

INTISARI

PENGURUSAN SURAT DI DINAS PERTANIAN DAN KETAHANAN PANGAN DAERAH ISTIMEWA YOGYAKARTA

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Proyek akhir ini mengkaji mengenai Pengurusan Surat di Dinas Pertanian dan Ketahanan Pangan Daerah Istimewah Yogyakarta. Dalam ketugasannya Dinas bertanggungjawab langsung terhadap Gubernur Daerah Istimewa Yogyakarta melalui Sekretaris Daerah. Tujuan penulisan Proyek Akhir ini ialah untuk mengetahui pengelolaan pengurusan surat masuk dan surat keluar secara internal dan eksternal di Sub Bagian Umum pada Dinas Pertanian dan Ketahanan Pangan Daerah Istimewa Yogyakarta dengan menggunakan metode penelitian secara kualitatif deskriptif. Dengan kegiatan pengumpulan data meliputi observasi, wawancara, dan studi pustaka.

Observasi dilaksanakan dengan pengamatan secara langsung Pengurusan Surat di Sub Bagian Umum pada Dinas Pertanian dan Ketahanan Pangan DIY. Wawancara dilakukan penulis untuk menggali informasi mengenai Pengurusan Surat melalui arsiparis di Dinas Pertanian dan Ketahanan Pangan DIY. Studi pustaka digunakan sebagai sarana untuk mengumpulkan literasi untuk memperkuat pendapat yang relevan.

Kesimpulan dari penelitian ini ialah hasil penelitian menunjukkan bahwa pengurusan surat di Dinas Pertanian dan Ketahanan Pangan Daerah Istimewa Yogyakarta dapat dikatakan baik, proses kegiatan surat masuk dan surat keluar tercatat dan tersimpan dengan benar secara konvensional dan elektronik. Namun ada beberapa kendala yang dihadapi pada arsip konvensional seperti kurangnya perhatian terhadap keamanan dan kehilangan arsip, serta ketidak telitian arsiparis terhadap arsip yang dipinjam.

Kata kunci: Surat, Pengurusan Surat, Arsip Dinamis

ABSTRACT

MAIL HANDLING IN THE AGRICULTURE AND FOOD SECURITY

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This final project examines the mail handling at the Agriculture and Food Security Agency of Yogyakarta Special Region. In its duties, this agency is directly responsible to the Governor of the Special Region of Yogyakarta through the Regional Secretary. The purpose of writing this final project is to find out the management of incoming mail and outgoing mail electronically in the General Subdivision at the Agriculture and Food Security Agency of Yogyakarta Special Region. This research uses a descriptive qualitative research method. Data collection activities included observation, interview, and literature study.

Observations were carried out by direct observation of mail management in the General Subdivision at the DIY Agriculture and Food Security Agency. Interviews were conducted by the author to gather information about mail handling through archivists at the DIY Agriculture and Food Security Agency. Literature study was used as a means to collect literacy to strengthen relevant opinions.

The conclusion of this study is that mail handling at the Yogyakarta Special Region Agriculture and Food Security Agency has been running well, the process of incoming letters and outgoing letters handlings use an application system made by the Regional Government called SISMINKADA. With this application, it makes it easier for each work order to provide information quickly and precisely. However, there are several obstacles faced in the management of incoming letters and outgoing letters such as internet coverage and power outages.

Keywords: Mail, Mail Handling, Records