

ABSTRAK

YULIDA TRISNAWATI NPM : 2022279 “MANAJEMEN KEARSIPAN DALAM PENYELENGGARAAN ADMINISTRASI NEGARA PADA KANTOR DINAS PENDIDIKAN DAN KEBUDAYAAN KABUPATEN BALANGAN”, Di bawah ini bimbingan Ibu Anna Maryati, S.Sos.,M.AP sebagai Pembimbing I dan Bapak Jamil Rifani, S.Sos.,MM sebagai Pembimbing II.

Latar belakang permasalahan ini adalah Sarana dan prasarana kearsipan masih terbatas, khususnya ruang dan lemari arsip, sehingga penataan arsip belum optimal dan berpotensi menghambat penemuan kembali arsip. Selain itu, proses pengelolaan dan pemeliharaan arsip belum berjalan secara sistematis dan konsisten sesuai prosedur yang ditetapkan. Penataan arsip yang kurang rapi serta bercampur dengan barang lain juga menyebabkan pemanfaatan ruang penyimpanan kurang efektif.

Penelitian ini menggunakan pendekatan kualitatif deskriptif. Teknik pengumpulan adalah wawancara, observasi dan dokumentasi. Sumber data diambil melalui penarikan informan secara *purposive sampling* berjumlah 10 orang informan dengan menggunakan uji kredibilitas data yaitu perpanjangan pengamatan, peningkatan ketekunan, triangulasi, dan menggunakan bahan referensi.

Manajemen kearsipan pada Kantor Dinas Pendidikan dan Kebudayaan Kabupaten Balangan secara umum tergolong cukup baik. Pertama, pada sub variabel pengelolaan arsip, sistem klasifikasi dinilai baik, sedangkan pencatatan, pengendalian, dan temu kembali arsip dinilai cukup baik karena penerapannya masih bertahap. Kedua, pada sub variabel sumber daya manusia kearsipan, kompetensi dan pembinaan karier dinilai kurang baik akibat terbatasnya pelatihan dan pembinaan yang merata. Ketiga, pada sub variabel sarana dan prasarana, kondisi gedung dan ruang penyimpanan dinilai kurang baik, sementara peralatan kearsipan dinilai cukup baik meskipun belum memenuhi standar ideal. Keempat, pada sub variabel pemeliharaan arsip, kegiatan pemeliharaan dan pemeriksaan rutin dinilai cukup baik, namun belum dilaksanakan secara merata di semua bidang. Kelima, pada sub variabel penyusutan arsip, penerapan jadwal retensi arsip dinilai cukup baik, sedangkan dokumentasi penyusutan arsip dinilai kurang baik karena belum dilakukan secara menyeluruh.. Faktor yang mempengaruhi manajemen kearsipan terdiri dari faktor pendukung kualitas sumber daya manusia dan dukungan pimpinan manajemen kearsipan dan adanya sistem klasifikasi arsip, serta faktor penghambat yaitu sarana prasarana, dokumentasi penyusutan belum lengkap, dan keterbatasan kompetensi dan pembinaan karir.

Untuk meningkatkan manajemen kearsipan pada Kantor Dinas Pendidikan dan Kebudayaan Kabupaten Balangan, disarankan kepada Kepala Dinas untuk menyelenggarakan pelatihan kearsipan guna meningkatkan pengetahuan pegawai dalam pengelolaan arsip formal dan informal. perlu disediakan tempat penyimpanan arsip khusus di setiap unit pengolahan yang didukung oleh alokasi anggaran. Arsip dapat dikelola secara tertata dan mudah ditemukan. Kepada arsiparis, diharapkan agar menata kembali arsip secara rapi dan sistematis di ruang penyimpanan. Hal ini bertujuan untuk memudahkan temu kembali arsip serta mencegah penumpukan dan kerusakan arsip.

ABSTRACT

YULIDA TRISNAWATI NPM : 2022279 “*ARCHIVAL MANAGEMENT IN THE IMPLEMENTATION OF STATE ADMINISTRATION AT THE BALANGAN REGENCY EDUCATION AND CULTURE OFFICE*” This research was conducted under the supervision of **Anna Maryati, S.Sos., M.AP** as Supervisor I and **Jamil Rifani, S.Sos., M.M** as Supervisor II.

The background of this study is that archival facilities and infrastructure remain limited, particularly archival storage rooms and filing cabinets, resulting in suboptimal archive arrangement and potentially hindering archive retrieval. In addition, archival management and maintenance processes have not been implemented systematically and consistently in accordance with established procedures. Poor archive organization and the mixing of archives with other items have also led to ineffective utilization of storage space.

This study employs a descriptive qualitative approach. Data collection techniques include interviews, observation, and documentation. The data sources were obtained through purposive sampling, involving ten informants. Data credibility was ensured through prolonged engagement, increased persistence, triangulation, and the use of reference materials,

Archival management at the Office of Education and Culture of Balangan Regency is generally categorized as fairly good. First, in the sub-variable of archive management, the archival classification system is considered good, while archive recording, control, and retrieval are considered fairly good due to their gradual implementation. Second, in the sub-variable of archival human resources, competence and career development are considered inadequate as a result of limited training and uneven career development. Third, in the sub-variable of facilities and infrastructure, the condition of buildings and storage spaces is considered inadequate, whereas archival equipment is considered fairly good despite not fully meeting ideal standards. Fourth, in the sub-variable of archive maintenance, routine maintenance and inspection activities are considered fairly good; however, their implementation has not been evenly distributed across all units. Fifth, in the sub-variable of archive disposal, the implementation of the archival retention schedule is considered fairly good, while documentation of archival disposal is considered inadequate because it has not been comprehensively carried out. Factors influencing archival management consist of supporting factors, including the quality of human resources, leadership support in archival management, and the existence of an archival classification system, as well as inhibiting factors, namely limited facilities and infrastructure, incomplete archival disposal documentation, and limited competence and career development.

To improve archival management at the Office of Education and Culture of Balangan Regency, it is recommended that the Head of the Office organize archival training to enhance employees' knowledge of both formal and informal archival management. In addition, dedicated archival storage facilities should be provided in each processing unit, supported by adequate budget allocation, so that archives can be managed in an orderly manner and easily retrieved. Archivists are also expected to reorganize archives neatly and systematically within storage areas. This is intended to facilitate archive retrieval and prevent archive accumulation and deterioration.