

INTISARI

PENGOLAHAN ARSIP DINAMIS AKTIF BANK TERLIKUIDASI PADA GROUP LIKUIDASI BANK LEMBAGA PENJAMIN SIMPANAN

DISUSUN OLEH:

**Azzahra Dika Milatina
(17/415541/SV/13406)**

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

Tugas Akhir ini merupakan hasil dari Praktik Kerja Lapangan yang dilaksanakan di Lembaga Penjamin Simpanan. Tugas Akhir ini bertujuan untuk mengetahui pelaksanaan pengolahan arsip dinamis aktif, dukungan sumber daya manusia dan sarana prasarana dalam menunjang penyelenggaraan kearsipan di Lembaga Penjamin Simpanan, serta kendala yang dihadapi dalam pelaksanaan pengolahan arsip bank terlikuidasi.

Metode pengumpulan data yang digunakan dalam penyusunan Tugas Akhir ini menggunakan 3 metode yaitu observasi partisipatif, wawancara dan studi pustaka. Metode observasi partisipatif dilaksanakan dengan pengamatan dan praktik secara langsung di Lembaga Penjamin Simpanan. Wawancara dilakukan dengan menyusun daftar pertanyaan yang diajukan terhadap narasumber. Studi pustaka yaitu metode untuk memperoleh literatur dan referensi berdasarkan bahan pustaka yang kredibel untuk menunjang penulisan Tugas Akhir.

Terdapat 2 (dua) jenis arsip yang diolah oleh Group Likuidasi Bank Lembaga Penjamin Simpanan yaitu arsip BDL dan non-BDL. Istilah BDL yaitu Bank Dalam Likuidasi yang biasanya digunakan untuk penyebutan arsip bank terlikuidasi. Pengolahan arsip BDL dan Non-BDL meliputi pengidentifikasian arsip, pembuatan deskripsi arsip, penataan arsip, dan pembuatan daftar arsip. Sarana dan prasarana sudah cukup baik, dukungan sumber daya manusia sangat terbatas dikarenakan faktor kesadaran arsip yang kurang. Hal tersebut merupakan kendala dalam melakukan pengolahan di Group Likuidasi Lembaga Penjamin Simpanan.

Kata Kunci: Pengolahan Arsip, Likuidasi, Lembaga Penjamin Simpanan

ABSTRACT

ACTIVE RECORDS MANAGEMENT OF LIQUIDATED BANK IN BANK LIQUIDATION GROUP INDONESIA DEPOSIT INSURANCE CORPORATION

Submitted by:
Azzahra Dika Milatina
(17/415541/SV/13406)

ARCHIVAL SCIENCE
VOCATIONAL COLLEGE
UNIVERSITAS GADJAH MADA

This final paper is the result of the internship on Indonesia Deposit Insurance Corporation. Purposes to know the implementation of active record management, support of human resources, both facilities and infrastucture, obstacles during implementation in Bank Liquidation Group.

There are three kinds of methods including participatory observation method, interview method, and literature study method. The participatory observation method has been done directly, both practically and in observation, to engage an object on Indonesia Deposit Insurance Corporation. The interview method held with employees by arranging relatable questions of records management through the interview process to collect data. A Literature study is a method to get any literature and reference based on books, records or any reliable journals to strengthen author's argument and essentials results.

There are 2 (two) kinds of records managed by Bank Liquidation Group Indonesia Deposit Insurance Corporation. Those are BDL records and non-BDL records. BDL's term is known as liquidated bank record and used for daily term. Records management begins with record identification, making a record description, arranging record (to ring binder, boxes, and cabinet), and the last one is making a record list. Hence, these actions aim to ease records invention. Facilities and infrastucture are worth enough. However support for human resources (archivist) is limited due the factor of less of awareness. Both issues (less of human resources and awareness) are considered as the most of challenging in Bank Liquidation Group Indonesia Deposit Insurance Corporation.

Keywords: Records Management, Liquidation, Indonesia Deposit Insurance Corporation