

**INTISARI**  
**PENGURUSAN SURAT**  
**DI ASISTEN PEMBINAAN KEJAKSAAN TINGGI**  
**DAERAH ISTIMEWA YOGYAKARTA**

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Tugas Akhir dengan judul “Pengurusan Surat di Asisten Pembinaan Kejaksaan Tinggi Daerah Istimewa Yogyakarta” membahas mengenai tata cara pengurusan surat masuk dan surat keluar di Asisten Pembinaan Kejaksaan Tinggi Daerah Istimewa Yogyakarta. Tujuan tugas akhir ini dibuat agar dapat mengetahui tata cara pengurusan surat baik surat masuk maupun surat keluar, sarana dan prasarana yang digunakan, serta kendala dalam pengurusan surat di Asisten Pembinaan Kejaksaan Tinggi Daerah Istimewa Yogyakarta.

Pengumpulan data dalam menyusun tugas akhir ada 3 metode, yaitu metode observasi partisipatif, metode wawancara dan metode studi pustaka. Metode observasi partisipatif yaitu dengan mengamati dan melakukan kegiatan pengurusan surat secara langsung. Metode wawancara yaitu melakukan tanya jawab kepada narasumber yang mengurus persuratan. Metode studi pustaka dilakukan melalui pengumpulan data dengan mencari bahan pustaka terkait pengurusan surat sebagai penguat argumen.

Pengurusan Surat di Asisten Pembinaan Kejaksaan Tinggi Daerah Istimewa Yogyakarta meliputi surat masuk dan surat keluar terlaksana cukup baik. Pengurusan surat di Asisten Pembinaan Kejaksaan Tinggi Daerah Istimewa Yogyakarta berpedoman pada Peraturan Kejaksaan RI nomor 8 Tahun 2019 tentang Tata Naskah Dinas Kejaksaan Republik Indonesia. Sarana dan prasarana yang digunakan dalam pengurusan surat berupa komputer dan printer, buku agenda masuk, buku agenda keluar, buku ekspedisi, ordner, lemari arsip, *perforator*, *filling cabinet*, dan ATK. Terdapat kendala dalam pengurusan surat yaitu, sumber daya manusia yang kurang berkompeten, temu balik arsip sulit, sarana dan prasarana yang digunakan kurang optimal.

**Kata Kunci :** *Pengurusan Surat, Arsip Dinamis Aktif.*

**ABSTRACT**  
**MAIL HANDLING**  
**IN ASSISTANT ATTORNEY GENERAL FOR DEVELOPMENT**  
**PROGRAM OF SPECIAL REGION YOGYAKARTA**

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Final Assignment entitled "Mail Handling in Assistant Attorney General Development Program Of Special Region Yogyakarta" discussed the procedures for mail handling incoming and outgoing in Assistant Attorney General Development Program Of Special Region Yogyakarta. This report aims at procedures for mail handling incoming and outgoing letters, facilities and infrastructure used, and the mail handling's obstacles in Assistant Attorney General Development Program Of Special Region Yogyakarta.

In compiling the Final Assignment, taking data using 3 methods, that is participatory observation methods, interview methods, and literature studies methods. The participatory observation method was conducted by observing and carrying out direct mail handling activities. Interview method was conducted by question and answer about resource persons who deal with correspondence. Literature studies method is was conducted by looking for library materials related to the mail handling as a reinforcement of the argument.

Mail Handling in Assistant Attorney General Development Program Of Special Region Yogyakarta covering incoming and outgoing letters has been implemented quite well. Mail Handling in Assistant Attorney General Development Program Of Special Region Yogyakarta is guided by Law Number 008 of 2019 about official script procedures in the Indonesian Attorney General's Office. Facilities and infrastructure used in mail handling form of computers and printers, entry agenda book, exit agenda book, expedition book, ordner, file cabinet, perforator, filling cabinet, and stationery, record rediscovery is difficult, facilities and infrastructure used are not optimal.

**Keyword :** *Mail Handling, Record.*