Analisis Keamanan dalam Pengelolaan Records Center di Badan Pengelolaan Keuangan dan Aset Daerah
Kota Yogyakarta
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INTISARI

ANALISIS KEAMANAN DALAM PENGELOLAAN *RECORDS CENTER* DI BADAN PENGELOLAAN KEUANGAN DAN ASET DAERAH KOTA YOGYAKARTA

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Proyek akhir ini menganalisis keamanan dalam pengelolaan *records center* di Badan Pengelolaan Keuangan dan Aset Daerah Kota Yogyakarta. Penelitian ini dilatarbelakangi oleh penggunaan lima fasilitas *records center,* yang terdiri atas satu lokasi *on-site* dan empat lokasi *off-site.* Penelitian ini bertujuan untuk menganalisis kondisi keamanan *records center* berdasarkan indikator *custodial security* dan *environmental security* sekaligus mengidentifikasi kendala yang dihadapi. Penelitian ini menggunakan metode kualitatif dengan desain studi kasus. Teknik pengumpulan data dilakukan melalui observasi partisipatif, wawancara semi terstruktur, dokumentasi, dan studi pustaka. Data yang diperoleh kemudian dianalisis menggunakan model interaktif Miles, Huberman, dan Saldana, yang meliputi kondensasi data, penyajian data, serta penarikan kesimpulan.

Hasil penelitian menunjukkan infrastruktur *records center* belum memenuhi standar minimal. Pada indikator *custodial security,* instansi belum memiliki standar operasional prosedur tertulis mengenai pambatasan akses dan identifikasi personal, serta terdapat kelemahan pengawasan karena pengendalian kunci sebagian didelegasikan ke petugas kebersihan pihak ketiga berdasarkan asas kepercayaan. Sementara itu, indikator *environmental security* menunjukkan kerentanan tinggi terhadap ancaman banjir, degradasi biologis, ketiadaan instrumen pemantauan elektronik, dan minimnya sarana mitigasi kebakaran. Kendala utama dipicu oleh keterbatasan anggaran, kurangnya kuantitias dan kualifikasi sumber daya manusia fungsional arsiparis, jarak geografis antar lokasi *records center* yang tersebar, serta rentannya bangunan tua terhadap cuaca ekstrem.

Kata kunci: *Records Center,* Pengelolaan *Records Center*, *Custodial Security*, *Environmental Security*

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ABSTRACT

ANALYSIS OF THE SECURITY IN MANAGEMENT RECORDS CENTER AT THE BADAN PENGELOLAAN KEUANGAN DAN ASET DAERAH KOTA YOGYAKARTA

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This final project analyzes security in the management of records centers at the Badan Pengelolaan Keuangan dan Aset Daerah Kota Yogyakarta*. The research was prompted by the use of five records center facilities, comprising one on-site location and four off-site locations. The research aims to analyze the security conditions of the records centers based on custodial security and environmental security indicators, while also identifying the challenges faced. This research used a qualitative method with a case study design. Data collection techniques included participatory observation, semi-structured interviews, documentation, and literature review. The data obtained were then analyzed using the interactive model developed by Miles, Huberman, and Saldana, which consists of data condensation, data presentation, and drawing conclusions.*

The research findings indicate that the records center infrastructure does not yet meet minimum standards. Regarding custodial security indicators, the institution does not yet have written standard operating procedures concerning access restrictions and personal identification, there are weaknesses in supervision as key control is partially delegated to third-party cleaning services based on the principle of trust. Meanwhile, the environmental security indicator revealed high vulnerability to threats of flooding, biological degradation, the absence of electronic monitoring instruments, and a lack of fire mitigation facilities. The main constraints stemmed from budgetary limitations, a shortage of archival staff in terms of both quantity and qualifications, geographical distance between the scattered records center locations, and the vulnerability of older buildings to extreme weather.

Keywords: *Records Center, Management Records Center, Custodial Security, Environmental Security*