

## **INTISARI**

### **PENGOLAHAN ARSIP DINAMIS INAKTIF DI BADAN KEUANGAN DAN ASET DAERAH KABUPATEN SLEMAN**

**Disusun oleh :**

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Tugas Akhir yang berjudul “Pengolahan Arsip Dinamis Inaktif di Badan Keuangan dan Aset Daerah Kabupaten Sleman” membahas mengenai pengolahan arsip dinamis inaktif, sarana dan prasarana yang digunakan, serta kendala yang dihadapi dalam pengolahan arsip dinamis inaktif. Tujuan Tugas Akhir ini adalah untuk mendeskripsikan pengolahan arsip dinamis inaktif di Badan Keuangan dan Aset Daerah Kabupaten Sleman. Kegiatan pengolahan arsip dinamis inaktif tersebut berpedoman pada Peraturan Kepala Arsip Nasional Republik Indonesia Nomor 9 tahun 2018 Tentang Pedoman Pemeliharaan Arsip Dinamis.

Pengumpulan data dilakukan dengan tiga metode pengumpulan data, yaitu observasi partisipatif, wawancara, dan studi pustaka. Observasi partisipatif dilaksanakan melalui kegiatan Praktik Kerja Lapangan. Wawancara dilaksanakan dengan mewawancarai Kepala Subbagian Umum dan Kepegawaian, Arsiparis, dan Petugas Kearsipan. Studi pustaka yaitu membaca dan mengkaji bahan pustaka meliputi buku, jurnal, tugas akhir, dan peraturan perundang-undangan yang terkait dengan tema Tugas Akhir.

Kesimpulan dari Tugas Akhir ini yaitu pelaksanaan kegiatan pengolahan arsip dinamis inaktif secara umum dapat berjalan sesuai dengan pedoman yang berlaku. Tahapan kegiatan pengolahan arsip dinamis inaktif di Badan Keuangan dan Aset Daerah Kabupaten Sleman meliputi pemilahan arsip, pemberkasan arsip, pendeskripsian arsip, pembungkusan arsip, manuver kartu, manuver berkas, penyusunan daftar arsip inaktif, memasukkan arsip kedalam boks arsip, dan menyimpan boks arsip di rak arsip di ruang penyimpanan. Namun, terdapat kendala dalam pengolahan arsip dinamis inaktif yaitu sarana dan prasarana masih kurang sesuai Keputusan Kepala Arsip Nasional Republik Indonesia Nomor 3 Tahun 2000 Tentang Standar Minimal Gedung dan Ruang Penyimpanan Arsip Inaktif, kurangnya ruang penyimpanan arsip membuat penumpukan arsip, serta sumber daya manusia kearsipan yang dimiliki tidak sebanding dengan arsip yang dikelola.

**Kata Kunci : *Pengolahan Arsip, Arsip, Arsip Dinamis Inaktif***

## ABSTRACT

### THE ARRANGEMENT OF INACTIVE RECORDS IN THE REGIONAL FINANCE AND ASSET AGENCY OF SLEMAN REGENCY

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The final paper entitled "The Arrangement of Inactive Records in the Regional Financial and Asset Agency of Sleman Regency" discusses the arrangement of inactive records, the facilities and infrastructure used, as well as the obstacles faced in arrangement inactive records. The purpose of this final paper is to describe the arrangement of inactive records in the Regional Finance and Assets Agency of Sleman Regency. The arrangement of inactive records activity is guided by the Regulation of the Head of the National Archives of the Republic of Indonesia Number 9 of 2018 concerning Guidelines for Maintaining Records.

The data were collected through participatory observation, interviews, and literature study. Participatory observation is carried out through Field Work Practice activities. Interviews were conducted by interviewing the Head of the General and Civil Service Subdivision, Archivist, and Archive Officer. Literature study is reading and reviewing library materials including books, journals, final assignments, and laws and regulations related to the theme of the final paper.

The conclusion of this final paper is that the implementation of the arrangement of inactive records activities in general can run in accordance with applicable guidelines. The stages of arrangement inactive records in the Regional Finance and Assets Agency of Sleman Regency include sorting records, filing records, describing records, wrapping records, maneuvering cards, maneuvering files, compiling lists of inactive records, inserting records into boxes, and storing boxes on shelves, records in storage space. However, there are obstacles in arrangement inactive records, namely the facilities and infrastructure are still lacking in accordance with the Decree of the Head of the National Archives of the Republic of Indonesia Number 3 of 2000 concerning Minimum Standards for Buildings and Inactive Records Storage Rooms, the lack of records storage space makes the accumulation of records, as well as the archives human resources owned are not comparable to the records that are managed.

***Keywords: The Arrangement Inactive Records, Records, Inactive Records***