

Pentingnya pengelolaan arsip elektronik dalam rangka efisiensi administrasi penelitian di pusat konservasi tumbuhan kebun raya-LIPI / Erti Ernawati

Erti Ernawati, author

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Abstrak

Filing is a system that includes various subsystems interrelated, interdependent and organized into a single unit to achieve a purpose. The management of electronic records at the Center into a single unit to achieve a purpose. The management of electronic records at the Center of Plant Conservation Botanic Gardens - LIPI still encounters many challenges, for instance lack of human resources, infrastructure and facilities. The problem is how to improve the capability of the electronic archive resource so as to improve the efficiency of administering research at the Center for Plant Conservation Botanic Gardens - LIPI. Archival information is needed by structural and functional authorities, and others, to support and improve the quality and efficiency of activities in the administrative framework. The activities include the electronic filing of information, capacity building in the archival system, documentation, and supporting procedures, and also the implementation of quality information technology.