

INTISARI

Nama : Dinda Widy Pratiwi

Program Studi : Kearsipan

Judul : Evaluasi Terhadap Program Penilaian dan Penyusutan Arsip di Fakultas Pertanian Universitas Gadjah Mada.

Laporan tugas akhir ini membahas evaluasi pelaksanaan program penilaian dan penyusutan arsip di Fakultas Pertanian Universitas Gadjah Mada. Evaluasi yang disampaikan berkaitan dengan prosedur yang dilaksanakan dalam program penilaian dan penyusutan, pedoman yang digunakan, hingga kendala yang dihadapi dalam pelaksanaan penilaian dan penyusutan arsip. Penilaian dan penyusutan arsip di Fakultas Pertanian belum dilaksanakan secara berkala karena terkendala oleh jumlah arsiparis, kemampuan arsiparis, dan minimnya fasilitas yang ada dalam pelaksanaan kegiatan kearsipan.

Penelitian dilaksanakan dengan metode observasi-partisipatif, wawancara, dan studi pustaka. Metode observasi-partisipatif dilakukan dengan pengamatan langsung dan ikut serta dalam pelaksanaan penilaian dan penyusutan arsip. Metode wawancara dilaksanakan dengan cara berdialog secara langsung dengan arsiparis Fakultas Pertanian. Metode studi pustaka dilakukan dengan melakukan penelusuran literature melalui buku, jurnal, skripsi dan atau tugas akhir, serta peraturan yang berkaitan dengan penilaian dan penyusutan arsip.

Hasil penelitian memberikan saran jika pengelolaan arsip di lingkungan Fakultas Pertanian Universitas Gadjah Mada harus memiliki alur yang jelas dan disosialisasikan kepada setiap unit kerja untuk memudahkan proses akhir dalam manajemen kearsipan yaitu penilaian dan penyusutan. Selain itu, penulis menyarankan agar diusulkan penambahan tenaga arsiparis yang dapat memperkuat pelaksanaan pengelolaan arsip serta ditunjang dengan fasilitas yang memadai baik untuk arsip maupun arsiparis.

Kata kunci : Evaluasi, Penilaian, Penyusutan, Arsip.

ABSTRACT

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Study Program : Archival Science

Title : Evaluation of the Appraisal and Disposal Records Program in
Agriculture Faculty of Universitas Gadjah Mada

This final project report discusses about evaluation of the implementation of appraisal and disposal records program in Agriculture Faculty Universitas Gadjah Mada. Evaluation that submitted relates to the implementation procedures in appraisal and disposal records program, the guidelines the threatness in the implementation of the appraisal and disposal of the records. The appraisal and disposal of the records in Agriculture Faculty has not been conducted regularly because of the under qualified skills of records manager and the lack of facilities in archival activities.

The research was conducted by observation-participant method, interview, and literature study. The observation-participant method is the direct observation and participation in the implementation of the appraisal and disposal of the records. Interview method is the dialogue between researcher and records manager of Agriculture Faculty. The literature study method is searching literature through books, journals, thesis and / or final project, and also regulations relating to the appraisal and disposal of the records.

The results of the study provide suggestions that management of records in Agriculture Faculty of Universitas Gadjah Mada should have a workflow and must be and socialized to each unit to facilitate the final process in records management that is appraisal and disposal of the records. In addition, the authors suggest that the proposed addition of archivists who can strengthen the implementation of records management and supported by adequate facilities for both records and archivists.

Keywords: Evaluation, Appraisal, Disposal, Records.