

INTISARI

PENGELOLAAN ARSIP PRODUK HUKUM DI SEKRETARIAT DPRD DIY (DITINJAU DARI PERATURAN GUBERNUR DIY NOMOR 43 TAHUN 2021 TENTANG PENGELOLAAN ARSIP DINAMIS)

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PROGRAM STUDI PENGELOLAAN ARSIP DAN REKAMAN INFORMASI SEKOLAH VOKASI UNIVERSITAS GADJAH MADA

Arsip produk hukum DPRD DIY yang berada di Bagian Pembentukan Produk Hukum dan Pengkajian Sekretariat DPRD DIY merupakan arsip dinamis aktif yang memiliki frekuensi penggunaan yang tinggi, dan sebagai unsur penting dalam proses pengambilan keputusan. Penelitian ini bertujuan untuk mengetahui, mengkaji, dan menganalisis pengelolaan arsip produk hukum di Sekretariat DPRD DIY yang ditinjau dari Peraturan Gubernur DIY Nomor 43 Tahun 2021 tentang Pengelolaan Arsip Dinamis.

Penelitian ini bersifat kualitatif dengan pendekatan deskriptif. Teknik pengumpulan data dilakukan dengan observasi partisipasi, *in-depth interview*, dan dokumentasi. Data yang telah dikumpulkan kemudian dianalisis menggunakan teknik analisis data kualitatif yang terdiri dari reduksi data, penyajian data dan penarikan kesimpulan.

Hasil penelitian menunjukkan bahwa Peraturan Gubernur DIY Nomor 43 Tahun 2021 tentang Pengelolaan Arsip Dinamis belum sepenuhnya diterapkan terhadap pengelolaan arsip produk hukum DPRD DIY. Terdapat prosedur pengelolaan arsip yang belum diterapkan sesuai dengan Peraturan Gubernur DIY Nomor 43 Tahun 2021 tentang Pengelolaan Arsip Dinamis. Pertama, pengelolaan arsip produk hukum DPRD DIY belum menerapkan alih media arsip dalam rangka pemeliharaan arsip. Kedua, pengelolaan arsip produk hukum DPRD DIY belum menerapkan pemusnahan dan penyerahan dalam rangka penyusutan arsip. Hal ini disebabkan karena belum adanya kebijakan alih media arsip, belum adanya jadwal retensi arsip sebagai pedoman penyusutan arsip, dan kurangnya sumber daya manusia pengelola arsip.

Kata Kunci: Peraturan Gubernur DIY Nomor 43 Tahun 2021, Produk Hukum DPRD DIY, Pengelolaan Arsip Dinamis

ABSTRACT

**MANAGEMENT OF LEGAL PRODUCT RECORDS
AT THE SECRETARIAT OF THE SPECIAL REGION OF YOGYAKARTA
PEOPLE'S REPRESENTATIVE COUNCIL
(IN TERMS OF GOVERNOR REGULATION NUMBER 43 OF 2021
IN SPECIAL REGION OF YOGYAKARTA
ABOUT RECORDS MANAGEMENT)**

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**ARCHIVES AND RECORDS MANAGEMENT STUDY PROGRAM
VOCATIONAL COLLEGE UNIVERSITAS GADJAH MADA**

The records of legal products of the Special Region of Yogyakarta Regional House of Representatives which is in the Legal Product Formation and Assessment Section Secretariat of the Special Region of Yogyakarta Regional House of Representatives is an active records that has a high frequency of use, and is an important element in the decision making process. This research aims to determine, examine, and analyze the management of legal product records at the Secretariat of The Special Region of Yogyakarta People's Representative Council in terms of Governor Regulation Number 43 of 2021 In Special Region of Yogyakarta about Records Management.

This research is qualitative with a descriptive approach. Data collection techniques were carried out by participatory observation, in-depth interviews, and documentation. The data that has been collected is then analyzed using qualitative data analysis techniques consisting of data reduction, data display and conclusion drawing/verifications.

The results of the research explain that the Governor Regulation Number 43 of 2021 in Special Region of Yogyakarta about Records Management, have not been fully implemented to the records management of legal product of the Special Region of Yogyakarta Regional House of Representatives. There are records management procedures that have not been implemented in accordance with the Governor Regulation Number 43 of 2021 in Special Region of Yogyakarta about Records Management. First, the records management of legal products of the Special Region of Yogyakarta Regional House of Representatives have not implemented the digitization in the context of maintaining archives. Second, the records management of legal products of the Special Region of Yogyakarta Regional House of Representatives have not implemented destruction of records and transfer of archives in the context of records disposal. This is because there is no digitization policy, there is no records retention schedule as a guide for records disposal, and the lack of human resources for records management.

Keywords: Governor Regulation Number 43 of 2021 in Special Region of Yogyakarta, Legal Product of the Special Region of Yogyakarta People's Representative Council, Records Management