

ABSTRAK

RAHMI, NPM : 2022209, Judul “PENGELOLAAN KEARSIPAN PADA DINAS KEPEMUDAAN OLAHRAGA DAN PARIWISATA KABUPATEN HULU SUNGAI UTARA”. Di bawah bimbingan Bapak **Dr. Irza Setiawan, S.Sos., M.AP.** sebagai Pembimbing I dan Bapak **Herry Febriadi, SH., MH., CPRM.** sebagai Pembimbing II.

Latar belakang permasalahan penelitian ini adalah sarana dan prasarana pendukung kearsipan seperti lemari arsip, kotak arsip, serta perangkat komputer yang kurang, kurangnya ruang khusus penyimpanan arsip menyebabkan arsip menumpuk di tempat yang tidak sesuai, seperti di atas meja atau dalam laci pegawai, lemahnya klasifikasi dan pelabelan menyebabkan proses pencarian arsip menjadi tidak efisien dan rentan terhadap kehilangan atau kerusakan data penting. Tujuan penelitian ini untuk mengetahui Pengelolaan Kearsipan pada Dinas Kepemudaan, Olahraga dan Pariwisata Kabupaten Hulu Sungai Utara dan faktor-faktor yang mempengaruhinya.

Penelitian ini menggunakan pendekatan kualitatif dengan tipe penelitian deskriptif-kualitatif. Teknik pengumpulan data yang digunakan adalah wawancara, observasi, dan dokumentasi dengan penentuan informan secara *purposive sampling* sebanyak 12 orang. Setelah data terkumpul kemudian dianalisis dengan teknik meliputi reduksi data, penyajian data, dan penarikan kesimpulan.

Hasil dari penelitian menunjukkan bahwa Pengelolaan Kearsipan pada Dinas Kepemudaan, Olahraga dan Pariwisata Kabupaten Hulu Sungai Utara cukup baik dapat dilihat: Pada Sub variabel, *Pertama* sumber daya manusia meliputi keterampilan pegawai dalam mengelola arsip Cukup baik. Pelatihan pegawai dalam pengelolaan kearsipan Cukup baik. *Kedua*, sarana dan prasarana meliputi peralatan kearsipan Kurang baik, karena belum ada penambahan peralatan seperti lemari arsip, box arsip, rak arsip dan mesin penghancur kertas yang belum ada. Fasilitas Kurang baik, belum lengkap seperti perangkat komputer yang masih kurang. *Ketiga* sistem kearsipan meliputi penciptaan arsip cukup baik, penggunaan dan pemeliharaan cukup baik. *Keempat* kebijakan kearsipan meliputi undang-undang baik, peraturan pemerintah baik. *Kelima* dana/anggaran meliputi pengadaan sarana Kurang baik, sarana tidak lengkap seperti lemari arsip, box arsip, *roll o pack* dan perangkat komputer yang, pengadaan prasarana Kurang baik, karena tidak adanya ruangan khusus penyimpanan arsip, jadi arsip disimpan menyatu dengan ruang kerja pegawai. *Keenam* sosialisasi dan apresiasi kearsipan meliputi memberikan bimbingan kepada petugas kearsipan cukup baik, memberikan apresiasi terhadap kinerja pegawai Tidak baik, karena tidak pernah diberikan apresiasi serta penghargaan. Faktor-faktor yang mempengaruhi, yang meliputi faktor penghambat yaitu ketidakterediaan ruangan khusus penyimpanan arsip, tidak adanya ruangan khusus penyimpanan arsip, Masih kurangnya ketersediaan Box arsip, *filling cabinet*, lemari arsip, *numerator*, rak arsip, *rotary*, perangkat komputer dan *vertical plan file* dan faktor pendukung yaitu keterampilan pegawai dalam mengelola kearsipan.

Agar Pengelolaan Kearsipan pada Dinas Kepemudaan Olahraga, dan Pariwisata Kabupaten Hulu Sungai Utara menjadi lebih optimal disarankan Kepala Dinas menambahkan Sumber Daya Manusia atau petugas agar pengelolaan kearsipan semakin baik dan melengkapi prasarana seperti ruangan khusus penyimpanan arsip dan sarana yang kurang tersedia seperti Box arsip, *filling cabinet*, lemari arsip, *numerator*, rak arsip, *rotary*, perangkat komputer dan *vertical plan file* untuk menunjang kegiatan kearsipan dan juga petugas diberikan apresiasi atas kinerja dalam pengelolaan kearsipan.

ABSTRACT

RAHMI, NPM: 2022209, Title: "ARCHIVES MANAGEMENT IN THE YOUTH, SPORTS, AND TOURISM OFFICE OF HULU SUNGAI UTARA REGENCY." Under the guidance of **Dr. Irza Setiawan, S.Sos., M.AP.** as Supervisor I and Mr. **Herry Febriadi, SH., MH., CPRM.** as Supervisor II.

The background to this research problem is the lack of supporting archiving facilities and infrastructure, such as filing cabinets, filing boxes, and computer equipment. The lack of dedicated storage space causes archives to pile up in inappropriate locations, such as on desks or in employee drawers. Poor classification and labeling make the archive retrieval process inefficient and prone to loss or damage of important data. The purpose of this study was to determine the Archival Management at the Youth, Sports, and Tourism Office of North Hulu Sungai Regency and the factors influencing it.

This study used a qualitative approach with a descriptive-qualitative research type. Data collection techniques used were interviews, observation, and documentation. Data sources were obtained through purposive sampling of 12 individuals. After the data were collected, they were analyzed using techniques including data reduction, data presentation, and conclusion drawing.

The results of the study indicate that Archival Management at the Youth, Sports, and Tourism Office of North Hulu Sungai Regency is quite good, as evidenced by: In the sub-variables, first, human resources, including employee skills in managing archives, are quite good. Employee training in archival management is quite good. Second, facilities and infrastructure include archival equipment Not good, because there has been no additional equipment such as archive cabinets, archive boxes, archive shelves and paper shredders that are not yet available. Facilities Not good, incomplete such as computer equipment that is still lacking. Third, the archival system includes the creation of archives is quite good, the use and maintenance are quite good. Fourth, archival policies include good laws, good government regulations. Fifth, funds/budgets include procurement of facilities Not good, incomplete facilities such as archive cabinets, archive boxes, roll o packs and computer equipment, procurement of infrastructure Not good, because there is no special room for storing archives, so archives are stored together with employee work spaces. Sixth, socialization and appreciation of archives include providing guidance to archival officers is quite good, providing appreciation for employee performance Not good, because they have never been given appreciation and awards. Influencing factors include inhibiting factors, such as the lack of dedicated archive storage space, the lack of archive boxes, filing cabinets, filing cabinets, numerators, archive racks, rotary tables, computer equipment, and vertical plan files, and driving factors, such as employee skills in managing archives.

To optimize Archives Management at the North Hulu Sungai Regency Youth, Sports, and Tourism Office, it is recommended that the Head of the Office add Human Resources or staff to improve archive management and complete infrastructure such as dedicated archive storage rooms and facilities that are lacking, such as archive boxes, filing cabinets, filing cabinets, numerators, archive racks, rotary tables, computer equipment, and vertical plan files, to support archival activities. Officers are also given appreciation for their performance in archive management.