

INTISARI

ANALISIS PEMANFAATAN ARSIP KOMUNITAS UNTUK MENDUKUNG SERTIFIKASI RSPO LILIN SAWIT DAN KEBERLANJUTAN KOMUNITAS DI FORUM PENGEMBANGAN KAMPOENG BATIK LAWEYAN

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**PENGELOLAAN ARSIP DAN REKAMAN INFORMASI
SEKOLAH VOKASI
UNIVERSITAS GADJAH MADA**

Penelitian ini bertujuan untuk menganalisis pemanfaatan arsip di komunitas Forum Pengembangan Kampong Batik Laweyan (FPKBL) dalam mendukung sertifikasi *Roundtable on Sustainable Palm Oil* (RSPO) produk lilin sawit dan kegiatan operasional sebagai keberlanjutan komunitas melalui analisis pemanfaatan arsip dengan pendekatan nilai guna arsip. Penelitian menggunakan metode kualitatif dengan pendekatan studi kasus melalui pengumpulan data observasi, wawancara, dan studi dokumentasi. Hasil penelitian menunjukkan bahwa FPKBL memanfaatkan arsip komunitas dalam mendukung operasional organisasi, proses sertifikasi RSPO, serta keberlanjutan komunitas. Pemanfaatan arsip komunitas digunakan untuk operasional organisasi dalam memenuhi kebutuhan administratif, hukum, keuangan melalui dokumen legalitas, laporan kegiatan, SOP dan dokumen sertifikasi. Sementara itu, arsip komunitas juga dimanfaatkan sebagai sumber memori kolektif, promosi, edukasi pengetahuan, pelestarian sejarah, dan penguatan identitas komunitas. Analisis nilai guna arsip menunjukkan adanya pemanfaatan arsip melalui nilai guna primer berupa keberadaan nilai administrasi, hukum, dan keuangan, serta pemanfaatan arsip melalui nilai guna sekunder berupa nilai bukti dan informasional yang mendukung proses verifikasi dan audit sertifikasi, sumber pengetahuan bagi pengembangan kawasan dan komunitas. Temuan penelitian menunjukkan bahwa pemanfaatan arsip komunitas tidak hanya berfungsi sebagai pemenuhan administratif, tetapi juga sebagai aset informasi yang mendukung akuntabilitas, legitimasi, dan keberhasilan FPKBL dalam memperoleh serta mempertahankan sertifikasi RSPO dan komponen keberlanjutan komunitas.

Kata kunci: arsip komunitas, pemanfaatan arsip, sertifikasi RSPO, nilai guna arsip

ABSTRACT

ANALYSIS OF THE UTILIZATION OF COMMUNITY ARCHIVES TO SUPPORT RSPO CERTIFICATION OF PALM OIL WAX AND COMMUNITY SUSTAINABILITY AT THE FORUM PENGEMBANGAN KAMPOENG BATIK LAWEYAN

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This research aims to analyse the use of archives within the Forum Pengembangan Kampoeng Batik Laweyan (FPKBL) community to support Roundtable on Sustainable Palm Oil (RSPO) certification for palm wax products and operational activities as part of the community's sustainability efforts, through an analysis of archive utilisation based on the concept of archival value. The research employed a qualitative method using a case study approach, involving the collection of data through observation, interviews and documentary analysis. The research findings indicate that the FPKBL utilises community archives to support the organisation's operations, the RSPO certification process, and community sustainability. The utilization of community archives within the Forum Pengembangan Kampoeng Batik Laweyan (FPKBL) supports organizational operations in fulfilling administrative, legal, and financial requirements through the use of legal documents, activity reports, standard operating procedures (SOPs), and certification records. In addition, community archives are utilized as sources of collective memory, promotional materials, educational resources, historical preservation, and instruments for strengthening community identity. Analysis of archival values reveals that archives are utilized through their primary values, including administrative, legal, and financial functions, as well as through their secondary values, namely evidential and informational functions that support certification verification and audit processes while serving as knowledge resources for community and area development. The findings demonstrate that the utilization of community archives extends beyond administrative compliance, functioning as strategic information assets that enhance accountability, legitimacy, and FPKBL's success in obtaining and maintaining RSPO certification, while also contributing to the sustainability of the community.

Keywords: *community archives, archival utilization, RSPO certification, value of archives*