

INTISARI

ANALISIS PENGOLAHAN ARSIP DINAMIS INAKTIF DALAM MENDUKUNG TERTIB ADMINISTRASI DI DIREKTORAT PERENCANAAN, ORGANISASI, DAN UMUM RSUP DR. SARDJITO

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

Proyek akhir ini membahas perihal pengolahan arsip dinamis inaktif dalam mendukung terciptanya tertib administrasi di Direktorat Perencanaan, Organisasi, dan Umum RSUP Dr. Sardjito. Penulisan proyek akhir ini bertujuan untuk memahami dan menganalisis tahapan serta peran pengolahan arsip dinamis inaktif dalam mendukung tertib administrasi. Penulis menggunakan metode penelitian deskriptif kualitatif untuk menyusun proyek akhir ini.

Penelitian proyek akhir ini menggunakan metode pengumpulan data meliputi observasi, wawancara, dan studi pustaka. Observasi melalui partisipasi langsung dalam kegiatan pengolahan arsip dinamis inaktif. Wawancara dengan pegawai yang bertugas melaksanakan pengolahan arsip untuk mengumpulkan informasi yang akurat. Studi pustaka dilakukan untuk mendapatkan informasi dari literatur melalui buku, jurnal ilmiah, proyek akhir, dan peraturan yang relevan sesuai dengan penelitian yang dilakukan.

Kesimpulan proyek akhir ini adalah pengolahan arsip dinamis inaktif di Direktorat Perencanaan, Organisasi, dan Umum RSUP Dr. Sardjito belum dilaksanakan secara maksimal dipengaruhi oleh berbagai aspek. Pengolahan arsip dinamis inaktif dilakukan melalui pengaturan informasi dan fisik arsip sehingga dapat mendukung pelaksanaan tertib administrasi. Pengolahan arsip dinamis inaktif dimulai dari pemindahan, penataan, dan penyimpanan arsip. Pengolahan arsip dinamis inaktif belum berjalan maksimal dikarenakan terbatasnya sumber daya manusia dan sarana dan prasarana yang ada, serta kurangnya dukungan dari pimpinan dalam peningkatan kesadaran pengolahan arsip dinamis inaktif. Pengolahan arsip dinamis inaktif belum berjalan efektif dan efisien dari ketiga tahapan yang dilakukan sehingga tertib administrasi belum dapat terpenuhi secara maksimal di Direktorat Perencanaan, Organisasi, dan Umum RSUP Dr. Sardjito.

Kata kunci: Arsip Dinamis Inaktif, Pengolahan Arsip Dinamis Inaktif, Tertib Administrasi

ABSTRACT

ANALYSIS OF INACTIVE RECORDS PROCESSING IN SUPPORTING GOOD ADMINISTRATION IN THE DIRECTORATE OF PLANNING, ORGANIZATION, AND GENERAL OF DR. SARDJITO HOSPITAL

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**ARCHIVES AND RECORDS MANAGEMENT
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This final project discusses the processing of inactive records to support good administration at the Directorate of Planning, Organization and General of Dr. Sardjito Hospital. This final project aims to understand and analyze the stages and roles of the processing of inactive records to support good administration. The researcher uses a qualitative descriptive research methods to develop this final project.

This final project uses data collection methods including observation, interviews, and literature study. Observations is carried out by participation in the processing of inactive records activities. Interviews with employees in charge of managing records to collect accurate information. Literature study is carried out to obtain information from the literature through books, scientific journals, final projects, and relevant regulations in accordance with the research.

The conclusion of this final project is the processing of inactive records at the Directorate of Planning, Organization and General of Dr. Sardjito Hospital is not been implemented optimally influenced by various aspects. The processing of inactive records is carried out through the arrangement of information and physical inactive records so that they can support the implementation of good administration. The processing of inactive records starts with records arrangement, records storage, and records transfer. The processing of inactive records is not been effective due to limited human resources and existing facilities and infrastructure, as well as the lack of support from leaders in increase awareness of the processing of inactive records. The processing of inactive records is not been effective and efficient from the three stages so good administration can't be fulfilled optimally in the Directorate of Planning, Organization and General of Dr. Sardjito Hospital.

Keywords: Inactive Records, Inactive Records Processing, Good Administration