

## Praktik manajemen rekod penelitian di yayasan studi hukum dan kebijakan Indonesia sebagai lembaga penelitian = Praxis records management research at the foundation of Indonesian centre for law and policies studies as a research institution

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### Abstrak

Tesis ini membahas praktik manajemen rekod dalam rangka pengembangan penelitian di Yayasan Studi Hukum dan Kebijakan Indonesia. Penelitian ini menggunakan metode penelitian kualitatif melalui pendekatan etnografi. Hasil penelitian menunjukkan adanya permasalahan penciptaan dan pemanfaatan rekod berdasarkan konsep daur hidup rekod. Hal ini timbul karena peneliti dan staf pendukung penelitian belum memiliki kesepakatan dalam mengorganisasi rekod yang mereka miliki.

Hasil penelitian menyarankan agar manajer rekod dapat menjadi penghubung antara peneliti, staf non peneliti dan pihak eksternal berkaitan dengan pengelolaan rekod penelitian yang sedang berlangsung. Peran ini memudahkan manajer rekod memberkaskan serta temu kembali rekod penelitian.

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The focus of this study is the record management praxis in order to develop research at the Foundation of Indonesian Centre for Law and Policies Studies. This study used qualitative research methods through an ethnographic approach. The results showed that the problem of creation and use of records based on the concept of lifecycle records. This arises because researchers and research support staff do not yet have an agreement to organize their records.

The results of the study suggest that the records manager can be a gatekeeper between researchers, non-research staff and external parties relating to organize of records of ongoing research. As a gatekeeper, the record manager can help researchers and non-researchers organize records created during ongoing research activities.