

## INTISARI

### **ANALISIS KEAMANAN ARSIP DALAM PERENCANAAN *RECORDS CENTER* DI RSUP DR. SARDJITO (Studi Kasus Perencanaan *Records Center* dari *Container* di RSUP Dr. Sardjito)**

**Oleh:  
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Keamanan arsip dilakukan untuk mengamankan informasi yang terkandung di dalam arsip serta melindungi fisik arsip dari orang yang tidak berhak dan faktor-faktor perusak arsip. Keamanan arsip dapat dimulai dengan melakukan perencanaan tempat penyimpanan arsip yang sesuai dengan ketentuan yang ada dalam Keputusan Kepala Arsip Nasional Republik Indonesia Nomor 03 tahun 2000 tentang Standar Minimal Gedung dan Ruang Penyimpanan Arsip Inaktif. Begitupun dengan RSUP Dr. Sardjito yang membuat perencanaan *records center* dari *container* guna menjaga keamanan arsip dari air, api, rayap, pencurian dan penyalahgunaan arsip.

Penelitian ini dilakukan untuk mengetahui keamanan arsip dalam perencanaan *records center* di RSUP Dr. Sardjito. Metode yang digunakan dalam penelitian ini adalah penelitian deskriptif kualitatif. Data dikumpulkan melalui wawancara mendalam, observasi non partisipasi, dan studi literatur. Analisis keamanan arsip dilakukan menurut Keputusan Kepala Arsip Nasional Republik Indonesia Nomor 03 tahun 2000 tentang Standar Minimal Gedung dan Ruang Penyimpanan Arsip Inaktif dan didukung konsep Ling (2002) dalam *Using Shipping Containers for Records Storage Specification and Description*.

Hasil penelitian ini menunjukkan keamanan arsip dalam perencanaan *records center* yang dilakukan oleh RSUP Dr. Sardjito belum sepenuhnya optimal dan sesuai dengan standar. Hal tersebut dapat dilihat dari kurang tepatnya tindakan yang diambil RSUP Dr. Sardjito dalam pengendalian suhu dan kelembaban, penggunaan cahaya dan penerangan, pengendalian hama, pencegahan kebakaran serta pencegahan kehilangan dan penyalahgunaan arsip. Walaupun memang penggunaan *container* dalam perencanaan *records center* dapat memberikan keuntungan bagi RSUP Dr. Sardjito, mulai dari waktu, biaya, perizinan, kapasitas penyimpanan dan tentunya berfungsi untuk dapat memberikan keamanan pada arsip dinamis inaktif.

**Kata Kunci: Keamanan Arsip, Perencanaan *Records Center*, Peti Kemas**

## ABSTRACT

### **THE SECURITY ANALYSIS OF RECORDS IN RECORDS CENTER PLAN AT DR. SARDJITO GENERAL HOSPITAL (Case Study of Records Center Planning from Container at Dr. Sardjito General Hospital)**

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*Records security is carried out to secure the information contained in the records as well as to protect the physical records from unauthorized people and records destroying factors. Records security can be started by planning the records storage area in accordance with the provisions in the Decree of the Head of the National Archives of the Republic of Indonesia Number 03 of 2000 concerning Minimum Standards for Buildings and Storage Rooms for Inactive Archives. Likewise with Dr. Sardjito General Hospital which makes records center planning from containers to maintain records security from water, fire, termites, theft and misuse of records.*

*This research was conducted to determine the security of records in records center planning at Dr. Sardjito General Hospital. The method used in this research is descriptive qualitative research. Data was collected through in-depth interviews, non-participatory observation, and literature study. Records security analysis was carried out according to the Decree of the Head of the National Archives of the Republic of Indonesia Number 03 of 2000 concerning Minimum Standards for Building and Storage Space for Inactive Archives and supported by Ling's concept (2002) in Using Shipping Containers for Records Storage Specification and Description.*

*The results of this research show that records security in records center planning carried out by Dr. Sardjito General Hospital is not yet fully optimal and in accordance with standards. This can be seen from the inaccurate actions taken by Dr. Sardjito General Hospital in controlling temperature and humidity, the use of light and lighting, pest control, fire prevention and prevention of loss and misuse of records. Although indeed the use of containers in records center planning can provide benefits for Dr. Sardjito General Hospital, ranging from time, costs, permits, storage capacity and of course serves to be able to provide security to inactive dynamic archives.*

***Keywords: Records Security, Planning of Records Center, Container***