

Kesiagaan Menghadapi Bencana Pandemi COVID-19 dalam Arsip Universitas Indonesia = Preparedness for the COVID-19 Pandemic Disaster in Indonesia University Archives Services

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Abstrak

Kondisi pembatasan aktivitas masyarakat akibat pandemi COVID-19 membuat perguruan tinggi kearsipan menyesuaikan layanan kearsipan. Kesiapsiagaan bencana COVID-19 perlu diterapkan di lingkungan Kantor Arsip Universitas Indonesia. Penelitian ini bertujuan untuk mengidentifikasi kesiapsiagaan Kantor Arsip Universitas Indonesia dalam menghadapi bencana COVID-19 dan bagaimana peran teknologi informasi dalam kesiapsiagaan bencana COVID-19 diterapkan pada pengelolaan arsip elektronik dan kertas. Penelitian ini merupakan penelitian kualitatif dengan metode studi kasus. Hasil penelitian menunjukkan bahwa Kantor Kearsipan Universitas Indonesia telah merespon situasi pandemi COVID-19 dengan melakukan berbagai upaya kesiapsiagaan yang diimplementasikan dalam kegiatan dan pelayanan pengelolaan arsip. Ditemukan juga peran teknologi informasi yang diterapkan dalam pengelolaan arsip elektronik. Ada kendala bagi staf dan pimpinan dalam menjalin komunikasi dan interaksi di masa pandemi. Berdasarkan hasil penelitian, maka saran dari penelitian ini adalah Kantor Arsip Universitas Indonesia perlu membuat rencana pemulihan pascabencana dan mencari upaya untuk menjalin komunikasi yang efektif selama pandemi antara staf dan pimpinan.

.....The condition of restrictions on community activities due to the COVID-19 pandemic has caused higher education archival institutions to adjust their archival services. COVID-19 disaster preparedness needs to be implemented within the University of Indonesia Archives Office. This study aims to identify the preparedness of the University of Indonesia Archives Office in dealing with the COVID-19 disaster and how the role of information technology in COVID-19 disaster preparedness is applied to the management of electronic and paper archives. This research is a qualitative research with case study method. The results show that the University of Indonesia Archives Office has responded to the COVID-19 pandemic situation by carrying out various preparedness efforts that are implemented in archive management activities and services. It was also found the role of information technology applied in the management of electronic records. There are obstacles for staff and leaders in establishing communication and interaction during the pandemic. Based on the results of the study, the suggestion from this research is that the University of Indonesia Archives Office needs to make a post-disaster recovery plan and look for efforts to establish effective communication during the pandemic between staff and leaders.