

INTISARI

PENGOLAHAN ARSIP AUDIO VISUAL DI BALAI PELESTARIAN NILAI BUDAYA DAERAH ISTIMEWA YOGYAKARTA

Hanifah Puspitasari (18/425896/SV/15038)

PROGRAM STUDI KEARSIPAN

SEKOLAH VOKASI

UNIVERSITAS GADJAH MADA

Tugas akhir ini menjelaskan tentang Pengolahan Arsip Audio Visual di Balai Pelestarian Nilai Budaya Daerah Istimewa Yogyakarta. Tugas akhir ini disusun berdasarkan hasil analisis data selama Praktik Kerja Lapangan di Balai Pelestarian Nilai Budaya Daerah Istimewa Yogyakarta. Tujuan dari tugas akhir ini adalah mengetahui proses pengolahan arsip audio visual, sarana dan prasarana yang digunakan serta kendala dalam pengolahan arsip audio visual.

Metode pengumpulan data menggunakan tiga cara, yaitu observasi partisipatif, wawancara dan studi pustaka. Observasi partisipatif dilakukan selama kegiatan Praktik Kerja Lapangan selama dua bulan di Balai Pelestarian Nilai Budaya Daerah Istimewa Yogyakarta secara langsung oleh penulis. Wawancara dilakukan dengan cara mengajukan pertanyaan kepada pegawai di Bidang Dokumentasi BPNB DIY. Studi pustaka dilakukan dengan menelusuri bahan pustaka sebagai acuan dalam penulisan tugas akhir baik berupa buku atau jurnal.

Hasil penelitian ini adalah pengolahan arsip audip visual di Balai Pelestarian Nilai Budaya Daerah Istimewa Yogyakarta sudah baik dilihat dengan aspek fisik dan sistemnya. Kegiatan pengolahan meliputi identifikasi arsip, deskripsi arsip dan penomoran arsip, pemberian label dan penataan dalam lemari arsip serta penulisan daftar arsip. Tidak adanya pedoman dalam mengolah arsip audio visual menjadi salah satu kendala dalam kegiatan pengolahan arsip audio visual di BPNB DIY.

Kata Kunci: *Pengolahan Arsip, Arsip Audio Visual, Balai Pelestarian Nilai Budaya DIY*

ABSTRACT

ARRANGEMENT OF AUDIO VISUAL ARCHIVES IN THE OFFICE OF CULTURE VALUE, MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY SPECIAL REGION OF YOGYAKARTA

Hanifah Puspitasari (18/425896/SV/15038)

ARCHIVAL SCIENCE
VOCATIONAL SCHOOL
UNIVERSITAS GADJAH MADA

This paper discusses about the Arrangement of Audio Visual Archives in The Office of Culture Value, Ministry of Education, Culture, Research and Technology Special Region Of Yogyakarta. This paper is based on the two months Field Work Practice at The Office of Culture Value, Ministry of Education, Culture, Research and Technology Special Region Of Yogyakarta. The paper aims to find out how the process of arrangement audio visual archives, infrastructures, and difficulties of arrangement of audio visual archives.

The method used is three ways, that is observation, interview, and literature study. Observation was conducted during the two months of Internship at The Office of Culture Value, Ministry of Education, Culture, Research and Technology Special Region Of Yogyakarta. Interview was conducted by asking questions to employee in Documentation Field. Literature study was conducted by searching through literary sources as references to write the final project.

The results of the research is Arrangement of Audio Visual Archives at The Office of Culture Value, Ministry of Education, Culture, Research and Technology Special Region Of Yogyakarta is quite good. The arrangement is carried out using identification, description and numbering, labelling and filling archives and catalogue producing. The absence of guidelines in arrangement of audio visual archives is one of the difficulties in arrangement audio visual at The Office of Culture Value, Ministry of Education, Culture, Research and Technology Special Region Of Yogyakarta.

Keywords: *Arrangement Archives, Audio Visual Archives, The Office of Culture Value, Ministry of Education, Culture, Research and Technology Special Region Of Yogyakarta*