

## Proses Penyusutan Arsip Di Unit Record Center PT Kereta Api Indonesia (Persero) = Archive Retention Process In The Record Center Unit Of PT Kereta Api Indonesia (Persero)

Dinda Rezzki Putri Utami, author

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### Abstrak

Penelitian ini mengenai proses penyusutan arsip di unit record center PT Kereta Api Indonesia (Persero). Tujuan dar. Hasil penelitian ini menunjukkan proses penyusutan arsip di unit record center PT Kereta Api Indonesia (Persero) berjalan sesuai dengan peraturan dan kebijakan organisasi. Namun, terdapat sedikit hambatan yang terjadi saat pelaksanaan proses penyusutan untuk arsip yang retensinya diatas 10 tahun dan tidak memiliki JRA, yaitu keterlambatan proses persetujuan oleh lembaga kearsipan (ANRI) dikarenakan tidak dapat dilakukannya verifikasi arsip secara fisik akibat kebijakan pemerintah mengenai pembatasan jadwal kerja saat kondisi pandemi. Oleh karena itu, pimpinan organisasi dan pemerintah dalam hal ini ANRI sebagai regulator perlu membuat starategi dan metode kerja agar persetujuan dapat diberikan lebih cepat. Salah satunya dengan melakukan pembatasan pegawai untuk pengecekan arsip secara fisik guna mematuhi protokol kesehatan yang ada. Untuk arsip yang tidak memiliki JRA agar pihak PT Kereta Api Indonesia (Persero) dapat memenuhi standarisasi sesuai dengan instrumen penyusutan yaitu JRA.

.....This research is about the archive retention process in the record center unit of PT Kereta Api Indonesia (Persero). The purpose of this study is to describe the archive retention process carried out by the record center unit of PT Kereta Api Indonesia (Persero) in accordance with standard work procedures involving related parties, namely creators, record center managers, and central leaders. This research uses a qualitative approach with a case study method with 5 respondents who fall into the category of people involved in archive retention. The results of this study indicate that the archive retention process in the record center unit of PT Kereta Api Indonesia (Persero) is running in accordance with organizational regulations and policies. However, there were a few obstacles that occurred during the retention process for archives whose retention was more than 10 years and did not have a JRA, which is the delay in the approval process by the archival institution (ANRI) because of not being able to verify the archives physically, due to government policies regarding limiting work schedules while pandemic conditions. Therefore, organizational and government leaders, in this case ANRI as a regulator, need to develop strategies and work methods so that approval can be given more quickly such as pointing an employee in order to physically verify archives with health protocols. For archives that do not have a JRA so that PT Kereta Api Indonesia (Persero) should meet the standardization according to the retention instrument, namely the JRA.