

## INTISARI

### **PENGOLAHAN ARSIP INAKTIF ADMINISTRASI KEPEGAWAIAN MILIK *HUMAN CAPITAL SECTION, SHARED SERVICE* DEPARTEMEN HEADDI PT. ANGKASAPURA I (PERSERO) CABANG BANDAR UDARA INTERNASIONAL ADISUTJIPTO YOGYAKARTA**

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Laporan Tugas Akhir ini membahas mengenai pengolahan arsip inaktif administrasi kepegawaian milik *Human Capital Section, Shared Service Departement Head* di PT.Angkasa Pura I (Persero) Cabang Bandar Udara Internasional Adisutjipto Yogyakarta. Pelaksanaan pengolahan arsip inaktif administrasi kepegawaian milik *Human Capital Section, Shared Service Departement Head* dimulai dari pemindahan arsip dari *Human Capital Section* ke *Record Centre* sampai proses penemuan kembali arsip. Tujuannya adalah untuk menjelaskan sekaligus menganalisa pengolahan arsip inaktif administrasi kepegawaian milik *Human Capital Section, Shared Service Departement Head* di PT. Angkasa Pura I (Persero) Cabang Bandar Udara Internasional Adisutjipto Yogyakarta.

Metode pengumpulan data yang digunakan yaitu studi pustaka yang berguna untuk mengumpulkan teori-teori dari berbagai sumber data, literatur, dan buku-buku yang ada kaitannya dengan pengolahan arsip inaktif administrasi kepegawaian milik *Human Capital Section, Shared Service Departement Head* di PT.AngkasaPura I (Persero) Cabang Bandar Udara Internasional Adisutjipto Yogyakarta. Selanjutnya observasi dan partisipasi yaitu dilakukan dengan pengamatan dan ikut berpartisipasi secara langsung di PT.Angkasa Pura I (Persero) Cabang Bandar Udara Internasional Adisutjipto Yogyakarta, untuk mendapatkan data-data yang akurat dan terpercaya. Kemudian metode wawancara yaitu untuk melengkapi data yang belum ditemukan dan diketahui dengan cara mewawancarai atau menanyakan kepada arsiparis di PT.Angkasa Pura I (Persero) Cabang Bandar Udara Internasional Adisutjipto Yogyakarta.

Kesimpulan dari Laporan Tugas Akhir ini, bahwa di PT.Angkasa Pura I (Persero) Cabang Bandar Udara Internasional Adisutjipto Yogyakarta belum melakukan pengolahan arsip inaktif secara optimal, masih banyak kendala yang ditemui seperti terbatasnya sarana prasarana pendukung, kurang SDM yang ahli di bidang kearsipan, dan kurangnya perhatian dari fungsi *record centre* oleh pegawai yang ada di PT.Angkasa Pura I (Persero) Cabang Bandar Udara Internasional Adisutjipto Yogyakarta.

**Kata Kunci:** Pengolahan, Arsip, Arsip Inaktif, Arsip Kepegawaian, Arsip Inaktif Administrasi Kepegawaian

## ABSTRACT

### **THE ARRANGEMENT OF HUMAN RESOURCES ADMINISTRATION INACTIVE RECORDS IN THE HUMAN CAPITAL SECTION, SHARED SERVICE DEPARTMENT HEAD ATPT. ANGKASA PURA I (PERSERO) THE BRANCH OF ADISUTJIPTO INTERNATIONAL AIRPORT YOGYAKARTA**

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This final report discusses about the arrangement of human resources administration inactive records in the Human Capital Section, Shared Services Department Head at PT. Angkasa Pura I (Persero) the Branch of Adisutjipto International Airport Yogyakarta. Implementation the arrangement of human resources administration inactive records in the Human Capital Section, Head of Shared Services Department is starts from the transfer of the archives of Human Capital Section to record center until the rediscovery of the archive. The goal is to explain all at once to analyze the arrangement of human resources administration inactive records in the Human Capital Section, Shared Services Department Head at PT. Angkasa Pura I (Persero) the Branch of Adisutjipto International Airport Yogyakarta.

The methods of data collection is used literature are useful to collected theories from the data sources, literature, and books that is relation to arrangement of human resources administration inactive records in the Human Capital Section, Shared Services Department Head at PT. Angkasa Pura I (Persero) Branch of Adisutjipto International Airport Yogyakarta. Then, observation and participation is observation and directly participation in PT. Angkasa Pura I (Persero) Branch of Adisutjipto International Airport Yogyakarta, it is to get the data that is accurate and reliable. Then the interview method is to complete the data that has not been found and unknown by interview to archivists in records centre PT. Angkasa Pura I (Persero) Branch of Adisutjipto International Airport Yogyakarta.

The conclusion of this final report, that in PT. Angkasa Pura I (Persero) of Branch Adisutjipto International Airport Yogyakarta not perform optimally processing of inactive records, there are still many obstacles encountered as limited supporting infrastructure, the lack of skilled human resources in the field of archives, and the lack of attention than from employees in PT . Angkasa Pura I (Persero) of Branch Adisutjipto International Airport Yogyakarta.

**Keyword:** Arrangement, records, inactive records, human resources records, human resources administration inactive records