

INTISARI

ANALISIS PENERAPAN JADWAL RETENSI ARSIP FASILITATIF FUNGSI KEPEGAWAIAN DALAM PEMUSNAHAN ARSIP DI DINAS PERPUSTAKAAN DAN ARSIP DAERAH DAERAH ISTIMEWA YOGYAKARTA

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PENGELOLAAN ARSIP DAN REKAMAN INFORMASI SEKOLAH VOKASI UNIVERSITAS GADJAH MADA

Tujuan proyek akhir ini yaitu untuk menganalisis penerapan jadwal retensi arsip fasilitatif fungsi kepegawaian dalam kegiatan pemusnahan arsip di Dinas Perpustakaan dan Arsip Daerah Daerah Istimewa Yogyakarta (DPAD DIY). Metode yang diterapkan dalam kajian ini yakni metode kualitatif deskriptif dengan pendekatan analisis dokumen. Analisis dilakukan terhadap dokumen kebijakan yakni jadwal retensi arsip fasilitatif fungsi kepegawaian yang digunakan sebagai pedoman dalam kegiatan penilaian dan penyusutan arsip. Data diperoleh melalui observasi, wawancara, dan studi dokumen. Observasi dilakukan secara partisipatif, dimana peneliti secara langsung mengunjungi DPAD DIY. Selain itu, wawancara terstruktur juga dilakukan dengan para narasumber secara langsung di DPAD DIY. Studi dokumen dilakukan melalui pembacaan dan pencarian informasi dari berbagai sumber yang berkaitan dengan tema penelitian, seperti produk hukum berupa peraturan pemerintah dan perundang-undangan, laporan internal instansi seperti laporan kinerja yang telah dilaksanakan, situs resmi dari instansi, serta pengumpulan data dari dokumen-dokumen yang tercipta dari hasil kegiatan penilaian dan penyusutan arsip di DPAD DIY. Hasil dari penelitian ini menunjukkan bahwa dalam pemusnahan arsip kepegawaian DPAD DIY menggunakan JRA Fasilitatif Fungsi Kepegawaian, terutama merujuk pada series arsip “Formasi dan Pengadaan Pegawai”. Tahapan pemusnahan arsip tersebut merujuk pada PERKA ANRI Nomor 37 Tahun 2016 tentang Pedoman Penyusutan Arsip, namun dalam penerapannya mengalami penyesuaian yang meliputi tahapan berikut yaitu menyiapkan materi atau arsip yang akan dimusnahkan, membentuk panitia penilai arsip, melaksanakan rapat panitia penilai arsip, membuat surat pertimbangan panitia penilai arsip, mengusulkan surat permohonan persetujuan kegiatan pemusnahan arsip kepada gubernur, menyusun berita acara pemusnahan arsip, dan melaksanakan kegiatan pemusnahan arsip.

Kata kunci : arsip dinamis, jadwal retensi arsip, arsip kepegawaian

ABSTRACT

ANALYSIS OF THE IMPLEMENTATION OF RETENTION SCHEDULE OF FACILITATIVE PERSONNEL RECORDS IN RECORDS DESTRUCTION AT DINAS PERPUSTAKAAN DAN ARSIP DAERAH DAERAH ISTIMEWA YOGYAKARTA

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The purpose of this final project is to analyze the implementation of retention schedule of facilitative personnel records in records destruction at Dinas Perpustakaan dan Arsip Daerah Daerah Istimewa Yogyakarta (DPAD DIY). The method applied in this study is a descriptive qualitative method with a document analysis approach. The analysis was conducted analysis of policy documents, namely the retention schedule of facilitative personnel records in records destruction which is used as a guideline in the appraisal and disposal of records activities. Data were obtained through observations, interviews, and document studies. Observations were conducted in a participatory method, where the researcher directly visited DPAD DIY. In addition, structure interviews were also conducted with the staff at DPAD DIY. Document study was conducted through reading and searching for information from various sources related to the research theme, such as legal products in the form of government regulations and legislation, internal agency reports such as performance reports that have been implemented, the official website of the agency, as well as data collection from documents created as a result of appraisal and disposal activities at DPAD DIY. The results of this study show that in the destruction of personnel file, DPAD DIY use JRA Personnel Function, especially referring to the records series "Personnel Formation and Procurement" records series. The steps of destruction the records refer to the PERKA ANRI Nomor 37 Tahun 2016 tentang Pedoman Penyusutan Arsip. However, in its implementation there have been adjustments, which include the following steps, namely preparing material or records that will be to be desctructed, forming an records appraisal committee, conducting an records appraisal committee meeting, proposing an implementation letter for approval of the meeting, making a letter of consideration for the records appraisal committee, proposing a letter of request for approval of records destruction activities to the governor, compiling minutes of records destruction, and organizing a records destruction activities.

Keywords: records, records retention schedule, personnel records