

INTISARI

PENGOLAHAN DAN LAYANAN ARSIP INAKTIF KEPEGAWAIAN DI KEMENTERIAN SEKRETARIAT NEGARA REPUBLIK INDONESIA

LA ODE MUHAMMAD JIFRAN
17/416393/SV/14131

**PROGRAM STUDI KEARSIPAN
SEKOLAH VOKASI
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Pengolahan dan layanan arsip inaktif kepegawaian di Kementerian Sekretariat Negara Republik Indonesia merupakan suatu keharusan untuk mengolah rekaman informasi untuk disajikan dalam proses layanan. Tugas akhir ini menjelaskan prosedur pengolahan dan layanan arsip inaktif kepegawaian, sarana dan prasarana yang digunakan, dan serta kendala yang dihadapi dalam proses pengolahan dan layanan arsip inaktif kepegawaian.

Penelitian ini menggunakan tiga metode pengumpulan data yang meliputi observasi partisipatif, wawancara dan studi pustaka. Observasi partisipatif dilakukan selama Praktik Kerja Lapangan dengan mengamati secara langsung proses pengolahan dan layanan arsip inaktif kepegawaian di Kementerian Sekretariat Negara. Metode wawancara dilakukan dengan mewawancarai narasumber yaitu pegawai yang berkaitan dengan tema guna untuk melengkapi data yang dibutuhkan. Metode studi pustaka dilakukan dengan melakukan penelusuran pustaka dari beberapa referensi seperti buku, jurnal, dan karya ilmiah dari penelitian sebelumnya guna untuk memperkuat argumentasi.

Pengolahan dan layanan arsip inaktif kepegawaian terdiri dari melakukan peninjauan kembali, pemilahan, klasifikasi, pemberkasan dalam folder, penomoran folder, penataan folder dalam boks, pelabelan boks, penataan boks dalam *mobile file* dan pembuatan daftar arsip inaktif kepegawaian. Layanan arsip inaktif kepegawaian yang bersifat konvensional terdiri dari aktivitas Pengajuan permohonan, pencarian, pengambilan dokumen dan pemberian dokumen kepada user. Pengolahan dan layanan arsip inaktif kepegawaian masih belum dapat berjalan secara maksimal karena terkendala beberapa hal, yaitu kurangnya sumber daya manusia di bidang kearsipan dan belum adanya aturan khusus yang mengatur prosedur layanan arsip inaktif kepegawaian

Kata Kunci: Arsip Inaktif, Arsip Kepegawaian, Pengolahan Arsip Inaktif, Layanan Arsip Inaktif

ABSTRACT

ARRANGEMENT AND SERVICE OF PERSONNEL INACTIVE RECORDS IN THE MINISTRY OF STATE SECRETARIAT REPUBLIC OF INDONESIA

LA ODE MUHAMMAD JIFRAN
17/416393/SV/14131

ARCHIVAL SCIENCE
VOCATIONAL COLLEGE
UNIVERSITAS GADJAH MADA
2020

Arrangement and service of personnel inactive records in the Ministry of the Secretariat of State of the Republic of Indonesia is a necessity to cultivate recording information to be presented in the service process. This final project describes the procedure of personnel inactive records arrangement and services, the facilities and infrastructure used, and the obstacles faced in the processing and service of inactive personnel records.

The current research draws upon three methods of data collection, namely participatory observation, interview, and literature study. Participatory observation was conducted during the fieldwork practice in which the author directly observed the process of personnel inactive records arrangement and service in the Ministry of State Secretariat. Meanwhile, interview was carried out by interviewing informants, namely employees, in relation to the topic in order to complete the required data. Lastly, literature study was conducted by closely reading certain references such as books, journals, and scientific papers from previous researches to strengthen the arguments.

Personnel inactive records arrangement and services consist of examining, sorting, classification, filing in folders, numbering of folders, organizing folders in boxes, labeling boxes, arranging boxes in mobile files, and making lists of inactive personnel records. Services of personnel inactive records of conventional consist of activities applied, searching, retrieving documents, and providing documents to users. The personnel inactive records arrangement and service could not be implemented optimally for several reasons, namely the lack of human resources in the field of record arrangement and the absence of specific regulations regarding the procedures of personnel inactive records service.

Keywords: *Inactive Records, Personnel Records, Arrangement Records Services Records*