



INTISARI

PENATAAN ARSIP DINAMIS INAKTIF DI SUBBAGIAN TATA USAHA MUSEUM SONOBUDOYO

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Laporan Tugas Akhir ini membahas tentang penataan arsip dinamis inaktif di Subbagian Tata Usaha Museum Sonobudoyo Yogyakarta. Tujuan dari laporan tugas akhir ini adalah untuk mengetahui proses penataan arsip dinamis inaktif, sarana dan prasarana serta kendala yang dihadapi dalam melakukan penataan arsip dinamis inaktif di Subbagian Tata Usaha Museum Sonobudoyo.

Metode pengumpulan data yang digunakan dalam penulisan Laporan Tugas Akhir meliputi tiga metode yaitu studi pustaka, observasi partisipatif, dan wawancara. Metode studi pustaka yaitu teknik pencarian data dengan sumber referensi dari buku, karya tulis, maupun jurnal ilmiah. Observasi partisipatif dilakukan dengan cara terlibat langsung dalam penataan arsip dinamis inaktif di Subbagian Tata Usaha Museum Sonobudoyo. Kegiatan wawancara dilakukan dengan pegawai Museum Sonobudoyo untuk melengkapi data dan informasi.

Penataan arsip dinamis inaktif di Subbagian Tata Usaha Museum Sonobudoyo meliputi penataan arsip dinamis inaktif tidak teratur dan teratur. Sarana dan prasarana yang digunakan meliputi ruang penyimpanan, SDM, komputer, boks arsip, rak arsip, kertas samson, kartu deskripsi, kardus, *paper clip*, dan tali rafia. Kendala yang dialami dalam penataan arsip dinamis inaktif meliputi terbatasnya tempat penyimpanan arsip dinamis inaktif, terbatasnya Sumber Daya Manusia dan kurangnya sarana serta prasarana yang menunjang kegiatan penataan arsip dinamis inaktif.

Kata kunci: *arsip dinamis inaktif, penataan, administrasi, Museum Sonobudoyo*

ABSTRACT

ARRANGEMENT OF INACTIVE RECORDS IN SUBBAGIAN TATA USAHA MUSEUM SONOBUDOYO

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The final report discusses about the arrangement of inactive records in sub division administration center of Museum Sonobudoyo. The purpose of this final report is to know the arrangement of inactive records, the facilities used and the constraints faced by Museum Sonobudoyo.

Data collection methods used in writing the final report includes three methods such as literature study, participant observation, and interviews. Literature study method is data searching technique with reference sources from books, papers and scientific journals. Participant observation has been done by directly involved in the arrangement of inactive record in Subbagian Tata Usaha Museum Sonobudoyo. Interviews activity was conducted by interview with employees of Museum Sonobudoyo to complete data and informations.

Arrangement of inactive records in Subbagian Tata Usaha Museum Sonobudoyo include the arrangement of inactive records disordered and ordered. Facilities and infrastructure in inactive records arrangement include records center, human resources, computer, archive box, shelf, description card, samson paper, box, paper clip, and rope. Constraints experienced in the inactive records arrangement are the limitation of inactive records, the limited human resources, and the lack of facilities and infrastructure that support the activities of inactive records arrangement.

Keywords: *inactive records, arrangement, administration, Museum Sonobudoyo*