

INTISARI
ANALISIS PEMBERKASAN ARSIP KEPEGAWAIAN
DI RUMAH SAKIT UMUM DAERAH WONOSARI

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Proyek akhir ini akan menjelaskan tentang analisis pemberkasan arsip kepegawaian di Rumah Sakit Umum Daerah Wonosari. Penelitian ini bertujuan untuk menggambarkan proses pemberkasan arsip kepegawaian di Rumah Sakit Umum Daerah Wonosari. Penelitian ini berfokus pada arsip hasil administrasi Subbagian Kepegawaian.

Penelitian ini merupakan penelitian kualitatif deskriptif yang memiliki pendekatan dengan studi kasus. Metode pengumpulan data yang dilakukan melalui observasi dan partisipasi, wawancara dan studi dokumen. Observasi dan partisipasi dilakukan dengan terlibat langsung dalam kegiatan pemberkasan arsip kepegawaian. Wawancara dilakukan secara semi terstruktur melalui wawancara langsung. Studi dokumen dilakukan dengan membaca dan mengkaji sumber ilmiah yang terkait dengan tema proyek akhir.

Hasil dari penelitian menunjukkan bahwa kegiatan pemberkasan arsip kepegawaian di Subbagian Kepegawaian Rumah Sakit Umum Daerah Wonosari sudah dilakukan sesuai prosedur pedoman tata kearsipan dinamis di lingkungan Rumah Sakit Umum Daerah Wonosari mulai dari pemeriksaan arsip, pengklasifikasian arsip, pembuatan daftar arsip, pelabelan arsip, dan penyimpanan arsip. Namun dalam pelaksanaannya prosedur belum dilakukan secara maksimal karena adanya kendala yang dihadapi mulai dari kurangnya sarana, kurangnya tempat penyimpanan, kurangnya pengetahuan sumber daya manusia yang berlatar belakang kearsipan, dan daftar arsip tidak dibuat untuk keseluruhan arsip.

Kata Kunci : Pemberkasan, Arsip Kepegawaian, Rumah Sakit Umum Daerah Wonosari

ABSTRACT
ANALYSIS OF PERSONNEL RECORDS FILING SYSTEM
AT WONOSARI PUBLIC HOSPITAL

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This final project will analyze the analysis of personnel records filing system at Wonosari Public Hospital. The purpose of this study is to describe how the personnel records filing system at Wonosari Public Hospital are structured. This study focuses on the Personnel Subdivision's administrative results records, as well as employee personnel records.

This research is a descriptive qualitative study that uses case study approach. This research use data collecting methods by observation and involvement, interviews, and document studies. The researcher personally involved in records structuring operations as a way to do observation and involvement. The interviews was semi-structured and conducted directly. The document study was carried out by reading and reviewing scientific literature related to the study.

The results of the study show that the personnel records filing system activities in the Personnel Subdivision of the Wonosari Public Hospital have been carried out in accordance with the dynamic records guidelines procedures within the Wonosari Public Hospital, starting from records inspection, records classification, making records lists, records labeling, and keeping records. However, in its implementation, the procedure has not been carried out optimally due to the obstacles faced ranging from lack of facilities, lack of storage space, lack of knowledge of human resources with archival background, and records lists are not made for the entire records.

Keywords : Filing System, Personnel Records, Wonosari Public Hospital