

DAFTAR PUSTAKA

- Amirullah, Amirullah., & Budiyo, Haris. (2004). *Pengantar Manajemen*. Penerbit Graha Ilmu.
- Amsyah, Z. (1991). *Manajemen Kearsipan*. PT Gramedia Pustaka Utama.
- Assauri, S. (2013). *Manajemen Strategi*. Raja Grafindo Persada.
- Aziz, M., & Yatin, S. (2015). A Conceptual Paper on Customer Satisfaction Toward Commercial Records Center Services. *Australian Journal of Basic and Applied Sciences*, 9(3), 67–74.
- Benedon, W. (1966). Features of New Record Center Building . *The Society of American Archivist*, 77–87.
- Clement, M. (2022). Do Business Records Management Affect Business Growth? *Journal PLOS ONE*, 1(1), 1–21.
- Cook, Michael. (1999). *Managing Records in Records Center*. Association of Records Managers and Administrators (ARMA International).
- Creswell, John. (2013). *Qualitative Inquiry & Research Design*. Sage Publications, Ltd. .
- Dube, A., David, R., & Mukono, D. (2013). MARKETING COMMERCIAL RECORDS CENTRES IN ZIMBABWE: THE SUCCESS STORY OF ARCHIVE-IT SERVICES. *Global Journal of Commerce & Management Perspective*, 2(3), 106–120.
- Faber, M. (2001). The Evolving Commercial Record Center Industry. *Information Management Journal*, 35(3), 4–9.
- Franks, P. (2018). *Records and Information Management*. American Library Association.
- Franks, P., & Duranti, L. (2013). *Encyclopedia of Archival Science*. Rowman & Littlefield Publisher.
- Gie, T. L. (2007). *Administrasi Perkantoran Modern*. Penerbit Liberty.
- Gunarto, Imam. (2014). *Manajemen Pusat Arsip*. Universitas Terbuka .
- Handayani, Tri. (2020). Records Center : Kajian antara Teori dan Kebijakan. *Jurnal Ilmu Perpustakaan*, 4(4), 583–595.
- Hapsari, K. (2016). *Kebijakan Transfer Arsip Dinamis Inaktif ke Pusat Rekod Komersial: Studi Kasus di PT. Sharestar Indonesia*. Universitas Indonesia.

ISO 9001:2015 : Quality Management System (2015).

ISO 27001:2013 : Information Security Management System (2013).

Jenkinson, H. (1922). *A Manual of Archive Administration*. University of London.

Kirsch, David. (2009). The Record of Business and the Future of Business History: Establishing a Public Interest in Private Business Records. *Library Trends Journal*, 57(3), 352–370.

Kurniasih, D., Rusfiana, Y., & Subagyo, A. (2021). *Teknik Analisa*. Penerbit Alfabeta.

Lestari, H., Kismartini, & Rostyaningsih, D. (2020). *Manajemen Kearsipan : studi PKK di Kelurahan Bandarharjo, Kecamatan Semarang Utara, Kota Semarang*. Universitas Diponegoro.

Mark, Teri. (2012). *Developing a Record Storage System*. IIMC Records Management Technical Bulletin Series.

Moses-Pearce, Richard. (2005). *A Glossary of Archival and Records Terminology*. The Society of American Archivists.

Nanulaita, D. (2001). *Pengelolaan Commercial Record Center: Studi Kasus di PT Multifilling Mitra Indonesia*. Universitas Indonesia.

Octara, D. (2016). *Pemeliharaan dan Penyusutan Arsip Pada PT Samudera Indonesia Tbk Cabang Palembang*. Politeknik Sriwijaya.

Peraturan Kepala ANRI Nomor 3 Tahun 2000 Tentang Standar Minimal Gedung Dan Penyimpanan Arsip Inaktif Di Indonesia (2000).

Pradoko, Susilo. (2017). *Paradigma Metode Penelitian Kualitatif*. UNY Press.

PT Samudera Indonesia Tbk. (2022). *PT Samudera Indonesia Tbk : 2022 Annual and Sustainability Report*.

Raco, Raco. (2010). *Metode Penelitian Kualitatif: Jenis, Karakteristik, dan Keunggulannya*. PT Gamedia Widiasarana Indonesia.

Rangkuti, F. (2000). *Analisis SWOT Teknik Membedah Kasus Bisnis : Reorientasi Konsep Perencanaan Strategis Untuk Menghadapi Abad 21*. Gramedia Pustaka Utama.

Ricks, B. (1992). *Information and Images Management : A Records System Approach*. South Western Publishing Co.

- Salviana, F., Wulandari, S., & Subahiyo, T. (2017). *Hukum Perusahaan*. PT Revka Petra Media.
- Sari, Indah. (2017). Record Center Sekolah Vokasi UGM : Analisis Kebutuhan, Rancangan, dan Desain untuk Teaching Industry. *Jurnal Diplomatika*, 1(1), 12–23.
- Schellenberg, T. R. (1956). *Modern Archives : Principles & Techniques*. The Society of American Archivists.
- Sondang, S. (2005). *Manajemen Strategik*. Bumi Aksara.
- Sugiyono, S. (2013). *Metode Penelitian Kuantitatif, Kualitatif dan R&D*. Penerbit Alfabeta Bandung.
- Sujono, S. (2014). *Manajemen Arsip Inaktif*. Universitas Terbuka.
- Surachman, S., Rachmat, M., & Supardi, S. (2016). *Metodologi Penelitian*. Kementerian Kesehatan Republik Indonesia.
- Syahza, Almasdi. (2021). *Metodologi Penelitian*. UNRI Press.
- Thomas, Ossie. (2013). *Records Center Management : Selecting an Offsite Commercial Records Center*. San Jose State University.
- Thurston, A. (1999). *Managing Records Centres : A Procedure Manual*. Association of Records Managers and Administrators (ARMA International).
- Undang-Undang Nomor 8 Tahun 1997 Tentang Dokumen Perusahaan (1997).
- Wan, F., Yatin, S., & Shaari, M. (2018). How Important is Commercial Record Center to the Information Industry in Malaysia. *Journal International of Engineering & Technology*, 3(7), 211–214.
- Yatin, F. (2019). Trends in Commercial Record Center Development. *International Journal of Academic Research in Business and Social Sciences*, 9(3), 1473–1487.
- Yudhaswati, C. (2002). *Penanganan Rekod Inaktif pada Lima Pusat Rekod Komersial (Commercial Records Center) di Wilayah Jakarta, Bogor dan Bekasi*. Universitas Indonesia.