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**Analisis Penilaian Arsip Rekaman Suara Padat Karya dan Rapat Kerja Tahun 1998-1999 di Kementerian
Ketenagakerjaan Republik Indonesia**
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INTISARI

ANALISIS PENILAIAN ARSIP REKAMAN SUARA PADAT KARYA DAN RAPAT KERJA TAHUN 1998-1999 DI KEMENTERIAN KETENAGAKERJAAN REPUBLIK INDONESIA

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Proyek akhir ini membahas mengenai penilaian arsip rekaman suara yang dilakukan di Kementerian Ketenagakerjaan Republik Indonesia dalam rangka penyerahan arsip statis sebagai memori kolektif bangsa. Penelitian ini bertujuan untuk menjelaskan secara mendalam mengenai proses penilaian arsip rekaman suara Padat Karya dan Rapat Kerja di tahun 1998-1999 meliputi penilaian menggunakan jadwal retensi arsip dan nilai guna. Penelitian ini menggunakan metode kualitatif dengan pendekatan studi kasus melalui teknik pengumpulan data, meliputi wawancara semi terstruktur, observasi non partisipatif, dan studi dokumentasi. Data yang diperoleh dianalisis menggunakan metode *data reduction*, *data display*, dan *conclusion drawing.*

Hasil penelitian menunjukkan bahwa penilaian arsip rekaman suara mencakup tahapan penyeleksian menggunakan jadwal retensi arsip dan pembentukan daftar arsip usul serah, pembentukan tim penilai Kemnaker, penilaian oleh Kemnaker, pemberitahuan penyerahan kepada ANRI, penilaian oleh tim penilai ANRI, dan verifikasi persetujuan arsip. Berdasarkan penilaian yang telah dilakukan, arsip rekaman suara Padat Karya dan Rapat Kerja tahun 1998-1999 termasuk arsip statis. Hal ini dilihat dari jadwal retensi arsip yang menyatakan bahwa arsip memiliki keterangan akhir permanen. Pertimbangan lainnya yaitu nilai guna dari arsip rekaman suara, khususnya nilai guna intrinsiknya. Di sisi lain, hasil analisis juga menunjukkan bahwa arsip tersebut juga mengandung nilai informasi dan nilai kebuktian. Terdapat kendala selama proses penilaian meliputi kesulitan dalam mengenali konteks peristiwa, akronim pada nomenklatur jabatan pada periode tersebut, terbatasnya arsip atau sumber pendukung, serta kendala teknis seperti dibutuhkan ketelitian dan kecermatan bagi tim penilai selama mendengarkan rekaman suara, dan keterbatasan dalam proses transkripsi arsip rekaman suara.

Kata kunci: Penilaian Arsip, Rekaman Suara, Padat Karya, Rapat Kerja, Kementerian Ketenagakerjaan

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ABSTRACT

ANALYSIS OF THE ARCHIVAL APPRAISAL OF SOUND RECORDINGS OF LABOR-INTENSIVE AND WORK MEETINGS FROM 1998-1999 AT THE MINISTRY OF MANPOWER OF THE REPUBLIC OF INDONESIA

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This final project discusses the archival appraisal of sound recordings carried out by Ministry of Manpower of the Republic of Indonesia in the context of transferring archives as the collective memory of the nation. This study aims to provide an in-depth explanation of the archival appraisal process for sound recordings of Labor Intensive and Work Meetings from 1998-1999, including appraisal using records retention schedules and utility value. This research employs a qualitative method with a case study approach through data collection techniques, including semi-structured interviews, non-participatory observation, and documentary analysis. The data obtained are analyzed using data reduction, data display, and conclusion drawing methods.

The results of the research indicate that the appraisal sound recording archives includes the stages of selection using the retention schedule and the formation of a list of proposed archives for transfer, the formation of a Kemnaker appraisal team, appraisal by Kemnaker, notification of transfer to ANRI, appraisal by the ANRI appraisal team, and verification of archive approval. Based on the assessment that has been carried out, the sound recording archives of Labor Intensive and Work Meetings from 1998-1999 are classified as archives. This is seen from the retention schedule, which states that the archives have permanent final status. Another consideration is the utility value of the sound recording archives, particularly their intrinsic value. The analysis results also indicate that the archives contain informational value and evidential value. There were obstacles during the assessment process, including difficulties in recognizing the context of events, acronyms in the nomenclature of positions during that period, limited archives or supporting sources such as the organizational structure in effect during that period, as well as technical obstacles such as the need for precision and accuracy on the part of the assessment team while listening to the sound recordings, and limitations in the process of transcribing the sound recordings.

Keywords: Archival Appraisal, Sound Recordings, Labor Intensive, Work Meetings, Ministry of Manpower