

Kajian tentang pengelolaan rekod aktif kasus pada Fakultas Sastra Universitas Indonesia

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Abstrak

[Adalah faktor penting dalam mencapai efektivitas dan efisiensi, sebuah organisasi perlu memiliki kebijakan yang berkaitan dengan pengelolaan rekod yang tercipta. Kebijakan tersebut, antara lain mengatur penciptaan rekod, penggunaan dan pemeliharaan, disain formulir, manajemen korespondensi, pengurusan dokumen, dan sistem temu balik rekod. Petunjuk pelaksanaan hendaknya juga mengatur rekod yang sudah memasuki masa inaktif yang dikelola di pusat rekod, program rekod vital, prosedur penyerahan rekod ke Arsip Nasional, dan program pemusnahan. Dua tujuan yang ingin dicapai dalam penelitian ini, pertama untuk mengetahui kebijakan pengelolaan rekod sesuai dengan siklus hidupnya dalam rangka mendukung organisasi FSUI. Yang kedua adalah memberikan masukan yang kiranya dapat dijadikan bahan pertimbangan dalam membangun kebijakan pengelolaan rekod di FSUI. Masukan tersebut meliputi pengurusan dokumen, pemberkasan, klasifikasi dokumen, dan jadwal retensi rekod. Penelitian yang dilakukan dari bulan Juli 2000 sampai dengan Juli 2001 di lingkungan unit kerja FSUI, menggunakan metode pendekatan kualitatif Teknik pengumpulan data yang digunakan adalah wawancara dengan menggunakan kuesioner, dan observasi partisipan, A well-designed records management policy for any modern organization is deemed as a key factor in the success of administration program on effectiveness and efficiency, which in turn can help its host organization to materialize its goals. The policy should include records creation standards, records usage, preservation, and retention, forms design, correspondence management, mail handling, and filing system. It also could be found in the policy the management of records center, the assessment of vital records, inactive records transfer procedures to records center and National Archives of Republic of Indonesia, and disposal program. Considering the importance of records management in an organization, a research has been conducted on this issue. There are two objectives to reach in this research. The first objectives is to find out the availability of records management policy in its relation to the principle of records life cycle, in supporting the administration function of FSUI. The second one is to forward a strategic planning on how to implement a standard records management policy which will cover mail handling, disposal, document classification, and retention schedule. The research which was conducted from July 2000 until July 2001 in the academic department of Faculty of Letters, University of Indonesia or FSUI for short, applied qualitative approach. Questionnaire based interviews and participants observation technique were used as data collecting method. The result shows that FSUI has not had a written policy on records management while its department has one. The absence of records management policy makes the education institution has no direction of keeping its records in professional manner whereas its department applied their self-style records management policy in a very limited understanding and capability due to the lack of trained staff]