

Sistem manajemen rekod Institut Bisnis dan Informatika Indonesia (IBII)

Ahmad Yani, author

Deskripsi Lengkap: <http://lib.ui.ac.id/detail?id=20251243&lokasi=lokal>

Abstrak

[ABSTRAK

Penelitian yang dilakukan dalam rangka penyusunan tesis ini bertujuan untuk memperoleh gambaran sistem pengelolaan rekod di perguruan tinggi yang telah mendapatkan sertifikasi ISO 9001:2000 sebagai suatu syarat dalam pelaksanaan sistem manajemen mutu ISO 9001:2000 sebagai prosedur kontrol dokumen dan rekaman kegiatan bisnis organisasi dan membuat rekomendasi perancangan sistem manajemen rekod pada Institut Bisnis Dan Informasi Indonesia (IBID). Dalam merancang sistem manajemen rekod IBII, langkah awal adalah melakukan analisis fungsi bisnis organisasi IBII, sebagai landasan dalam perancangan sistem pengelompokan rekod, skema klasifikasi rekod, sistem penyimpanan dan temu kembali serta penyusutan rekod. Penelitian ini menggunakan pendekatan kualitatif sedangkan metode pengumpulan data menggunakan metode dokumentasi, pengamatan langsung dan wawancara. Institut Bisnis Dan Informatika Indonesia (IBII) yang menerapkan manual mutu ISO 9001:2000 menetapkan 32 prosedur sebagai kegiatan bisnis organisasi IBII. Dari 23 fungsi bisnis tersebut kemudian dikelompokkan menjadi 8 subyek rekod yaitu : 1) Subyek Rekod Manual Mutu, 2) subyek Promosi Dan Marketing, 3) Subyek Rekod Pendidikan Dan Pengajaran, 4) Subyek Rekod SDM, 5) Subyek Rekod Kemahasiswaan, 6) Subyek Rekod Sarana Dan Prasarana, 7) Subyek Rekod Penelitian, Publikasi Dan Pengabdian Kepada Masyarakat, dan 8) Subyek Keuangan Dan Pembelian. Kemudian dari pengelompokan rekod tersebut dibuatkan sistem skema klasifikasi rekod 113II berdasarkan subyek pengelompokan rekod 1BI1. IJsulan sistem pemberkasan rekod Institut Bisnis Dan Informatika Indonesia (IBII) disusun berdasarkan subyek yang diambil dari skema klasifikasi rekod, disusun berdasarkan group, series, subseries, .file, item/dokumen. Sedangkan untuk sistem temu kembali rekod dibuatkan indeks rekod dengan menggunakan metode pengindeksan subyek relatif dan kode yang mengacu pada lokasi rekod disimpan. Sistem penyusutan rekod Institut Bisnis Dan Informatika Indonesia (IBII) direkomendasikan membuat jadwal retensi rekod sebagai panduan untuk lama simpan rekod, setelah menentukan lama waktu simpan ditentukan proses pemindahan rekod aktif dari pengelola rekod (central file) pada unit kerja ke pusat penyimpanan arsip (records center) kemudian pembuatan prosedur pemusnahan untuk rekod yang sudah tidak ada nilai guna, selanjutnya dilakukan kegiatan penyerahan rekod yang memiliki nilai guna sekunder ke Arsip Nasional Republik Indonesia

<hr>

ABSTRACT

This research is undertaken for the purpose of completing thesis aimed at getting an picture of record management system at higher education certified with ISO 9001:2000 as a requirement for performing ISO 9001:2000 quality management system as document control procedure and organizational business activity record of and making a design for record management system at Business and Informatics Institute (1131I). In designing record management system of IBII, the first step is to make an analysis on the storage and retrieval system and record preparation. This research uses qualitative approach, data collection uses

documentation method and direct observation and interview. IBII implementing ISO 9001:2000 quality management systems decide of 32 procedures as organizational business activity of IBII. Those 23 business functions are categorized into 8 record subjects, that is: 1) Quality Manual Record Subject, 2) Promotion and Marketing Subject, 3) Education and Teaching Record Subject, 4) Human Resources Record Subject, 5) Studentship Record Subject, 6) Facilities and Infrastructures Record Subject. 7) Research. Publication and Dedication to Community Record Subject, and 8) Finance and Purchase Record. Then such a grouping, made a record classification scheme system of IBII by records category subject of 11311. Recommendation for record filing system of 11311 is arranged pursuant to subject using a record classification scheme, which prepared based on file, sub file, archive and document group, series, sub series, .file, item/documents sequence. While, with respect to information retrieval system information, a record index is made using relative subject indexing method that followed then by referring to location code where such a record is stored. Records disposition system at IBII is recommended for use in the making record retention schedule as a manual for duration of record storage. After determining storage duration, a process of active record transfer from central file at work unit to record center is made and, after that, there will be a procedure of destroying any secondary value record that is accompanied with an activity of delivering such secondary value record to National Archive (Arsip Nasional Republik Indonesia); This research is undertaken for the purpose of completing thesis aimed at getting an picture of record management system at higher education certified with ISO 9001:2000 as a requirement for performing ISO 9001:2000 quality management system as document control procedure and organizational business activity record of and making a design for record management system at Business and Informatics Institute (1131I). In designing record management system of IBII, the first step is to make an analysis on the storage and retrieval system and record preparation. This research uses qualitative approach, data collection uses documentation method and direct observation and interview. IBII implementing ISO 9001:2000 quality management systems decide of 32 procedures as organizational business activity of IBII. Those 23 business functions are categorized into 8 record subjects, that is: 1) Quality Manual Record Subject, 2) Promotion and Marketing Subject, 3) Education and Teaching Record Subject, 4) Human Resources Record Subject, 5) Studentship Record Subject, 6) Facilities and Infrastructures Record Subject. 7) Research. Publication and Dedication to Community Record Subject, and 8) Finance and Purchase Record. Then such a grouping, made a record classification scheme system of IBII by records category subject of 11311. Recommendation for record filing system of 11311 is arranged pursuant to subject using a record classification scheme, which prepared based on file, sub file, archive and document group, series, sub series, .file, item/documents sequence. While, with respect to information retrieval system information, a record index is made using relative subject indexing method that followed then by referring to location code where such a record is stored. Records disposition system at IBII is recommended for use in the making record retention schedule as a manual for duration of record storage. After determining storage duration, a process of active record transfer from central file at work unit to record center is made and, after that, there will be a procedure of destroying any secondary value record that is accompanied with an activity of delivering such secondary value record to National Archive (Arsip Nasional Republik Indonesia), This research is undertaken for the purpose of completing thesis aimed at getting an picture of record management system at higher education certified with ISO 9001:2000 as a requirement for performing ISO 9001:2000 quality management system as document control procedure and organizational business activity record of and making a design for record management system at Business and Informatics Institute (1131I). In designing record management system of IBII, the first step is to make

an analysis on the storage and retrieval system and record preparation. This research uses qualitative approach, data collection uses documentation method and direct observation and interview. IBII implementing ISO 9001:2000 quality management systems decide of 32 procedures as organizational business activity of IBII. Those 23 business functions are categorized into 8 record subjects, that is: 1) Quality Manual Record Subject, 2) Promotion and Marketing Subject, 3) Education and Teaching Record Subject, 4) Human Resources Record Subject, 5) Studentship Record Subject, 6) Facilities and Infrastructures Record Subject. 7) Research. Publication and Dedication to Community Record Subject, and 8) Finance and Purchase Record. Then such a grouping, made a record classification scheme system of IBII by records category subject of 11311. Recommendation for record filing system of 11311 is arranged pursuant to subject using a record classification scheme, which prepared based on file, sub file, archive and document group, series, sub series, .file, item/documents sequence. While, with respect to information retrieval system information, a record index is made using relative subject indexing method that followed then by referring to location code where such a record is stored. Records disposition system at IBII is recommended for use in the making record retention schedule as a manual for duration of record storage. After determining storage duration, a process of active record transfer from central file at work unit to record center is made and, after that, there will be a procedure of destroying any secondary value record that is accompanied with an activity of delivering such secondary value record to National Archive (Arsip Nasional Republik Indonesia)]