

## **INTISARI**

# **PENGOLAHAN ARSIP FOTO ERA HINDIA BELANDA DI BALAI PELESTARIAN CAGAR BUDAYA DAERAH ISTIMEWA YOGYAKARTA**

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Tugas Akhir ini menjelaskan tentang Pengolahan Arsip Foto Era Hindia Belanda di Balai Pelestarian Cagar Budaya Yogyakarta. Balai Pelestarian Cagar Budaya merupakan salah satu unit pelaksana teknis Kementerian Pendidikan dan Kebudayaan di bawah Direktorat Pelestarian Cagar Budaya dan Permuseuman. Penelitian ini bertujuan untuk memahami jenis dan kondisi; proses pengolahan; serta sarana prasarana dan kendala dalam pengolahan arsip foto.

Terdapat tiga metode pengumpulan data dalam penelitian ini. Pertama, studi pustaka dilakukan dengan mencari dan mengumpulkan bahan pustaka yang berhubungan dengan pengolahan arsip foto untuk dijadikan referensi. Kedua, Observasi Partisipan merupakan pengamatan secara langsung dan berpartisipasi secara langsung di lapangan. Ketiga, wawancara dilakukan dengan tanya jawab secara lisan kepada personil di Balai Pelestarian Cagar Budaya Daerah Istimewa Yogyakarta.

Kesimpulan dari Tugas Akhir ini yakni, Pengolahan Arsip Foto Era Hindia Belanda di Balai Pelestarian Cagar Budaya Yogyakarta belum dilakukan secara maksimal, karena terbatasnya sarana dan prasarana serta ketersediaan sumber daya manusia.

**Kata Kunci: Pengolahan Arsip, Foto, Balai Pelestarian Cagar  
Budaya DIY**

## **ABSTRACT**

### **THE ARRANGEMENT OF THE PHOTO ARCHIVES DUTCH EAST INDIES ERA IN BALAI PELESTARIAN CAGAR BUDAYA DAERAH ISTIMEWA YOGYAKARTA**

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The final report describes about the arrangement of the photo archives Dutch East Indies era in Balai Perlestarian Cagar Budaya Daerah Istimewa Yogyakarta. The porch or vestibule of the Balai Perlestarian Cagar Budaya Daerah Istimewa Yogyakarta as one of the Kementerian Pendidikan dan Kebudayaan under the Direktorat Pelestarian Cagar Budaya dan Permuseuman. This research seeks to understand the type and condition; management process; as well as the facilities and infrastructures and constraint in processing photo archives.

There are three data collection method in this research. The first, literature study is done by finding and collecting literature material that related to processing photo files be used as reference. The second, observation is a direct observation and participates directly in the field. The third, interviews were conducted with verbal questions and answers to personnel at Balai Perlestarian Cagar Budaya Daerah Istimewa Yogyakarta.

The conclusion from the final report are of The Arrangement of Photo Archives Dutch East Indies era in Balai Perlestarian Cagar Budaya Daerah Istimewa Yogyakarta has not been carried out optimally, because of limited facilities and infrastructure and the availability of human resource.

**Keyword: The Arrangement Archives, Photo, Balai Pelestarian Cagar  
Budaya DIY**