

INTISARI

PENGOLAHAN ARSIP DINAMIS INAKTIF DI SUB BAGIAN TATA USAHA RUMAH SAKIT UMUM PUSAT DR. SARDJITO YOGYAKARTA

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Pengolahan arsip dinamis inaktif di rumah sakit khususnya Sub Bagian Tata Usaha sangat penting diketahui mengingat sangat banyak volume arsip dinamis inaktif yang dihasilkan dari kegiatan-kegiatan yang ada di rumah sakit. Kegiatan pengolahan arsip dinamis inaktif di Sub Bagian Tata Usaha RumahSakit Dr. Sardjito yang dibahas meliputi prosedur pengolahan arsip dinamis inaktif, sarana dan prasarana yang digunakan dalam kegiatan pengolahan arsip dinamis inaktif dan kendala yang dialami selama kegiatan pengolahan arsip dinamis inaktif serta program pendampingan arsip.

Penulis menggunakan 3 metode dalam kegiatan pengumpulan data, diantaranya yang pertama metode wawancara, yaitu teknik pencarian data atau informasi mendalam yang diajukan kepada responden. Metode kedua adalah metode Studi pustaka, yaitu teknik pencarian data dengan sumber referensi dari buku, karya tulis, maupun jurnal ilmiah. Metode ketiga adalah observasi, yaitu kegiatan mengamati dan mencermati serta melakukan pencatatan data atau informasi yang sesuai dengan konteks penelitian..

Prosedur pengolahan arsip dinamis inaktif di Sub Bagian Tata Usaha dibagi menjadi prosedur pengolahan arsip dinamis inaktif tidak teratur dan teratur. Sarana dan prasarana dalam pengolahan arsip dinamis inaktif meliputi boks arsip, *roll o'pact*, karet gelang, dan ATK. Kendala yang dialami dalam pengolahan arsip dinamis inaktif meliputi terbatasnya tempat penyimpanan arsip dinamis inaktif, terbatasnya Sumber Daya Manusia dan kurangnya sarana serta prasarana yang menunjang kegiatan pengolahan arsip dinamis inaktif.

Kata kunci: Arsip, Arsip Dinamis Inaktif, Pengolahan

ABSTRACT

PROCESSING INACTIVE RECORDS IN SUB DIVISION OF ADMINISTRATION OF CENTER OF GENERAL HOSPITAL OF DR. SARDJITO YOGYAKARTA

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Inactive records processing in hospitals, especially Sub Division of Administration is very important to understand given the vast volumes of inactive records generated from the activities in the hospital. Inactive records processing in Sub Division of Administration of General Hospital of Dr. Sardjito discussed include inactive record processing procedures, facilities, and infrastructure used in inactive dynamic archives processing activities and constraints experienced during inactive dynamic archives processing, and archive accompaniment program.

The researcher uses three methods in data collection activities, including in the first method of interviewing, the technique of searching data or in-depth information submitted to the respondent. The second method is the literature study method, which data searching technique with reference sources from books, papers, and scientific journals. The third method is observation, the activity of observing, scrutinizing, and recording data or information in accordance with the context of research.

The inactive records processing procedure in the Sub Division of Administration is divided into an inactive record disordered and ordered records processing procedure. Facilities and infrastructure in inactive records processing include archival boxes, roll o'pact, elastic bands, and stationery. Constraints experienced in the inactive records processing include the limitation of inactive records, the limited Human Resources, and the lack of facilities and infrastructure that support the activities of inactive records processing.

Keywords: *Records, Inactive Records, Processing*