

INTISARI

Pengolahan Arsip Foto Di Dinas Koperasi Dan UKM Daerah Istimewa Yogyakarta

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Tugas Akhir dengan judul “Pengolahan Arsip Foto Di Dinas Koperasi dan Usaha Kecil Menengah Daerah Istimewa Yogyakarta” merupakan hasil dari Praktik Kerja Lapangan dengan tujuan untuk mendapatkan data ataupun informasi terkait Pengolahan arsip foto di Dinas Koperasi dan UKM DIY. Data yang diambil meliputi kondisi arsip foto, cara pengolahan arsip yang dilakukan, sarana dan prasarana yang mendukung dalam melakukan pengolahan arsip dan kendala dalam melakukan pengolahan arsip.

Metode yang digunakan sebanyak tiga metode yaitu observasi, wawancara dan studi pustaka. Pertama observasi merupakan metode untuk pengambilan data atau informasi dengan cara mengamati langsung bagaimana proses pengolahan arsip. Kedua wawancara dapat dilakukan dengan narasumber yang paham serta memiliki pengetahuan dalam bidang kearsipan terkhusus pengolahan arsip foto, agar data yang didapat relevan. Ketiga studi pustaka dilakukan untuk menambahkan informasi yang belum didapat atau sebagai data pendukung atau penjelasan dari data yang diperoleh semakin diperkuat dengan studi pustaka.

Kesimpulan dari Tugas Akhir ini yaitu Pengolahan Arsip Foto di Dinas Koperasi dan UKM DIY belum sesuai dengan kaidah kearsipan karena beberapa faktor seperti kurangnya pelatihan arsiparis serta keterbatasan sarana prasarana.

Kata kunci: *Arsip Foto, Pengolahan*

ABSTRACT

The Arrangement Of Photographic Records In Dinas Koperasi Dan UKM Daerah Istimewa Yogyakarta

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The final project with the title “The Arrangement Of Photographic Records In Dinas Koperasi Dan UKM Daerah Istimewa Yogyakarta” was the result of Field Work Practices with the aim to collect data or information that was related with the topic. The taken data were the condition of photographic archives, the process of arranging photo archives, the supporting facilities and infrastructure in processing the records and problems were found when processing photo archives.

There were three methods that was conducted in collecting the data, those are: observation, interview, and literature review. The first method was observation, this method was for taking the data or information by observing the process of the photo archives. Second method was interview, this method was done by interviewing the respondent who had knowledge and understand about the field of archives, so that the obtained data was relevant or valid. The last method was literature review. It was conducted for adding the information that has not been obtained or as supporting data or the explanation of the data obtained was further strengthened by literature.

The Result of this final project The Arrangement Of Photographic Records In Dinas Koperasi Dan UKM Daerah Istimewa Yogyakarta is not accordance with the rules of archiving due to several factors such as the lack of training in archivist and such as less of facilities and infrastructure.

Key words: *Photographic Records, Arrangement*