

INTISARI

PERENCANAAN *RECORDS CENTER* SEBAGAI WUJUD GERAKAN NASIONAL SADAR TERTIB ARSIP DI BADAN METEOROLOGI KLIMATOLOGI DAN GEOFISIKA

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Tema perencanaan *records center* dipilih karena belum adanya *records center* tetap di Badan Meteorologi Klimatologi dan Geofisika sebagai salah satu sarana dalam penyimpanan arsip dinamis inaktif. Perencanaan dilakukan setelah mengetahui kondisi *records center* sementara dan volume arsip dengan tujuan membuat perencanaan *records center* yang mencakup perencanaan lokasi, konstruksi dan bahan baku, tata ruang/*layout*, serta sarana *records center*.

Metode pengumpulan data yang digunakan adalah studi pustaka, observasi partisipatif, dan wawancara. Studi pustaka dilakukan dengan mengambil materi dari bahan pustaka menggunakan buku, peraturan perundang-undangan yang berlaku dan buku elektronik terkait dengan perencanaan *records center*. Observasi partisipatif dilakukan dengan melakukan pengolahan arsip inaktif dan pengamatan terhadap *records center* sementara. Wawancara dilakukan melalui tanya jawab dengan narasumber yang bersangkutan terhadap operasional *records center* untuk mendapatkan informasi yang tidak didapatkan dalam kegiatan observasi.

Kesimpulan dari tugas akhir ini yaitu *records center* sementara Badan Meteorologi Klimatologi dan Geofisika belum memenuhi standar dan keterbatasan ruang penyimpanan arsip dengan volume yang terus meningkat, sehingga perlu perencanaan *records center* untuk memaksimalkan pengelolaan arsip dinamis inaktif sesuai standar serta mewujudkan tertib sarana dan prasarana dalam Gerakan Nasional Sadar Tertib Arsip di Badan Meteorologi Klimatologi dan Geofisika.

Kata Kunci : Perencanaan, Records Center, Arsip Inaktif, Gerakan Nasional Sadar Tertib Arsip.

ABSTRACT

THE PLANNING OF RECORDS CENTER AS THE FORM OF THE ARCHIVAL AWARENESS DISCIPLINE NATIONAL MOVEMENT IN BADAN METEOROLOGI KLIMATOLOGI DAN GEOFISIKA

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The theme of the records center planning was chosen because there was no fixed records center at Badan Meteorologi Klimatologi dan Geofisika as the facilities of inactive records storage. The planning was conducted after knowing the condition of the temporary records center and volume of records with the aim of making a records center plan that includes location planning, constructions and materials, layout, and facilities of records center.

The methods used for collecting the data were literature review, participatory observation, and interview. Literature review was conducted by taking materials from the books, applicable legislation and electronic books related to the records center planning. Participatory observation was done by doing inactive file processing and observing the temporary records center. And interview was conducted by asking and answering the questions with the object that was related with the records center operations to obtain the information that was not obtained in the observation activities.

The result of this final project was the records center while Badan Meteorologi Klimatologi dan Geofisika does not fill the standards and limitations of records storage space yet with the increasing volumes, so it needs records center planning to maximize inactive records management according to standards and realize orderly infrastructure in the Archival Awareness Discipline National Movement In Badan Meteorologi Klimatologi dan Geofisika

Key Words: Planning, Records Center, Inactive Records, the Archival Awareness Discipline National Movement.