



ABSTRAK

Unit kegiatan mahasiswa merupakan salah satu bagian dari organisasi birokrasi universitas turut memiliki kewajiban secara independen untuk menyelenggarakan pengelolaan arsip. Survey pra-penelitian menunjukkan minimnya wawasan dan pengimplementasian praktik pengelolaan arsip yang diterapkan oleh ukm sekber khusus. Penelitian ini berusaha untuk mengetahui bagaimana ukm sekber khusus mengelola arsip organisasinya dilihat dari praktik penciptaan, penggunaan dan pemeliharaan, dan penyusutan arsip. Sebanyak 14 dari total 16 ukm sekber khusus berpartisipasi dalam penelitian ini melalui diskusi kelompok (FGD). Penelitian ini mengadopsi metode kualitatif-deskriptif dengan triangulasi metode sebagai teknik analisis data. Penelitian menemukan bahwa setiap ukm menyadari urgensi pengelolaan arsip di ukm, tetapi memiliki koherensi praktik pengelolaan arsip yang berbeda-beda. Perbedaan dapat dilihat melalui tiga siklus hidup arsip yaitu penciptaan arsip dengan keragaman jenis arsip berdasarkan kegiatan masing-masing, perbedaan penanggung jawab dan kontrol penciptaan arsip, dan ketersediaan pedoman. Ukm sekber khusus umumnya menerapkan pengorganisasian arsip secara desentralisasi, sistem klasifikasi secara fungsional dari departemen masing-masing, dan penyimpanan arsip utamanya secara digital. Hanya tiga ukm sekber khusus yang pernah melakukan praktik penyusutan arsip. Hasil penelitian juga menerangkan bahwa faktor pendukung dan penghambat umumnya berangkat dari aspek tuntutan/budaya organisasi, peran alumni, ketersediaan data arsip, wawasan kearsipan, dan sumber daya organisasi.

Kata kunci: praktik pengelolaan arsip, arsip ukm, siklus hidup arsip



ABSTRACT

Student activity unit as one part of university's bureaucracy organization has equal obligation to independently carry out the management of records. The pre-research survey showed that some units in special category still lacking of knowledge and comprehensive recordkeeping practices. This research aims to find out how the SUA manages their records through their practice in creation, use and maintenance, and records disposal. A total of 14 from collectively 16 units in the special category participated through group discussion. This research adopts qualitative-descriptive research method with data triangulation as the data analysis technique. Study discovered that all units are aware of the importance of recordkeeping. However, the coherence of their recordkeeping practices differ in each units. These differences can be observed through the three-phase records lifecycle. The creation phase explains the variety of record types based on the activities, differences in the responsibility and records creation control, and guidelines availability. All units generally implement a decentralized records organization system, applying a function-based classification scheme, and mainly store their records on digital platforms. Only three units ever carried out records disposal practices. This study also explains that the supporting and inhibiting factors are generally based on several aspects, such as organizational culture/goals, alumni contribution, records data availability, knowledge of recordkeeping practices, and organization resources.

Keywords: recordkeeping, student activity unit records, records lifecycle