

INTISARI

Pengolahan Arsip Statis Kelembagaan di Dinas Perpustakaan dan Arsip Daerah Istimewa Yogyakarta

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PROGRAM STUDI KEARSIPAN

SEKOLAH VOKASI

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Arsip adalah catatan rekaman kegiatan atau sumber informasi dengan berbagai macam bentuk yang dibuat oleh lembaga, organisasi maupun perseorangan dalam rangka pelaksanaan kegiatan.

Metode pengumpulan data dalam tugas akhir ini meliputi metode studi pustaka, metode wawancara, dan metode observasi partisipasi. Tugas akhir ini membahas seputar pengolahan arsip statis di Dinas Perpustakaan dan Arsip Daerah Istimewa Yogyakarta (DPAD DIY).

Kesimpulan dari isi Tugas Akhir ini adalah, jenis arsip yang dikelola DPAD DIY berbentuk Teksual atau konvensional, Kartografi, Mikro, Audio, Visual, Audio Visual. Kegiatan pengolahan arsip statis diantaranya terdapat Pendeskripsian Arsip, Pengelompokan Series, pembuatan sarana temu balik arsip, penyampulan, dan penyimpanan. Kendala yang dihadapi DPAD dalam pengolahan arsip statis di DPAD adalah kendala Sumber Daya Manusia dan kendala komitmen dari pimpinan yang berpengaruh pada proses pendanaan kegiatan pengolahan arsip statis.

Kata kunci: *arsip, arsip statis, kelembagaan, Pengolahan*

ABSTRACT

Institutional Archive Processing In Dinas Perpustakaan Dan Arsip Daerah Istimewa Yogyakarta

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Record of activities or sources of information in various forms made by institutions, organizations and individuals in the framework of the implementation of activities also known as “record”. Archives are produced by creators for preservation purposes and are refined because the useful value content contained in the archive can be useful for the future.

The methods of data collection in this final task include library study methods, interview methods, and participation observation methods. This final task discusses the processing of static archives in Dinas Perpustakaan dan Arsip Daerah Istimewa Yogyakarta (DPAD DIY).

The conclusion of the contents of this Final Task is, the type of archives managed DPAD DIY are textual or conventional form, Cartography, Micro, Audio, Visual, Audio Visual. Archive processing activities include archive descriptor, series grouping, archival meeting, collection, and storage facilities. The obstacles faced by DPAD in the processing of it archives in DPAD are the lack of human resources that are needed and the lack of commitment from leaders that have an effect on the funding process of Archive processing activities.

Key words: *Record, Archives, Institutional, Processing*

