

INTISARI
PENGELOLAAN *PERSONNEL FILES*
DI KANTOR REGIONAL II BADAN KEPEGAWAIAN NASIONAL (BKN)
SURABAYA

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Organisasi dibidang sumber daya manusia memiliki arsip kepegawaian atau *personnel files* yang dikelola dengan cara tertentu sesuai dengan visi dan misi. Penulisan tugas akhir ini bertujuan untuk meneliti lebih jauh mengenai pengelolaan arsip kepegawaian atau *personnel files*, sarana dan prasarana, dan kendala serta solusi.

Metode yang digunakan dalam penulisan tugas akhir ini yaitu observasi, wawancara, dan studi pustaka. Observasi atau pengamatan dilakukan dengan cara praktik kerja lapangan di Kantor Regional II Badan Kepegawaian Negara (BKN) Surabaya. Wawancara dilakukan untuk menambah informasi melalui pengelola tata naskah kepegawaian. Studi pustaka dilakukan untuk mengumpulkan data demi memperkuat paparan yang telah dijelaskan penulis.

Pengelolaan *personnel files* di Kantor Regional II Badan Kepegawaian Negara (BKN) Surabaya berdasarkan media penyimpanannya dilakukan secara fisik dan elektronik. Secara fisik, pengelolaan *personnel files* dilakukan mulai dari pencatatan, penyimpanan, dan pemeliharaan. Secara elektronik, pengelolaan *personnel files* dilakukan mulai dari pemindaian atau *scanning*, penyimpanan, dan pemeliharaan. Selain itu, laporan tugas akhir ini disertai dengan proses pelayanan informasi, sarana prasarana penunjang proses pengelolaan *personnel file*, dan kendala serta solusi.

Kata kunci : *arsip dinamis, arsip kepegawaian, BKN.*

ABSTRACT
PERSONNEL FILES MANAGING
AT REGIONAL OFFICE II *BADAN KEPEGAWAIAN NASIONAL* (BKN)
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Organization that manage human resources affairs as well as its personnel files applies certain methods in accordance with the vision and its mission to conduct the managing process. This final report aims to discover about managing personnel files; including its facilities, infrastructure, the obstacles, and its solutions.

The method of collecting data are observation, interview, and literature study. The observation were done by internship at Regional Office II Badan Kepegawaian Negara (BKN) Surabaya. Interview were done to add the information by interviewing personnel files's managers. Literature studies were done by collecting data to support the argument described by the author.

The personnel files managing at Regional Office II Badan Kepegawaian Negara (BKN) Surabaya was done both by using physical and electronic methods. Physical personnel files managing start from registration, storing, and maintenance. On the other hand, electronic personnel files managing was conducted by scanning, storing, and maintenance. This final report is accompanied by the process of information services, facilities supporting infrastructure management personnel files, and obstacles and its solutions.

Keyword: records, personnel files, BKN.