

INTISARI

PENGELOLAAN ARSIP HASIL PROYEK SURVEI SEISMIK DI DIVISI GEOSCIENCE RESERVOIR SERVICES PT. ELNUSA Tbk

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PROGRAM STUDI KEARSIPAN SEKOLAH VOKASI UNIVERSITAS GADJAH MADA

Tugas Akhir ini membahas mengenai pengelolaan arsip elektronik hasil proyek survei seismik di Divisi Geoscience Reservoir Services, PT. Elnusa Tbk. Pengelolaan arsip elektronik ini penting dilakukan untuk memudahkan dalam hal temu kembali arsip. Tujuan penelitian ini adalah untuk mengetahui mekanisme pengelolaan arsip elektronik dan sarana prasarana yang digunakan serta kendala-kendala pengelolaan arsip elektronik di Divisi Geoscience Reservoir Services, PT. Elnusa Tbk.

Metode pengumpulan data yang digunakan dalam penyusunan Tugas Akhir ini adalah observasi partisipatif, studi pustaka, dan wawancara. Observasi partisipatif dilakukan dengan mengamati aktivitas dan praktik secara langsung di Divisi Geoscience Reservoir Services. Studi pustaka digunakan untuk menambah nilai otentisitas karya tulis yang disajikan ke pembaca. Wawancara dilakukan penulis dengan melakukan tanya jawab dengan narasumber mengenai pengelolaan arsip elektronik.

Kesimpulan dari Tugas Akhir ini adalah pengelolaan arsip hasil proyek survei seismik terdiri dari tahap penciptaan dan penyimpanan, distribusi dan penggunaan, pemeliharaan, dan penyusutan. Pengelolaan arsip hasil proyek survei seismik dibantu dengan sarana prasarana elektronik seperti komputer, media simpan magnetik, *cartridge drive*, dan *plotter*. Hambatan yang ditemukan saat proses pengelolaan arsip elektronik adalah belum adanya peraturan pengelolaan arsip, kurangnya tempat penyimpanan arsip, belum adanya sumber daya manusia berkompeten di bidang kearsipan, dan pengelola arsip dari unit berbeda-beda.

Kata kunci: Pengelolaan Arsip Elektronik, Arsip Elektronik, Arsip Survei Seismik

ABSTRACT

MANAGEMENT OF ELECTRONIC RECORDS OF THE SEISMIC SURVEY PROJECT RESULTS IN GEOSCIENCE RESERVOIR SERVICES DIVISION

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This final project discusses the management of electronic records of the seismic survey project results in the Geoscience Reservoir Services Division, PT. Elnusa Tbk. It is important to manage electronic records to make it easier to retrieve records. The purpose of this study is to determine the mechanism of electronic records management, the infrastructure used to it as well as the obstacles of managing electronic records in the Geoscience Reservoir Services Division, PT. Elnusa Tbk.

The data collection methods used in the preparation of the final project are participative observation, literature study, and interviews. Participative observation is namely by observing activities and practice in the Geoscience Reservoir Services division. Literature study are used to add value to the authenticity of the work presented to the reader. The interview conducted by the author by doing questions and answers with the informant regarding the management of electronic records.

The conclusion of this final project is the records management of the seismic survey project consisting of the creation and storage, distribution and use, maintenance, and disposition. File management of seismic survey projects is assisted by electronic tools and infrastructure such as computers, magnetic store media, *cartridge drives*, and *plotter*. The obstacles that were found during the process of managing electronic records are the absence of records management regulations, lack of archival storage, lack of competent human resources in the field of records, and records managers from different units.

Key words: Management of Electronic Records, Electronic Records, Seismic Survey Records.



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PT.
Elnusa Tbk.
HADYAN FIKRI ROSYADI, Lastria Nurtanzila, S.I.P., M.P.A
Universitas Gadjah Mada, 2020 | Diunduh dari <http://etd.repository.ugm.ac.id/>**