

ABSTRAK

IMPLEMENTASI TEORI RECORDS CONTINUUM MODEL DALAM PENGELOLAAN DOKUMEN QUALITY ASSURANCE/QUALITY CONTROL DI PRODUCTION PROJECT DEPARTMENT PT.X

Oleh:

Hafidya Ninda Pangestika
16/396313/SV/10526

PROGRAM STUDI KEARSIPAN SEKOLAH VOKASI
UNIVERSITAS GADJAH MADA

Laporan Tugas Akhir ini membahas mengenai pengelolaan dokumen *Quality Assurance/ Quality Control* di Production Project Department PT.X. Tujuan dari penulisan tugas akhir ini yaitu untuk mengetahui implementasi dari teori *Records Continuum Model* dalam pengelolaan *technical document* khususnya dokumen QA/QC, jenis dokumen yang dihasilkan dan hambatan yang dialami dalam melakukan pengelolaan.

Penulisan Tugas Akhir ini menggunakan tiga metode pengumpulan data yaitu studi pustaka, observasi partisipatif, dan wawancara. Implementasi teori *Records Continuum Model* dianalisis berdasarkan alur kerja pengelolaan dokumen QA/QC sesuai keadaan nyata dilapangan.

Hasil dari penelitian ini menunjukkan bahwa teori *Records Continuum Model* dapat diterapkan dalam pengelolaan dokumen QA/QC di PT.X . Akan tetapi masih terdapat beberapa kendala dalam pengelolaannya.

Kata kunci: *Records Continuum Model, Pengelolaan Arsip Dinamis, Technical Document*

ABSTRACT

RECORDS CONTINUUM MODEL IMPLEMENTATION FOR MANAGING QUALITY ASSURANCE/QUALITY CONTROL DOCUMENT AT PRODUCTION PROJECT DEPARTMENT PT.X

By:

Hafidya Ninda Pangestika

16/396313/SV/10526

ARCHIVAL SCIENCE VOCATIONAL COLLEGE
UNIVERSITAS GADJAH MADA

This Final Report discuss about overview managing Quality Assurance/Quality Control document in Production Project Department PT.X. The aim of this Final Report is to find out implementaion of Records Continuum Model for manage technical document especially QA/QC document, types of document, and analyze some trouble that faced during managing document.

For collecting data author uses three methods such as literature study, observation, and interview. The implementation of Records Continuum Model is analyzed based on the field workflow.

The result of this study indicates that the theory can be used for managing QA/QC document. However, there are still have some problem that need to be solved.

Keywords : Records Continuum Model, Records Management, Technical Document