

## Sistem Pemberkasan Rekod Personil di Divisi Human Capital PT. X = Personnel Record Filing System in Human Capital Division of PT.X

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### Abstrak

Pemberkasan dalam tahapan arsip dinamis aktif suatu organisasi menjadi awal dari keteraturan arsip dalam tahapan arsip selanjutnya. Kekosongan Norma, Standar, Prosedur, dan Kebijakan menjadi pemicu lahirnya arsip tidak teratur sejak tahapan penciptaan. Tujuan penelitian ini menggambarkan pemberkasan di suatu organisasi berkat pandangan pengolah terhadap pemberkasan sebagai hal yang penting bagi organisasi, mampu melakukan pengklasifikasian dan pengindeksan untuk penyimpanan dan akses temu kembali dalam mengatasi kekosongan akan NSPK arsip. Metode wawancara dan observasi terhadap tujuh orang informan pegawai divisi Human Capital PT X dilakukan untuk pengumpulan data dengan studi kasus sebagai metode analisis data. Hasil penelitian ini menunjukkan bahwa sistem pemberkasan rekod divisi Human Capital PT X belum memiliki Norma, Standar, Prosedur, dan Kebijakan berdasarkan peraturan tertulis. Selain itu, pandangan individu mendasari praktik pemberkasan yang rutin dilakukan terus menerus setiap hari terhadap dokumen selama proses penciptaan arsip dinamis aktif.

.....Filing in an organization's active dynamic archive stage becomes the beginning of the regularity of the archive in the following archive stage. The absence of Norms, Standards, Procedures, and Policies has triggered the birth of irregular archives since the creation stage. This study aimed to describe filing in an organization due to the processor's view of filing as necessary for the organization, being able to perform classification and indexing for storage and retrieval access in overcoming the absence of NSPK archives. The interview and observation method of seven employee informants of the Human Capital division of PT X was conducted for data collection with case studies as a data analysis method. The results of this study indicate that the record filing system of the Human Capital division of PT X does not have Norms, Standards, Procedures, and Policies based on written regulations. Besides that, personal views underlie the practice of routine filing, carried out continuously daily towards the document during the active dynamic archive creation process.