



INTISARI

MANAJEMEN *RECORDS CENTER* DI FAKULTAS PERTANIAN UNIVERSITAS GADJAH MADA

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Laporan tugas akhir ini membahas mengenai manajemen *records center* di Fakultas Pertanian Universitas Gadjah Mada. Manajemen *records center* penting dikaji karena *records center* sebagai tempat untuk mengelola arsip dinamis inaktif yang sering kali kurang diperhatikan sehingga mengakibatkan rusak atau bahkan hilangnya arsip. Standar minimal terkait tempat dan sarana simpan telah ditetapkan di Indonesia melalui Peraturan Kepala Arsip Nasional Republik Indonesia Nomor 3 Tahun 2000 tentang Standar Minimal Gedung dan Ruang Penyimpanan Arsip Inaktif. Standar tersebut perlu diterapkan di Fakultas Pertanian sehingga menjadi penting untuk dikaji.

Kajian ini bertujuan untuk mengetahui penyebab belum optimalnya pengelolaan *records center* di Fakultas Pertanian Universitas Gadjah Mada. Metode pengumpulan data yang digunakan yaitu observasi partisipasi, studi pustaka, serta wawancara kepada Pimpinan Fakultas Pertanian dan Arsiparis di Universitas Gadjah Mada.

Kesimpulan dari laporan tugas akhir ini adalah manajemen records center di Fakultas Pertanian belum dijalankan secara optimal karena kurangnya pemahaman mengenai peran pentingnya tempat penyimpanan arsip atau *records center*. Kendala yang dihadapi dalam manajemen *records center* antara lain, kurangnya sarana simpan dan sarana prasarana yang belum memenuhi standar, belum pernah dilakukan kegiatan pemusnahan arsip, belum adanya SOP yang mengatur alur berjalannya arsip, dan adanya tumpang tindih pekerjaan antara arsiparis dan petugas administrasi.

Kata kunci : *Manajemen, Records Center*



ABSTRACT

RECORDS CENTER MANAGEMENT IN FACULTY OF AGRICULTURE UNIVERSITAS GADJAH MADA

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The final assignment is discusses about the record centers management in Faculty of Agriculture, Universitas Gadjah Mada. The records center management is important to be reviewed due to the records center is a place to manage inactive records which is often overlooked so it is damaged or even lost. Minimum standards relating to places and storage facilities has been established in Indonesia through the Decision of the Head of National Archives of the Republic of Indonesia Number 3 Year 2000 about Minimum Standards Building and Inactive records Storage Room (Ind. Keputusan Kepala Arsip Nasional Republik Indonesia Nomor 3 Tahun 2000 tentang Standar Minimal Gedung dan Ruang Penyimpanan Arsip Inaktif). The standard needs to be applied in the Faculty of Agriculture so it is important to be reviewed.

This study aims to determine the cause of not optimal records center management in Faculty of Agriculture, Universitas Gadjah Mada. The method of collecting data used are participant observation, literature study, and interview to Dean in Faculty of Agriculture, Head of Administration Office in Faculty of Agriculture, Records Manager in Faculty of Agriculture, and Archivist in Archives of Universitas Gadjah Mada.

The conclusion of this final assignment is the records center management in Faculty of Agriculture has not been run optimally because of lack of understanding about the importance of the records center. Constraints faced in the records centers management are the lack of storage and infrastructure facilities that have not standards, no records destruction has been done, no SOP have been arranged for records runs, and there is overlapping work between records manager and administrative officers.

Keywords: Management, Records Center