

INTISARI

ANALISIS PELAKSANAAN PRESERVASI KURATIF DI PERPUSTAKAAN DAN ARSIP UNIVERSITAS GADJAH MADA: STUDI KASUS LAMINASI ARSIP PERSONAL PEJABAT UGM PERIODE 1951- 1989

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PENGELOLAAN ARSIP DAN REKAMAN INFORMASI SEKOLAH VOKASI UNIVERSITAS GADJAH AMDA

Penelitian ini bertujuan untuk menganalisis pelaksanaan laminasi arsip personal pejabat UGM periode 1951-1989 di Perpustakaan dan Arsip Universitas Gadjah Mada. Penelitian ini menggunakan metode kualitatif dengan pendekatan studi kasus. Analisis yang dilakukan terhadap prosedur laminasi arsip menggunakan Peraturan Kepala Arsip Nasional Republik Indonesia sebagai acuan pelaksanaan laminasi. Data yang diperoleh melalui observasi, wawancara, dan studi pustaka. Observasi dilakukan untuk mengunjungi Perpustakaan dan Arsip UGM secara langsung. Selain itu, wawancara dilakukan dengan narasumber secara langsung. Studi pustaka dilakukan melalui pencarian informasi dari berbagai sumber seperti buku atau jurnal baik online maupun offline, serta melalui laman website resmi Perpustakaan dan Arsip UGM.

Hasil penelitian ini menunjukkan bahwa kerusakan arsip disebabkan oleh faktor intern yakni perubahan warna pada fisik arsip. Pelaksanaan laminasi arsip di Lembaga Kearsipan UGM sudah sesuai dengan acuan yang digunakan yaitu Peraturan Kepala ANRI Nomor 23 Tahun 2011 tentang Preservasi Arsip Statis yang mencakup penerimaan, dokumentasi, penomoran, pemeriksaan, pembersihan arsip, penentuan metode perbaikan, membuat laporan dokumen fisik, tindakan perbaikan, dokumentasi hasil perbaikan, membuat daftar arsip yang telah diperbaiki. Dalam pelaksanaan preservasi kuratif terdapat kendala secara teknis yakni arsip berbahan kertas *doorslag* setelah dilaminasi cenderung menggulung apabila disimpan jangka panjang. Kendala non-teknis meliputi keterbatasan pengadaan dana dalam pelaksanaan *leafcasting* serta evaluasi dan monitoring terhadap preservasi kuratif belum terlaksana.

Kata kunci : arsip personal, arsip statis, laminasi arsip

ABSTRACT

ANALYSIS IMPLEMENTATION OF CURRATIVE PRESERVATION AT THE LIBRARY AND ARCHIVES OF UNIVERSITAS GADJAH MADA (CASE STUDY ARCHIVAL LAMINATION OF PERSONAL ARCHIVES OF UGM OFFICIALS PERIOD 1951-1989)

This study aims to analyze the implementation of lamination of personal archives on UGM officials for the period 1951-1989 at the Library and Archives of Universitas Gadjah Mada. This research uses a qualitative method with a case study approach. The analysis carried out on archival lamination procedure uses the Regulation of the Head of the National Archives of the Republic of Indonesia as a reference for lamination implementation. Data were obtained through observation, interviews, and literature study. Observation are conducted to visit UGM Library and Archives directly. In addition, interviews were conducted with resource persons directly. Literature study was conducted through searching for information from various sources such as books or journals both online and offline, as well as through the official website of UGM Library and Archives.

The results of this study that archive damage is caused by internal factors, namely discoloration of the physical archive. The implementation of archive lamination at the UGM Archival Institute is in accordance with the reference used, namely Peraturan Kepala ANRI Nomor 23 Tahun 2011 tentang Preservasi Arsip Statis which includes reception, documentation, numbering, inspection, cleaning of archives, determining repair methods, making physical document reports, corrective actions, documenting the results of repairs, making a list of archives that have been repaired. In the implementation of curative preservation, there are technical obstacles, especially that archives made of doorslag paper after being laminated tend to curl when stored for a long time. Non-technical obstacles include limited procurement of funds in the implementation of leafcasting and evaluation and monitoring of curative preservation has not been implemented.

Keywords: *personal archives, archive, archival lamination*