

INTISARI

DIGITALISASI ARSIP PERSONAL FILE DI KANTOR WILAYAH KEMENTERIAN AGAMA DAERAH ISTIMEWA YOGYAKARTA

MUCHAMMAD ANDAR BACHTIAR
17/416396/SV/14134

**PROGRAM STUDI KEARSIPAN
SEKOLAH VOKASI
UNIVERSITAS GADJAH MADA**

Tugas Akhir yang berjudul “Digitalisasi Arsip Personal File di Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta” ini membahas tentang bagaimana pelaksanaan kegiatan digitalisasi arsip personal file yang dilakukan di Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta. Pembahasan pada tugas akhir ini meliputi penjelasan mengenai prosedur pelaksanaan digitalisasi personal file, sarana dan prasarana yang digunakan, kendala-kendala yang dialami selama melaksanakan digitalisasi serta bagaimana mengatasi kendala tersebut.

Metode yang digunakan untuk memperoleh data pada penulisan tugas akhir ini yaitu melalui studi pustaka, observasi partisipatif dan wawancara. Studi pustaka dilakukan dengan cara melakukan tinjauan literatur melalui referensi tertulis seperti buku dan jurnal untuk membandingkan antara teori dan kondisi asli di lapangan. Observasi partisipatif dilakukan melalui kegiatan praktik kerja lapangan di Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta. Wawancara dilakukan melalui tanya jawab secara langsung dengan narasumber terkait untuk menambah informasi.

Proses digitalisasi arsip personal file di Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta dilakukan dengan menggunakan perangkat laptop dan *scanner*. Tahap-tahap dalam digitalisasi arsip personal file meliputi kegiatan penerimaan arsip, pemilahan arsip, input data dan pengurutan arsip, pemindaian (*scanning*), penyimpanan serta pelaporan. Kendala yang dialami dalam pelaksanaan digitalisasi yaitu sarana dan prasarana yang bermasalah, sumber daya manusia terbatas dan standar operasional prosedur yang kurang detail.

Kata Kunci : *Digitalisasi, personal file, Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta*

ABSTRACT

DIGITIZATION OF PERSONAL FILE AT KANTOR WILAYAH KEMENTERIAN AGAMA DAERAH ISTIMEWA YOGYAKARTA

MUCHAMMAD ANDAR BACHTIAR
17/416396/SV/14134

**ARCHIVAL SCIENCE
VOCATIONAL COLLEGE
UNIVERSITAS GADJAH MADA**

The Final Paper entitled "Digitization Of Personal File at Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta", discusses how the digitization of personal file is carried out at the Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta. The discussion in this final paper includes an explanation of the procedures for implementing the digitization of personal files, facilities, and infrastructure used, the constraints experienced during carrying out digitization, and how to overcome these obstacles.

The method used to obtain data on the writing of this final paper is through literature study, participatory observation and interviews. Literature study is carried out by conducting a literature review through written references such as books and journals to compare theories and original conditions in the field. The participatory observation was carried out through fieldwork practices at the Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta. Interviews were carried out through question and answer directly with relevant speakers to add information.

The process of digitizing the personal file at the Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta is carried out using a laptop and scanner. The stages in digitizing personal file include the activities of receiving records, sorting records, input data, scanning, storage and reporting. Constraints experienced in the implementation of digitization are facilities and infrastructure that have problems, limited human resources, and standard operating procedures that are less detailed.

Keyword : digitization, personal file, Kantor Wilayah Kementerian Agama Daerah Istimewa Yogyakarta