

Penerapan Jadwal Retensi Arsip Dalam Pelaksanaan Penyusutan Arsip : Studi Kasus Kementerian Pertanian = Archive Retention Schedule Implementation In of Archive Shrinkage: A Case Study in Ministry of Agriculture

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Abstrak

Skripsi ini membahas penerapan Jadwal Retensi Arsip yang dilakukan di Kementerian Pertanian dalam pelaksanaan penyusutan arsip. Kegiatan penyusutan arsip terdiri dari tiga kegiatan, yaitu pemindahan arsip dari unit pengolah ke unit kearsipan, pemusnahan arsip yang dilakukan di unit pengolah dan unit kearsipan, dan penyerahan arsip Kementerian Pertanian ke Arsip Nasional.

Penelitian ini bertujuan untuk memberikan gambaran kegiatan pelaksanaan penyusutan dalam menerapkan Jadwal Retensi Arsip di Kementerian Pertanian dan memahami kendala-kendala yang muncul pada permasalahan penerapan Jadwal Retensi Arsip mencakup identifikasi permasalahan yang timbul dalam proses penerapan Jadwal Retensi Arsip.

Jenis penelitian adalah penelitian kualitatif dengan menggunakan metode studi kasus. Hasil penelitian ini menyatakan bahwa kegiatan penyusutan arsip belum dilakukan secara maksimal sesuai pedoman, petugas tidak memiliki pengetahuan tentang penyusutan arsip, pemusnahan yang dilakukan secara manual (disobek) yang masih dapat terbaca, dan Sumber Daya Manusia di luar Bagian arsip yang tidak mengerti tentang siklus hidup arsip.

.....This thesis is about application of achieve retention schedule. It is conducted in the ministry of agriculture, specifically in the implementation of archives shrinkage. The activities of archive shrinkage consist of three activities such as archive transference from archival processing unit into archive unit, archive destruction which is held in archival processing unit and archive unit, and archive submission of ministry of agricultural to the national archives.

The intentions of this study is provide an overview about the implementation of activities in applying shrinkage records retention schedule in the ministry of agriculture and get to know about the constraints that arise in the application of problem records retention schedule includes identifying problems that appear in the process of applying archives retention schedule.

This research is a qualitative study which is used case study method. The result of the study indicates that the activities of archive shrinkage have not done optimally as the guidelines. The officers didn't have rich information about archive shrinkage. The archive destruction is done manually that can still be read. The human resources outside archives department don't understand about the life cycle of archives.