

**INTISARI**  
**PERENCANAAN *RECORDS CENTER* DI KANTOR PENGAWASAN DAN  
PELAYANAN BEA DAN CUKAI TIPE MADYA CUKAI KUDUS, JAWA  
TENGAH**

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Tugas akhir ini membahas tentang perencanaan *records center* di Kantor Pengawasan dan Pelayanan Bea dan Cukai Tipe Madya Cukai Kudus. Perencanaan *records center* dilakukan untuk menjadikan *records center* di KPPBC TMC Kudus sesuai dengan standar yang berlaku di DJBC.

Metode pengumpulan data yang digunakan pada tugas akhir ini adalah observasi, wawancara, dan studi pustaka. Observasi dilakukan dengan melakukan pengamatan terhadap *records center* di KPPBC TMC Kudus. Wawancara dilakukan dengan mengumpulkan informasi melalui tanya jawab terhadap narasumber yang bersangkutan terhadap kegiatan kearsipan. Studi pustaka digunakan dengan pengambilan materi dari sumber pustaka.

Berdasarkan hasil pengamatan yang telah dilakukan, perencanaan *records center* dilakukan dengan memperluas gedung guna menambah beberapa ruang. Perencanaan dilakukan dengan menganalisis keadaan *records center* yang sudah ada. Selanjutnya dilakukan perencanaan meliputi: lokasi bangunan dan struktur fisik, kebutuhan ruang, sarana yang dibutuhkan, sumber daya manusia, serta keamanan dan keselamatan.

**Kata Kunci:** Perencanaan, Arsip Dinamis Inaktif, *Records Center*

## **ABSTRACT**

### **PLANNING RECORDS CENTER IN MEDIUM CUSTOMS AND EXCISE OFFICE OF KUDUS, CENTRAL JAVA**

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This final paper discusses the planning of records center in Medium Customs And Excise Office Kudus. The planning of records center was conducted to make the records center in KPPBC TMC Kudus in accordance with the applicable standards at DJBC.

The methods of data collection used in this final report are observation, interviews, and literature study. Observations were conducted by observing the records center in KPPBC TMC Kudus. Interviews were conducted by gathering information through questions and answers to the relevant informants on archival activities. Literature study is used by taking material from library sources.

Based on observations that have been made, the planning of records center was conducted by expanding the building in order to add some spaces. Planning was conducted by analyzing the state of existing records centers. Furthermore, the planning includes: building location and physical structure, space requirements, facilities needed, human resources, and security and safety.

**Key Words: Planning, Inactive Records, Records Center.**