

INTISARI

PENGOLAHAN ARSIP DOSIR Pensiun Sebagai Arsip Dinamis Inaktif di PT Taspen (Persero) Kantor Cabang Yogyakarta

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Laporan Tugas Akhir ini menjelaskan mengenai Pengolahan Arsip Dosir Pensiun Sebagai Arsip Dinamis Inaktif di PT Taspen (Persero) Kantor Cabang Yogyakarta. Pelaksanaan pengolahan arsip dosir pensiun dilakukan secara sistematis dan sesuai Standar Operasional Prosedur (SOP) yang ada di instansi tersebut. Pengolahan arsip dosir pensiun tersebut dimulai dari tahap mencetak daftar pensiun stop permanen pada Aplikasi Core Bisnis (ACB) hingga penataan boks pada rak. Terdapat beberapa perbedaan dalam pengolahan arsip dinamis inaktif di PT Taspen (Persero) dengan teori yang sudah dipelajari. Pengolahan arsip dosir pensiun di PT Taspen (Persero) berdasarkan Keputusan Direksi yang berisi tentang pedoman kearsipan di PT Taspen (Persero).

Metode pengumpulan data yang digunakan yaitu observasi partisipasi, studi pustaka, dan wawancara. Metode observasi partisipasi merupakan pengamatan dan ikut berpartisipasi secara langsung untuk mengetahui bagaimana keadaan yang sebenarnya di PT Taspen (Persero) Kantor Cabang Yogyakarta. Metode kedua yaitu studi pustaka yang berguna untuk mengumpulkan sumber dari buku maupun *literature* terkait dengan pengolahan arsip dinamis inaktif. Metode terakhir yaitu wawancara atau tanya jawab dengan pegawai di PT Taspen (Persero) Kantor Cabang Yogyakarta.

Kesimpulan dari laporan tugas akhir ini, bahwa di PT Taspen (Persero) Kantor Cabang Yogyakarta Kearsipan secara umum telah melakukan pengolahan arsip dinamis inaktif dengan baik sesuai standar dan operasional prosedur yang berlaku di instansi tersebut. Tetapi masih ada beberapa hal yang perlu dibenahi. Hal tersebut terkait dengan kendala yang dihadapi yaitu kurangnya prasarana, kurangnya sumber daya manusia untuk menangani arsip, belum diadakannya pemusnahan arsip dosir pensiun, serta kendala pada Aplikasi Core Bisnis (ACB).

Kata Kunci : Pengolahan Arsip, Dosir Pensiun, Arsip Dinamis Inaktif.

ABSTRACT

THE ARRANGEMENT OF PENSION RECORDS AS INACTIVE RECORDS IN PT TASPEN (PERSERO) KANTOR CABANG YOGYAKARTA

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This final report explained the arrangement of pension records as inactive records in PT Taspen (Persero) Kantor Cabang Yogyakarta. The arrangement of pension records as inactive records had processed systematically. It was based on Standard Operational Procedure of PT Taspen. The arrangement of dosir pensiun records was started from print the list of pensiun stop permanen in Application Core Business (ACB) until set up the boxes on a shelf. There are many differences between arrangement of inactive records between PT Taspen and records management that already known well. The arrangement of dosir pensiun records in PT Taspen (Persero) based on directress regulation that contain archival guidelines in PT Taspen (Persero).

The methods of collect the data which used were participation observation, literature study and interview. Observation participation method was an observation and directly participated to learn about how exactly PT Taspen (Persero) Kantor Cabang Yogyakarta situation. Second method was written sources used to collect sources from books as well as literature related to the process of inactive records. The last method was interview with PT Taspen (Persero) Kantor Cabang Yogyakarta employees.

The conclusion of this final report, that in PT Taspen (Persero) Kantor Cabang Yogyakarta generally has done the process of inactive records as it was matched with the Standard and Operational Procedure who applied in that institution. But there are many things which was needed to be adjusted. It was related to obstacle encountered such as the lack of infrastructure, as well as human resources to handle the records, there was no activity of disposal pension records, and there was an obstacles when using the Application Core Business (ACB).

Keyword : Arrangement, Pension Records, Inactive Records