

Tata Kelola Arsip Dinamis di Perguruan Tinggi: Perspektif Undang-Undang Nomor 43 Tahun 2009 tentang kearsipan

Deskripsi Lengkap: <https://lib.ui.ac.id/detail?id=20406999&lokasi=lokal>

Abstrak

Higher education institutions have a special place in the Law 43 in 2009, as a agency designated as one element of the national archives implementation. It gets the mandate then the college / university should implement 2 management is the records management and archives management. For record manager, college/university running records management functions including: creation, use and maintenance, and disposal. The management of functionss above are conducted by three organizations namely: central file, records center II, and records center I. The instruments needed to perform the function of records management is the order of official correspondence, classification scheme, records retention schedules and security systems.