

TABLE OF CONTENTS

LEMBAR PENGESAHAN

PERNYATAAN BEBAS PLAGIASI

ACKNOWLEDGEMENT

ABSTRAK

ABSTRACT

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

CHAPTER I. INTRODUCTION

1.1 Background of Study.....	10
1.2 Objectives of Study.....	11
1.3 Scope of Study.....	11
1.4 Methods of Study.....	11
1.4.1 Method of Collecting Data.....	11
1.4.2 Method of Analyzing Data.....	11
1.4.3 Method of Presenting Data.....	12
1.5 Presentation	12

CHAPTER II. PROFILE OF BBWS SO

2.1 General Description.....	13
2.2 History.....	13
2.3 Vision and Mission of BBWS SO.....	15
2.4 BBWS SO Work Coverage Area.....	15
2.5 BBWS SO Task and Functions.....	17
2.6 BBWS SO Organizational Structure.....	18
2.7 Job Description.....	19
2.7.1 Head of BBWS SO.....	19
2.7.2 General and Administrative Division.....	19
2.7.3 Development Water Resources Infrastructure Development Integration Division.....	19
2.7.4 Water Resources Network Implementation Division.....	19
2.7.5 Water Utilization Network Implementation Division.....	19
2.7.6 Operation and Maintenance Division.....	20

CHAPTER III. INFORMATION AND DOCUMENTATION MANAGEMENT PROCESS AT BBWS SO YOGYAKARTA.



3.1 Information.....	21
3.1.1 Definition of Information.....	21
3.1.2 Type of Information.....	21
3.2 Management.....	21
3.3 Public Relations.....	22
3.4 Duties and Functions of Public Relations.....	22
3.4.1 Public Relations Duties.....	22
3.4.2 Public Relations Functions.....	22
3.4.3 Public Relations Activities.....	23
3.5 Public Relations of BBWS SO.....	23
3.5.1 Legal basis of Public Relations BBWS SO.....	23
3.5.2 Public Relations Duties of BBWS SO.....	23
3.6 PPID (Information Management and Documentation Officer)	24
3.6.1 Legal Basis of PPID.....	24
3.6.2 Vision and Mission PPID.....	24
3.7 Implementation of BBWS SO Information and Documentation Management.....	24
3.7.1 Planning.....	25
3.7.2 Organizing.....	25
3.7.2.1 PPID Organizational Structure.....	26
3.7.2.2 Duties and Responsibilities of PPID.....	27
3.7.2.2.1 PPID Implementer.....	27
3.7.2.2.2 Head of the PPID Implementation Team and Deputy Head of the PPID Implementation Team.....	27
3.7.2.2.3 Division of Information Dispute Resolution and Public Information Services.....	27
3.7.2.2.4 Division of Data Management and Publication.....	27
3.7.3 Directing.....	28
3.7.4 Implementing.....	28
3.7.4.1 PPID Data Request Procedures.....	28
3.7.5 Evaluating.....	33
3.7.5.1 PPID Internal Product.....	34
3.7.5.2 PPID External Product.....	36
3.7.5.2.1 Periodic Information.....	36
3.7.5.2.2 Factual Information.....	38
3.7.5.2.3 Immediately Information.....	38
CHAPTER IV. CONCLUSION	
CONCLUSION	
4.1 Kesimpulan.....	40
4.2 Saran.....	40
WORKS CITED	40