



INTISARI

PENGOLAHAN ARSIP DINAMIS INAKTIF DI KOMISI PEMILIHAN UMUM KABUPATEN CILACAP

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Tugas Akhir ini menjelaskan mengenai sistem pengolahan arsip dinamis inaktif beserta prasarana, sarana, dan kendala pada pengolahan arsip di Komisi Pemilihan Umum Kabupaten Cilacap. Laporan ini disusun berdasarkan kegiatan Praktik Kerja Lapangan di Komisi Pemilihan Umum Kabupaten Cilacap. Arsip dinamis inaktif merupakan arsip dinamis yang frekuensi penggunaannya sudah menurun. Meskipun frekuensi penggunaannya sudah menurun, arsip dinamis inaktif perlu dilakukan pengolahan yang baik dan benar. Pengolahan arsip dilaksanakan demi tersajinya informasi yang utuh yang terdapat pada arsip dinamis inaktif, serta memudahkan dalam proses penemuan kembali.

Metode pengumpulan data yang digunakan adalah wawancara, observasi, dan studi pustaka. Wawancara dilaksanakan dengan cara mengumpulkan data melalui tanya jawab dengan narasumber. Metode observasi secara partisipatif yang dilakukan saat kegiatan Praktik Kerja Lapangan untuk memperoleh berbagai data yang diperlukan. Studi pustaka dilaksanakan dengan cara mengumpulkan data melalui tanya jawab dengan narasumber. Metode observasi secara partisipatif yang dilakukan saat kegiatan Praktik Kerja Lapangan untuk memperoleh berbagai data yang diperlukan. Studi pustaka dilaksanakan dengan cara mengumpulkan informasi dari berbagai literature baik yang berbentuk buku cetak maupun elektronik mengenai kegiatan pengolahan arsip dinamis inaktif.

Hasil penelitian ini menunjukkan bahwa kegiatan pengolahan arsip dinamis inaktif di Komisi Pemilihan Umum Kabupaten Cilacap sudah cukup dilaksanakan dengan baik sesuai dengan pedoman yang berlaku. Tahapan kegiatan pengolahan arsip dinamis inaktif meliputi pemindahan arsip, pemilahan arsip, pendeskripsian arsip, manuver arsip, penataan dan penyimpanan arsip, serta penyusunan daftar pertelaan arsip. Sarana dan prasarana yang tersedia sudah cukup baik untuk menunjang proses pengolahan arsip dinamis inaktif. Meskipun begitu, penulis masih menemukan kendala dalam proses pengolahan arsip dinamis inaktif, yaitu kurangnya kesadaran sumber daya manusia terhadap pentingnya arsip, masih terdapat kekurangan dalam sarana dan prasarana, serta tidak tersedianya software khusus untuk pengolahan arsip dinamis inaktif.

Kata Kunci: Arsip Dinamis Inaktif, Pengolahan Arsip Dinamis Inaktif, Temu Kembali.



ABSTRACT
THE ARRANGEMENT OF INACTIVE RECORDS
IN KOMISI PEMILIHAN UMUM KABUPATEN CILACAP

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This Final Project explains about inactive dynamic archive processing system along with infrastructure, facilities, and constraints on processing of archives at Election Commission of Cilacap Regency. This report is prepared based on Field Work Practice activities at the Cilacap Regency Election Commission. Inactive dynamic archive is a dynamic archive whose frequency of use has decreased. Although the frequency of its use has decreased, the inactive dynamic archives need to be done properly and correctly. The processing of the archive is done for the sake of the full extent of information contained in the inactive dynamic archives, and facilitates the process of rediscovery.

Methods of data collection used were interviews, observation, and literature study. Interview conducted by collecting data through question and answer with resource person. Participatory observational methods undertaken during Practice Field activities to obtain various data required. The literature study is conducted by collecting data through question and answer with the resource person. Participatory observational methods undertaken during Practice Field activities to obtain various data required. Literature study is conducted by collecting information from various literature either in the form of printed book or electronic about activity of inactive dynamic archive processing.

The results of this study indicate that the activity of inactive dynamic archives processing in the General Election Commission of Cilacap Regency is quite well executed in accordance with the applicable guidelines. Stages of inactive dynamic archives processing activities include archive removal, file sorting, archive description, archive manipulation, arranging and archive storage, as well as compilation of records archives list. The facilities and infrastructure available are good enough to support the process of inactive dynamic archives. Nevertheless, the authors still find obstacles in the process of inactive dynamic records processing, namely the lack of awareness of human resources to the importance of archives, there are still deficiencies in facilities and infrastructure, and the unavailability of special software for the processing of inactive dynamic archives.

Keywords: Inactive Records, processing of Inactive Records, Retrieval.