

INTISARI

PENGOLAHAN PERSONAL FILE DI RECORDS CENTER FAKULTAS PETERNAKAN UNIVERSITAS GADJAH MADA YOGYAKARTA

**Oleh:
HARIYANTO (12/337591/SV/02256)**

PROGRAM STUDI KEARSIPAN SEKOLAH VOKASI UNIVERSITAS GADJAH MADA

Laporan Tugas Akhir ini membahas mengenai pengolahan Personal File di *Records Center* Fakultas Peternakan Universitas Gadjah Mada Yogyakarta. Pelaksanaan pengolahan arsip inaktif dimulai dari pemindahan arsip unit pengolah Seksi Administrasi, Keuangan dan Umum khususnya arsip inaktif kepegawaian ke *Records Center* sampai penemuan kembali. Tujuannya adalah menjelaskan sekaligus menganalisa proses pengolahan Personal File di *Records Center* Fakultas Peternakan Universitas Gadjah Mada Yogyakarta.

Metode pengumpulan data yang digunakan yaitu observasi dan partisipasi dilakukan dengan pengamatan dan ikut berpartisipasi secara langsung dalam pengolahan Personal File di *Records Center* Fakultas Peternakan Universitas Gadjah Mada Yogyakarta. Selanjutnya metode studi pustaka yang berguna untuk mengumpulkan teori-teori dari berbagai sumber data, literatur, dan buku-buku yang ada kaitannya dengan pengolahan arsip inaktif kepegawaian khususnya personal file. Kemudian metode wawancara yaitu untuk melengkapi data yang belum ditemukan dan diketahui dengan cara mewawancarai atau menanyakan kepada arsiparis di *Records Center* Fakultas Peternakan Universitas Gadjah Mada Yogyakarta.

Kesimpulan dari Laporan Tugas Akhir ini, bahwa pengolahan arsip inaktif khususnya arsip inaktif kepegawaian berupa Personal File di Fakultas Peternakan Universitas Gadjah Mada Yogyakarta sudah cukup baik. Namun masih banyak kendala yang ditemui seperti ruangan *Record Center* yang belum ideal, kurangnya fasilitas penunjang penyimpanan, kurang sumber daya manusia di bidang kearsipan dan kurangnya kesadaran pegawai di central file – central file yang ada di Fakultas Peternakan Universitas Gadjah Mada Yogyakarta.

Kata kunci: Personal File, Pengolahan, Arsip Inaktif

ABSTRACT

THE ARRANGEMENT OF PERSONAL FILE IN RECORDS CENTER FACULTY OF ANIMAL SCIENCE GADJAH MADA UNIVERSITY YOGYAKARTA

**CREATED BY:
HARIYANTO (12/337591/SV/02256)**

DIPLOMA III PROGRAM IN APPLIED ARCHIVAL SCIENCE VOCATIONAL COLLEGE GADJAH MADA UNIVERSITY

This Final report discusses about the arrangement of Personal File in Records Center, Faculty of Animal Science, Gadjah Mada University. Implementation of inactive records arrangement begins from transfer of inactive records processing unit Administration, Finance and Public section specially human resources administration form personal file to Records Center until finding aids. The goal is to explain all at once to analyze the arrangement of Personal File in Records Center, Faculty of Animal Science, Gadjah Mada University.

The methods of data collection is used observation and participation is observation and directly participation in Records Center, Faculty of Animal Science, Gadjah Mada University. Then, literature are useful to collected theories from the data sources, literature, and books that is relation to arrangement of human resources administration specially form Personal file. Then the interview method is to complete the data that has not been found and unknown by interview to archivists in in Records Center, Faculty of Animal Science, Gadjah Mada University.

The conclusion of this final report, that the arrangement inactive records specially of human resources administration form of the Personal Files in the Faculty of Animal Science, Gadjah Mada University is good enough. But there are still many obstacles encountered such records center space that has not been ideal, the lack of supporting facilities, storage, lack of human resources in the field of archives and lack of awareness of employees in the central file - central file in the Faculty of Animal Science, Gadjah Mada University

Keyword: Personal File, Arrangement, Inactive Record