

ABSTRAK

PENATAAN ARSIP PROGRAM JAMINAN DI BPJS KETENAGAKERJAAN KANTOR CABANG YOGYAKARTA

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Laporan Tugas akhir yang berjudul Penataan Arsip Program Jaminan di BPJS Ketenagakerjaan Kantor Cabang Yogyakarta membahas mengenai kondisi arsip program jaminan, proses penataan arsip program jaminan, sarana dan prasarana yang digunakan, serta kendala yang dihadapi oleh BPJS Ketenagakerjaan Kantor Cabang Yogyakarta. Penataan arsip program jaminan penting untuk dilakukan guna melindungi fisik dan informasi arsip tersebut.

Terdapat beberapa metode yang digunakan dalam pengumpulan data. Metode pertama, observasi partisipasi dengan cara pengamatan langsung dan ikut serta dalam proses penataan arsip program jaminan di BPJS Ketenagakerjaan Kantor Cabang Yogyakarta. Metode kedua, melakukan studi pustaka dengan cara mengumpulkan, memahami, dan mempelajari rujukan ilmiah yang dapat digunakan untuk memperkuat argumen. Metode yang ketiga, melakukan wawancara terhadap narasumber guna mendapatkan informasi yang terkait dengan judul dan data yang diperlukan.

Penataan arsip program jaminan di BPJS Ketenagakerjaan Kantor Cabang Yogyakarta sudah baik. Namun, masih terdapat beberapa kendala seperti jadwal retensi arsip yang perlu dilakukan peninjauan ulang, sarana dan prasarana yang belum ideal, serta kurangnya sumber daya manusia.

Kata kunci: *Penataan Arsip, Arsip Program Jaminan*

ABSTRACT

THE ARRANGEMENT OF INSURANCE RECORDS PROGRAM IN BPJS KETENAGAKERJAAN KANTOR CABANG YOGYAKARTA

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The Final Project Report entitled THE ARRANGEMENT OF INSURANCE RECORDS PROGRAM IN BPJS KETENAGAKERJAAN KANTOR CABANG YOGYAKARTA discusses the condition of the insurance records program, the process of regulating the insurance records program, the facilities and infrastructure, and the obstacles which are faced by BPJS Ketenagakerjaan Kantor Cabang Yogyakarta. The arrangement of insurance records program is important to do in order to protect the information and physical condition of the records.

There are several methods which are used in collecting the data. The first one is observation of participant by direct observation and taking a part in the process of regulating the insurance records program in BPJS Ketenagakerjaan Kantor Cabang Yogyakarta. The second method is conducting the literature review by collecting, understanding, and studying the scientific references which can be used to strengthen the arguments. The last method is interviewing the expert in order to obtain some information related to the title and data needed.

The arrangement of the insurance records program in BPJS Ketenagakerjaan Kantor Cabang Yogyakarta is good. However, there are still some obstacles such as the records retention schedule that has not been optimally implemented, the facilities and infrastructure which are not ideal yet, and lack of human resources.

Keywords: Records Arrangement, Insurance Records Program