

INTISARI
ANALISIS PENATAAN ARSIP BAHAN ACARA
DI SEKRETARIAT DPRD DIY BERDASARKAN
PERATURAN GUBERNUR DIY NOMOR 43 TAHUN 2021

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PROGRAM STUDI PENGELOLAAN ARSIP DAN REKAMAN INFORMASI
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Penelitian ini dilakukan untuk mengkaji penataan arsip bahan acara di Sekretariat DPRD DIY yang tidak tertata secara teratur, padahal dalam pelaksanaan penataan arsip dinamis bahwa organisasi tersebut berpedoman pada Peraturan Gubernur DIY Nomor 43 Tahun 2021 tentang Pengelolaan Arsip Dinamis. Dengan Pergub tersebut, Peneliti dapat menganalisis pelaksanaan yang sudah dan tidak dilakukan oleh Sekretariat DPRD DIY dalam penataan arsip bahan acara. Arsip bahan acara merupakan salah satu arsip penting bagi Sekretariat DPRD DIY. Oleh karena itu, penataan arsip bahan acara perlu dilakukan dengan tepat agar arsip dapat digunakan di kemudian hari sesuai dengan fungsinya.

Penelitian ini menggunakan metode deskriptif kualitatif dengan unit analisis yaitu organisasi pemerintahan. Metode pengumpulan data terdiri dari observasi lapangan, wawancara, dan studi literatur melalui berbagai referensi seperti buku, jurnal, dan produk hukum. Data yang telah dikumpulkan kemudian diolah menjadi sebuah informasi dengan menggunakan metode analisis data kualitatif yang terdiri dari reduksi data, penyajian data, dan kesimpulan.

Hasil penelitian ini menjelaskan bahwa faktor dari penataan arsip bahan acara di Sekretariat DPRD DIY tidak tertata secara teratur yakni disebabkan oleh pelaksanaan penataan arsip bahan acara yang tidak sesuai dengan kaidah-kaidah penataan arsip dinamis inaktif yang tercantum dalam Peraturan Gubernur DIY Nomor 43 Tahun 2021. Tahapan penataan arsip bahan acara yang dilaksanakan sesuai dengan Peraturan Gubernur DIY Nomor 43 Tahun 2021 yaitu penataan arsip, pembuatan dan penandatanganan berita acara pemindahan, dan pemindahan arsip bahan acara ke *records center*. Dalam penataan arsip bahan acara ditemukan kendala-kendala yang dipengaruhi oleh sumber daya manusia, koordinasi, lokasi, arsip, serta sarana dan prasarana.

Kata Kunci: Analisis, Peraturan Gubernur DIY Nomor 43 Tahun 2021, Arsip, Bahan Acara, Penataan Arsip Inaktif

ABSTRACT
THE ANALYSIS OF MEETING RECORDS ARRANGEMENT
AT SEKRETARIAT DPRD DIY BASED ON SPECIAL REGION OF
YOGYAKARTA (DIY) GOVERNOR REGULATION NUMBER 43 OF 2021

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This research was conducted to examine the arrangement of meeting records at Sekretariat DPRD DIY which is not regularly organized, even though in the implementation of records arrangement that organization is guided by the Special Region of Yogyakarta Governor Regulation Number 43 of 2021 concerning Records Management. With this Governor regulation, researchers can analyze the implementation that has and has not been carried out by Sekretariat DPRD DIY in the arrangement of the meeting records. The meeting record is one of the most important records for Sekretariat DPRD DIY. Therefore, the arrangement of the meeting records needs to be done properly so that the records can be used in the future according to their function.

This study uses a qualitative descriptive method with the unit of analysis, namely government organizations. Data collection methods consist of field observations, interviews, and literature studies through various references such as books, journals, and legal products. The data that has been collected is then processed into information using qualitative data analysis methods derived from data reduction, data presentation, and conclusions.

The results of the research explain that the factor of the arrangement of the meeting records at Sekretariat DPRD DIY are not regularly organized, which is caused by the implementation of the arrangement of the meeting records that are not in accordance with the rules of inactive records arrangement as stated in the Special Region of Yogyakarta Governor Regulation Number 43 of 2021. The stages of arranging the meeting records are carried out by the Special Region of Yogyakarta Governor Regulation Number 43 of 2021, namely the arrangement, the making and signing of the official report, and the transfer of the records to the *records center*. In the arranging of meeting records, obstacles were found that were influenced by human resources, coordination, location, meeting records, and facilities and infrastructure.

Keywords: Analysis, Special Region of Yogyakarta Governor Regulation Number 43 of 2021, Records, Meeting Records, Arrangement.