



## INTISARI

### **DIGITISASI ARSIP TERJAGA DI DINAS PERPUSTAKAAN DAN ARSIP DAERAH DAERAH ISTIMEWA YOGYAKARTA**

**Disusun Oleh:**  
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### **PENGELOLAAN ARSIP DAN REKAMAN INFORMASI SEKOLAH VOKASI UNIVERSITAS GADJAH MADA**

Arsip terjaga kerja sama luar negeri merupakan arsip yang berkaitan langsung dengan keberadaan dan kelangsungan hidup negara. Adanya kebutuhan pelestarian dan akses arsip kerja sama luar negeri di DPAD DIY mendorong dilakukannya digitisasi arsip. Proyek akhir ini membahas tentang proses digitisasi arsip, manajemen pasca digitisasi arsip, dan kendala dalam proses digitisasi arsip kerja sama luar negeri. Penelitian ini bertujuan untuk menjabarkan proses digitisasi arsip kerja sama luar negeri, menjelaskan manajemen arsip kerja sama luar negeri pasca digitisasi dan mengidentifikasi kendala yang dialami dalam proses digitisasi arsip kerja sama luar negeri di Dinas Perpustakaan dan Arsip Daerah DIY.

Metode yang digunakan dalam penelitian ini yaitu kualitatif dengan pendekatan studi kasus. Pengumpulan data menggunakan metode observasi partisipatif, wawancara mendalam, dan studi pustaka. Analisis data dilakukan dengan reduksi data, penyajian data, dan penarikan kesimpulan.

Hasil penelitian ini diketahui tahapan digitisasi arsip terjaga di DPAD DIY terdiri dari persiapan meliputi penyiapan arsip, pelepasan benda tajam, dan penyiapan peralatan teknis, pelaksanaan meliputi pemindaian arsip, pengeditan gambar, pengaturan nama file, penyimpanan metadata ke Notepad, konversi file TIFF ke JPEG, pembuatan PDF, pembuatan tanda air, pemindahan metadata dari Notepad ke Excel, dan pembuatan senarai, dan pembuatan berita acara meliputi identifikasi lembar dan item arsip, pengecekan, dan penandatanganan. Selanjutnya, tahapan manajemen pasca digitisasi arsip yaitu pengaturan penyimpanan, akses, dan pelestarian jangka panjang. Kendala yang dialami dalam proses digitisasi antara lain kehilangan file TIFF dan perangkat kurang mendukung. Pelaksanaan digitisasi arsip terjaga memberikan pengaruh positif terhadap kesadaran pemeliharaan, pelestarian, dan peningkatan aksesibilitas arsip terjaga.

**Kata kunci: arsip terjaga, arsip kerjasama luar negeri, arsip statis, digitisasi.**

## ABSTRACT

### DIGITIZATION OF GUARDED ARCHIVES AT DINAS PERPUSTAKAAN DAN ARSIP OF SPECIAL REGION OF YOGYAKARTA

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### ARCHIVES AND RECORDS MANAGEMENT VOCATIONAL SCHOOL GADJAH MADA UNIVERSITY

*Guarded archives of foreign cooperation are directly related to the existence and survival of the nation. The need for preservation and access to foreign cooperation archives at the DPAD DIY has prompted the digitization of these archives. This final project discusses the process of archive digitization, post-digitization management, and the challenges encountered in digitizing foreign cooperation archives. This study aims to describe the process of digitizing foreign cooperation archives, explain the management of foreign cooperation archives after digitization, and identify the challenges encountered in digitizing foreign cooperation archives at the Dinas Perpustakaan dan Arsip Daerah of Special Region of Yogyakarta.*

*The method used in this study is a qualitative case study approach. Data collection utilized participatory observation, in-depth interviews, and literature review. Data analysis was conducted through data reduction, data presentation, and conclusion drawing.*

*The results of this study indicate that the stages of digitization of protected archives at DPAD DIY consist of preparation including archive preparation, removal of sharp objects, and preparation of technical equipment, implementation including archive scanning, image editing, file name settings, metadata storage to Notepad, TIFF file conversion to JPEG, PDF creation, watermark creation, metadata transfer from Notepad to Excel, and list creation, and minutes creation including identification of archive sheets and items, checking, and signing. Furthermore, the post-digitization management stage of the archives is the arrangement of storage, access, and long-term preservation. Obstacles experienced in the digitization process include loss of TIFF files and inadequate equipment support. The implementation of digitization of protected archives has a positive influence on awareness of maintenance, preservation, and increasing accessibility of protected archives.*

**Keywords:** *guarded archives, foreign cooperation archives, archives, digitization.*