

INTISARI
PELAKSANAAN PROGRAM MASYARAKAT SADAR ARSIP
(MASDARA) DINAS PERPUSTAKAAN DAN KEARSIPAN KOTA
SURABAYA

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Penulisan Proyek Akhir ini membahas tentang pelaksanaan Program Masyarakat Sadar Arsip (Masdara). Tujuan dari penulisan Proyek Akhir ini adalah untuk menjabarkan tentang tahapan pelaksanaan program masyarakat sadar arsip, mengidentifikasi pembinaan kearsipan melalui model program pelatihan masyarakat sadar arsip, mengidentifikasi kendala, serta manfaat yang didapatkan selama proses pelaksanaan program masyarakat sadar arsip.

Proyek Akhir ini menggunakan penelitian kualitatif dengan pendekatan studi kasus. Teknik pengumpulan data yang dilakukan melalui observasi non partisipatif, wawancara, dan dokumentasi. Sementara untuk data sekunder menggunakan buku, jurnal, skripsi, maupun peraturan perundang-undangan.

Berdasarkan dari hasil penelitian ditarik kesimpulan bahwa tahapan dari pelaksanaan program masyarakat sadar arsip terdiri dari rapat koordinasi internal, rapat koordinasi eksternal, penyampaian materi dan praktik yang meliputi pemberkasan dan digitisasi arsip keluarga, dan yang terakhir evaluasi dan pelaporan pelaksanaan kegiatan. Model pelatihan yang digunakan dianalisis dengan menggunakan tahapan identifikasi tujuan dan sasaran, pemilihan alat dan metode pelatihan, penentuan metode penyampaian, motivasi sasaran, serta mekanisme evaluasi dan pelaporan. Kendala yang ada selama proses pelaksanaan program masyarakat sadar arsip salah satunya adalah kurangnya kesadaran warga tentang arsip keluarga. Sementara untuk manfaat dari adanya program ini adalah meningkatkan kemampuan pemberkasan atau penataan dan digitisasi arsip keluarga.

Kata kunci: pembinaan kearsipan, arsip keluarga, digitisasi arsip keluarga, pemberkasan arsip

ABSTRACT
**THE IMPLEMENTATION OF MASYARAKAT SADAR ARSIP
(MASDARA) BY THE LIBRARY AND ARCHIVES OFFICE OF
SURABAYA CITY**

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The writing of final project is to discuss about the implementation of Program Masyarakat Sadar Arsip (Masdara). The implementation by the library and archives office of Surabaya city. The purposes are to describe the stages implementation of program, identify archival development through models of archival training program, identify implementation constraint and benefits of the program.

This final project uses qualitative research with a case study approach. The unit of analysis in this final project is the division of archival development and services at Library and Archives office as well as representative of community leaders from urban village in Surabaya city who have participated in Masdara. Primary data collection techniques used are non-participatory observation, interviews, and documentation. While for the secondary data use books, journals, undergraduate theses, and regulations.

Based on the results of research, it was concluded that the stages of implementing this program consisted of internal coordination meetings, external coordination meetings, delivery of materials and practices which included record filing and digitize family records, and finally evaluating and reporting on implementation of activities. The training model used was analyzed using the stages of identifying goals and objectives, selecting training tools and methods, target motivation, as well as evaluation and reporting mechanism. One of the constraint that existed during the process of implementing the program was the lack of awareness among residents about family records. Meanwhile, one of the benefit of this program is increasing the ability to filing and digitizing family records.

Keywords: archival development, family records, digitizing family records, filing records.