting the architectural heritage, especially Malacca which leads to the availability of datas. Such large and complex data sets must be captured, analyzed, communicated, searched, transferred, and visualized. Therefore, the selection of modern building sites (architectural heritage) does not only refer to aesthetic (physical) aspects but also based on information about the political, cultural, economic, and social developments that surround it to see historical and anthropological values, related to changes that occur in the political and social fields characterized by new urban landscapes (Muramatsu & Zenno, 2003).

In the 1990s, the Asia and West Pacific Network for Urban Conservation (AWPNUC) was founded to conserve old cities in Malaysia. Initially, AWPNUC's activities did not lead to the preservation of modern architectural heritage. Through international collaboration, the mAAN (Modern Asian Architecture Network) was formed with members from Asian countries trying to expand the mapping and preservation of modern architectural heritage (Muramatsu & Zenno, 2003). The efforts of the kingdom of Malaysia strengthening the identity of the State through the establishment and preservation of cultural heritage are carried out by conducting a study of the 2005 National Heritage Deed. It's strengthening institutions that are responsible for cultural heritage, disbursing budgets in restoring and preserving cultural heritage, and strengthening public awareness of the importance of cultural heritage (Idris, 2005)

Strengthening regional identity through archives management

Archives management that includes the nation's collective memory is the responsibility of the archival institution. Building regional identity through archives is important, considering that modernization has tended to degrade local culture (Mitalia, 2017). Arkib Negara Malaysia Negeri Melaka as an archival institution seeks to introduce, promote, and introduce the archives and history of the State of Malacca. The purpose of managing archives at Arkib Negara Malaysia Negeri Melaka is as a means to communicate to all stakeholders about the management of archives, both records and archives, by applicable laws and regulations.

The records management is carried out by the archiving unit. They receiving records that are sorted and then recorded in a computerized system. Record rediscovery was carried out on a system called OFA (Online Finding Aids). Acceptance process is carried out by classification according to function and grouping. In addition to ensuring the

date and time stamp of the letter is checking the completeness of the letter. The next stage is directing the letter to the leadership or directly to the processing unit and evaluating important, confidential, or ordinary letters. Then do the recording and storage of incoming mail that has been distributed and has received a response from the processing unit.

Management of outgoing records is carried out by the administration or file management. In this case, the part that manages has the responsibility of processing, examining, submitting to the leadership. Some of the steps in this management include receiving a written concept from the contents of the record and recording it on the system for inspection by the leadership, typing and putting a stamp until distribution.

Use and maintenance stage includes the process, use of records in the interests of the agency. The stages of this use include: users must fill out a loan form both online and offline. Only the file management department has the authority to retrieve the archive and follow up on the files that are to be used. The process of retrieval was carried out through the online system of OFA (Online Finding Aids). The personal factor in holding this system is also important, namely through the username and id password system. The storage area is an online portal with an integrated system at Arkib Negara Malaysia, located in Kuala Lumpur. Input creation of documents that perform transactions by instructions on the system, so that the final result of the data entered will be automatically monitored and centralized in one server. Access control for users who do editing on company documents is only admin or processing according to access to the executing user only.

In the maintenance stage, it is carried out through a strong room arrangement and has adequate ventilation. Records are stored in an open place on the archive shelf and closed space with a roll o'pack. In a preventive manner, Arkib Negara Malaysia Negeri Melaka uses ingredients that prevent damage. Also, some restrictions are guarded by ensuring integrity and security. Storage space is well organized and constructed to support durability. Have adequate facilities and infrastructure. This management also refers to regulations including (1) By the 2003 National Archive Deed (deed 629); (2) Letter Perkeling Am Difficult Num. 1 of 1985: Safety Directive; (3) Perkeling Letter Am Bil. 1 of 1993: Regulations for the Use of Facsimile Machines in Royal Officials; (4) Perkeling Letter Am Bil. 1 of 2003: Collection and Maintenance of Associate Certificates of Royal Higher Nurses at Arkib Negara Malaysia; (5) Perkeling Services Bil. 5 of 2007: Guidelines for Management of Officials; (6) Treasury Perkeling Letter Num. 4 of 2007: above the Treasury Directive (AP) 150; (7) Information Technology Directive (MAMPU) 2007; (8) P.U. (A) 377 State Archive Regulations: Assigning Forms for Breaking Lay Records (2008); (9) Malaysia Standard (MS 2223: 2009 Part 1 and Part 2); (10) Perkeling Letter Am Bil. 1 of 2003: Uniformity of Format of Letter Heads for Ministries / Positions / Partnership Agencies; (11) Perkeling Letter Am Bil. 4 of 2015: Transfer of Rasi Publications to Arkib Negara Malaysia.

Shrinkage or detachment Stored records have a different use value and time period. Given that the archives that are stored have a limited time and must be shrunk. This is aimed at the efficient use of archives, destruction by applicable regulations. Before shrinking the archives, it is necessary to conduct an assessment to classify certain classes according to importance. The retention schedule as an aspect that contains how long archives can be stored or destroyed is carried out according to the compilation list. Depreciation was carried out by Arkib Negara Malaysia Negeri Melaka

in the form of an assessment based on type, physical, and information content. Thus the archives in these agencies adjust after identification according to the group of vital, important, useful or useless records to static.

Arkib Negara Malaysia Negeri Melaka is divided into three important roles for its managers, namely Royal Letter Affairs which includes the provision of correspondence, registration and distribution. The File Management section includes the interests of file management, file classification, case classification and coding, management procedures, electronic document and record management systems, computer application systems management and archive destruction. Meanwhile, the section for organizing, maintaining and releasing public records includes the management and maintenance of records, minor climbing, archive space, provision of a schedule for destroying archives, making important record programs, and preserving archives conservation

Records Management Factors (Classification system, disposal, storage, security and access, and principles). The system of classification and indexing as a suggestion for retrieval is arranged according to function, including records of Am's affairs which support the deterrence of a lay official according to administration; Land, Buildings and Infrastructure; Asset Management; Authority; and Human Resources. Meanwhile, Functional Affairs relates to functions, special activities and sub-activities for a lay official that is different from each lay official. This is listed in MS 2223: Information and Documentation - Records Management Part 1 (General) and Part 2 (Guidelines). In the electronic storage system, Arkib Negara Malaysia Negeri Melaka is based on the code from the folder of each name of the position or agency that created the archive, besides that each file is given a description of the name of the position, processor, header, time of creation, language used and a brief description of the contents of the document required. This aims to avoid the possibility of multiple names when a search is carried out.

The document search component is an integral part of the classification system because it is interrelated. As a supporter of the OFA system, it implements a database system that is integrated with Arkib Negara Malaysia which is located in Kuala Lumpur (Ibu Pejabat Malaysia) to simplify and speed up document recovery. The principle that is applied is in the form of centralization by administering archives that are centered on a separate work section with scripts or documents stored and managed by a separate unit. Document management is based on each section so that only the processing admin can access it. Other users can also access it, only they need to do permission.

Record management control needs to be done regularly and periodically. It can be done through meetings and in-depth discussion. Evaluation at the end of the project or any processing of documents from agencies or positions that have submitted archives. This can be seen when an agency submits an archive or an archive donor is evaluated and accessed by archives. The purpose of this is to monitor and identify what needs to be done. Electronic record management is important, especially in terms of transferring documents between users, considering that not all archives submitted or managed must be stored at Arkib Negara Malaysia Negeri Melaka. Methods such as preservation, conservation and restoration to scanning, conversion and importing of electronic records must be considered carefully. An assessment is required that includes media storage, tracking and access control during record management at

Arkib Negara Malaysia Negeri Melaka. This is because monitoring and reviewing are important aspects of the survival of the archives.

Arkib Negara Malaysia Negeri Melaka uses the concept of the Records Continuum Model (RCM) and Electronic Records Management Systems (ERMS). Where each phase includes various elements and activities, articulates a framework that identifies and manages documentation, process, system and output relationships including control, accessibility, disposal and storage (Upward, F. 2000). This can be seen in the management of electronic records. In this context, Negara Malaysia Negeri Melaka strives for continuity between records management and archives administration or integrating it. What distinguishes it from other concepts is the accessioning stage, including the survey, data collection and archive storage stages when the transfer process is carried out from the agency to Arkib Negara Malaysia Negeri Melaka.

Electronic Records Management Systems (ERMS) aims to manage electronic records in specific purpose (Yaacob & Sabai, 2011). ERMS implemented by Arkib Negara Malaysia Negeri Melaka is a system specifically designed to manage the creation, use, maintenance and depreciation of electronic records as evidence of business activities and as a form of e-Government efforts. In its maintenance, preservation and conservation management are also carried out as an effort to maintain originality and protect the use-value both physically and the contents of the document itself. Control is a form of identification and supervision, accessibility in ensuring access and usefulness of archives, disposal, which allows for assessment criteria and policies for destruction and storage procedures that aim to maintain the authenticity of records or archives contained in Arkib Negara Malaysia Negeri Melaka.

Conclusion

The role of traditional institutions, the archival institution of the Malacca State Archives (ANM) and the Perbadanan Muzium Malaka (Perzim) in shaping a culture of memory through documentation work and archives management has a major effect on strengthening the identity of the Malacca area as an area rich in cultural values and historical narratives that surround it. Publication of content published by information institutions through scientific studies on the identity of Malacca strives to preserve and preserve collective memory for future generations. In this case, cultural practices and documentation work are human rights that culture and documentation require recognition from the government and society. Various cultural traditions will need recognition because they have been practiced by local communities as a form of jurisdiction. Cultural practice and documentation work seek to support the common idea that all cultures provide purpose and meaning to life. Therefore, a proper documentation strategy is needed to maintain and preserve this culture as a product of knowledge. Also, efforts to disseminate cultural knowledge through information technology are currently one of the aspects that need attention. Forms of cultural heritage protection can be integrated with legal development efforts, educational substance, and development in various economic sectors so that they are by the 2020 Insight, to strengthen regional identity without leaving the current image of Malacca. Strengthening the Malacca identity through documentation work and archive management leads to how to form and maintain a culture of memory that can be linked to contemporary relations so that the collective memory of the nation takes root firmly in society. The form of convention between customary institutions, archival

institutions, and museums refers to a systemic mechanism between archivists and cultural actors to be able to synergize in preservation efforts by their respective roles and duties. Therefore, the demands of archivists and cultural actors in determining archive treasures as inheritance directly construct collective memory and form regional identities for future generations. The responsibility for establishing and preserving cultural memories through collaboration between information institutions will form the cultural framework and strength the regional identities.

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