

INTISARI

PENGARUH PENGAWASAN KEARSIPAN INTERNAL TERHADAP PENGELOLAAN ARSIP PADA UNIT KERJA DI LINGKUNGAN UNIVERSITAS SEBELAS MARET

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Proyek akhir ini mengkaji pengaruh pengawasan kearsipan internal terhadap pengelolaan arsip pada unit kerja di lingkungan Universitas Sebelas Maret. Penulis melakukan analisis terhadap penyelenggaraan pengawasan kearsipan internal, seberapa jauh pengaruh pengawasan tersebut serta bentuk pengaruh pengawasan kearsipan tersebut terhadap pengelolaan arsip pada unit kerja di lingkungan UNS. Penelitian ini menggunakan pendekatan kuantitatif melalui survei. Teknik pengumpulan data dilakukan melalui kuesioner, observasi partisipatif, wawancara serta studi pustaka. Penyebaran kuesioner dilakukan dengan metode *total sampling* terhadap keseluruhan unit kerja yang menjadi objek pengawasan kearsipan sejumlah 33 unit. Observasi partisipatif dilakukan dalam kegiatan pengawasan kearsipan internal sebagai pranata kearsipan di unit kerja. Wawancara dilakukan terhadap enam narasumber yang terdiri dari elemen tim pengawas kearsipan internal, pimpinan unit kerja (koordinator tata usaha, sub koordinator) serta SDM Kearsipan yang terdiri dari pranata kearsipan, arsiparis maupun pengelola arsip. Studi pustaka dilakukan melalui pengkajian literatur ilmiah, maupun studi dokumen terhadap laporan maupun kebijakan terkait pengawasan kearsipan internal di UNS. Diketahui bahwa pengawasan kearsipan internal dilakukan oleh tim pengawas kearsipan internal melalui tahapan: perencanaan, monitoring pra pengawasan, pelaksanaan, monitoring pasca pengawasan, serta pelaporan. Penelitian ini menunjukkan bahwa terdapat pengaruh antara kegiatan pengawasan kearsipan internal terhadap pengelolaan arsip pada unit kerja di lingkungan UNS sebesar 77,6% dengan bentuk positif. Diketahui setelah adanya pengawasan kearsipan internal banyak di antara unit kerja yang mulai melakukan pembenahan pengelolaan arsip, peningkatan pengadaan sarana dan prasarana serta optimalisasi SDM Kearsipan, meski demikian diketahui juga jika pengawasan kearsipan internal di UNS belum sepenuhnya dilakukan sesuai dengan pedoman ANRI. Diperlukan juga peningkatan pengawasan kearsipan internal terhadap aspek penyusutan, penggunaan dan pemanfaatan arsip pada unit kerja di lingkungan UNS.

Kata Kunci: pengawasan kearsipan internal, pengelolaan arsip dinamis, pengelolaan arsip

ABSTRACT

THE IMPACT OF INTERNAL AUDIT AND MONITORING IN RECORD MANAGEMENT AT UNIVERSITAS SEBELAS MARET SURAKARTA

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This final project examines the impact of internal audit and monitoring in record management at Universitas Sebelas Maret. The author carried out an analysis of the implementation of internal audit and monitoring in record management, the extent of the impact of audit and monitoring and the form of impact of audit and monitoring in record management at UNS. This research uses a quantitative approach through surveys. Data collection techniques were carried out through questionnaires, participant observation, interviews and literature study. The distribution of questionnaires was carried out using a total sampling method to all 33 work units that were the object of internal audit and monitoring. Participatory observation is carried out in internal audit and monitoring activities as an record manager in the work unit. Interviews were conducted with six sources consisting of elements of the internal audit and monitoring team, work unit leaders (administrative coordinators, sub-coordinators) and record human resources consisting of record manager and archivist. The literature study was carried out through a review of scientific literature, as well as a document study of reports and policies related to internal audit and monitoring in record management at UNS. It is known that internal audit and monitoring in record management is carried out by the internal audit and monitoring team through the stages: planning, pre-audit and monitoring monitoring, implementation, post-audit and monitoring monitoring, and reporting. This research shows that there is an impact between internal audit and monitoring in record management at UNS within UNS of 77.6% in a positive form. It is known that after internal audit and monitoring in record management, many work units have begun to improve record management, increase procurement of facilities and infrastructure and optimize record human resources. However, it is also known that internal audit and monitoring in record management at UNS has not been fully carried out in accordance with ANRI guidelines. There is also a need to increase internal audit and monitoring regarding aspects of disposition, use and utilization of record in work units within UNS.

Keywords: internal audit and monitoring, record management