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**Analisis Keamanan Records Center di Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Daerah
Istimewa Yogyakarta**
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INTISARI

Keamanan *records center* merupakan aspek krusial dalam menjaga keberlangsungan pengelolaan arsip inaktif, baik dari sisi perlindungan informasi maupun fisik arsip. Namun, masih terdapat kelemahan dalam sistem keamanan *records center* yang berpotensi menimbulkan risiko kerusakan, kehilangan, penyalahgunaan informasi, serta kerugian bagi organisasi. Kondisi tersebut menjadi permasalahan penting karena dapat menghambat kegiatan operasional organisasi dan mengurangi kemampuan arsip dalam mendukung akuntabilitas serta pengambilan keputusan. Proyek akhir ini bertujuan untuk menganalisis keamanan *Records Center* di Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Daerah Istimewa Yogyakarta (DPMPTSP DIY), berdasarkan aspek *custodial security* dan *environmental security*. Penelitian ini menggunakan metode kualitatif dengan desain studi kasus melalui metode pengumpulan data berupa studi pustaka, observasi partisipatif, dan wawancara semi-terstruktur.

Ditinjau dari aspek *custodial security*, ditemukan tidak adanya pembatasan akses yang jelas, ketiadaan sistem pengawasan seperti CCTV di dalam *records center* dan kunci *smartlock*, serta belum adanya SOP dalam pengelolaan *records center*. Kondisi tersebut dapat menimbulkan potensi risiko keamanan arsip yakni, pencurian, kehilangan, serta penyalahgunaan arsip yang dapat berimplikasi pada gangguan terhadap kegiatan administrasi, kegiatan operasional, dan pertanggungjawaban hukum serta dapat menurunkan kepercayaan publik. Pada aspek *environmental security* ditunjukan dengan adanya kondisi suhu dan kelembapan yang tidak terkendali akibat kebocoran atap, tidak tersedia alat pengendali kelembapan, seperti *dehumidifier* dan *silica gel*, serta ditemukan adanya jamur, debu, dan hama yang dapat berpotensi merusak arsip. Ditemukan juga arsip yang rusak termakan rayap akibat penggunaan rak kayu. Kondisi tersebut dapat mengancam arsip sebagai sumber informasi yang berimplikasi pada keberlangsungan arsip perizinan yang menjadi dasar pelayanan publik, bukti hukum, dan memori kelembagaan DPMPTSP DIY. Selain itu, keterbatasan sarana dan prasarana dalam aspek *environmental security*, alih fungsi ruang, serta tidak adanya sumber daya manusia kearsipan yang kompeten turut memperbesar risiko keamanan arsip. Berdasarkan aspek *custodial security* dan *environmental security*, keamanan *Records Center* DPMPTSP DIY belum sesuai dengan standar keamanan.

Kata kunci: *records center, custodial security, environmental security, DPMPTSP DIY*

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ABSTRACT

The security of the records center is a crucial aspect in maintaining the continuity of inactive records management, both in terms of information protection and physical records. However, there are still weaknesses in the records center security system that have the potential to cause risks of damage, loss, misuse of information, as well as losses for the organization. This condition becomes an important problem because it can hinder the organization's operational activities and reduce the ability of records to support accountability and decision-making. The final project aims to analyze the security of the Records Center at the Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Daerah Istimewa Yogyakarta (DPMPTSP DIY), based on aspects of custodial security and environmental security. This study uses a qualitative method with a case study approach through data collection methods in the form of literature study, participatory observation, and semi-structured interviews.

From the aspect of custodial security, it was found that there was no clear access restriction, the absence of surveillance systems such as CCTV in the records center and smartlock keys, as well as the lack of SOPs in managing the records center. These conditions can pose potential risks to the security of records, such as theft, loss, and misuse of records, which can impact administrative activities, operational activities, legal accountability, and reduce public trust. In terms of environmental security, it is shown by uncontrolled temperature and humidity conditions due to roof leaks, the unavailability of humidity control devices such as dehumidifiers and silica gel, and the presence of mold, dust, and pests that could potentially damage the records. Additionally, there were records damaged by termites due to the use of wooden racks. These conditions can threaten records as sources of information, which has implications for the continuity of licensing records that serve as the basis for public services, legal evidence, and the institutional memory of DPMPTSP DIY. In addition, limitations in facilities and infrastructure concerning environmental security, changes in space functions, and the absence of competent archival human resources also increase the risk to records security. Based on aspects of custodial security and environmental security, the security of the DPMPTSP DIY Records Center does not meet security standards.

Keywords: *records center, custodial security, environmental security, DPMPTSP DIY*