

INTISARI

EVALUASI STANDAR MINIMAL GEDUNG DAN RUANG PENYIMPANAN ARSIP INAKTIF PADA *RECORDS CENTER* SEKRETARIAT DAERAH (SETDA) DIY

Oleh:

Hanandya Purnama (17/416386/SV/14124)

PROGRAM STUDI KEARSIPAN SEKOLAH VOKASI UNIVERSITAS GADJAH MADA

Tugas akhir yang berjudul “Evaluasi Standar Minimal Gedung dan Ruang Penyimpanan Arsip Inaktif pada *Records Center* Sekretariat Daerah (Setda) DIY” merupakan laporan hasil penelitian penulis terkait penyelenggaraan *records center* Sekretariat Daerah DIY. Adapun tujuan dari evaluasi *records center* adalah sebagai acuan untuk mengembangkan penyelenggaraan arsip inaktif yang ideal dan dapat menerapkan standar minimal gedung dan ruang simpan arsip inaktif *records center* yang telah ditetapkan oleh Arsip Nasional Republik Indonesia.

Metode pengumpulan data yang digunakan dalam penyusunan tugas akhir yakni studi pustaka, observasi, serta wawancara. Pertama, studi pustaka dilakukan dengan mengkaji berbagai literatur ilmiah sebagai referensi. Kedua, observasi partisipan dengan cara mengamati dan mencatat secara sistematis aktivitas pengelolaan *records center*. Ketiga, wawancara dengan melakukan proses tanya jawab langsung antara penulis dengan narasumber dengan konteks penelitian.

Evaluasi terhadap *records center* merupakan bentuk pengamatan yang objektif terhadap penyelenggaraan *records center* dengan cara menilai serta mendeteksi titik temu kekurangan yang tampak. Metode pengukuran evaluasi berupa prinsip dasar *records center*, standar minimal gedung, ruang penyimpanan arsip inaktif, serta standar keamanan dan keselamatan arsip yang tertuang dalam Keputusan Kepala Arsip Nasional Republik Indonesia Nomor 03 Tahun 2000. Standar tersebut belum sepenuhnya diterapkan oleh *records center* Sekretariat Daerah DIY. Pendirian *records center* masih berlokasi di *basement* yang memiliki tingkat kerawanan yang tinggi terhadap keamanan dan keselamatan arsip. Beberapa perbaikan perlu dilaksanakan seperti mempertimbangkan lokasi, memperhatikan kebutuhan tata ruang, penambahan sarana prasarana dan sumber daya manusia, serta peningkatan keamanan akses *records center*.

Kata Kunci: Evaluasi, *Records Center*, Arsip Inaktif

ABSTRACT

EVALUATION OF MINIMAL STANDARD BUILDING AND INACTIVE RECORD STORAGE IN RECORDS CENTER REGIONAL SECRETARIAT (SETDA) DIY

Created By:

Hanandya Purnama (17/416386/SV/14124)

**APPLIED ARCHIVAL SCIENCE VOCATIONAL COLLEGE
UNIVERSITAS GADJAH MADA**

The final project entitled "Evaluation of Minimal Standard Building and Inactive Record Storage in Records Center Regional Secretariat (Setda) DIY" is a report of the author's research results related to the implementation of the records of the DIY Regional Secretariat. The purpose of the records center evaluation is as a reference to develop an ideal inactive records organization and be able to apply a minimum standard of buildings and storage space for inactive records center records set by the National Archives of the Republic of Indonesia.

The final project's data collection methods are literature study, observation, and interview. First, a literature study is carried out by studying various scientific literature as a reference. Second, participant observation by systematically observing and recording records center management activities. Third, an interview by conducting a direct question and answer process between the writer and the resource person in the context of the research.

The records center's evaluation is a form of objective observation of the administration of the records center by assessing and detecting common ground on visible deficiencies. Evaluation measurement methods are in the form of the basic principles of records centers, minimum building standards, inactive archive storage space, and archive security and safety standards as stipulated in the Decree of the Head of the National Archives of the Republic of Indonesia Number 03 of 2000. These standards have not yet been fully applied by the Regional Secretariat records center of DIY. The establishment of the records center is still located in the basement which has a high level of vulnerability to the security and safety of records. Some improvements need to be carried out, such as considering the location, paying attention to spatial requirements, adding infrastructure and human resources, and increasing the security of access to records centers.

Keyword: Evaluation, Records Center, Inactive Record