

ABSTRAK

AMALIA, NPM: 2022006, judul “EFEKTIVITAS PENGELOLAAN ARSIP PADA BADAN PUSAT STATISTIK KABUPATEN HULU SUNGAI UTARA”. Dibawah bimbingan Bapak **Drs. H. Arpandi, M.AP** sebagai pembimbing I dan Bapak **Selamat Riadi, S.Sos, M.AP** sebagai pembimbing II.

Pengelolaan arsip berperan penting dalam mendukung tertib administrasi, akuntabilitas, dan pelayanan informasi di instansi pemerintahan. Namun, pengelolaan arsip di Badan Pusat Statistik Kabupaten Hulu Sungai Utara masih menghadapi berbagai kendala, seperti keterbatasan sumber daya, sarana prasarana, sistem kearsipan, serta pemahaman pegawai. Penelitian ini bertujuan untuk mengetahui efektivitas pengelolaan arsip pada Badan Pusat Statistik Kabupaten Hulu Sungai Utara serta faktor-faktor yang memengaruhinya.

Penelitian ini menggunakan metode deskriptif kualitatif dengan pengumpulan data melalui observasi, wawancara, dan dokumentasi. Sumber data diperoleh dari 13 informan yang terdiri dari pimpinan dan pegawai Badan Pusat Statistik Kabupaten Hulu Sungai Utara. Teknik analisis data dengan Reduksi Data, Penyajian Data, dan Penarikan Kesimpulan. Uji kredibilitas data dengan Perpanjangan Pengamatan, Peningkatan Ketekunan, Triangulasi, Penggunaan Bahan Referensi dan Member Check.

Hasil penelitian menunjukkan bahwa efektivitas pengelolaan arsip pada Badan Pusat Statistik Kabupaten Hulu Sungai Utara tergolong cukup efektif. Hal ini dapat dilihat dari sub variabel sumber daya manusia pada indikator pelatihan kearsipan yang tergolong kurang efektif dan indikator tanggung jawab pengelolaan arsip yang tergolong cukup efektif. Sub variabel sarana dan prasarana pada indikator ruang kerja pegawai tergolong cukup efektif, indikator ruang simpan arsip tergolong kurang efektif, serta indikator ruang pemeliharaan dan perawatan arsip tergolong kurang efektif. Sub variabel sistem kearsipan pada indikator penciptaan arsip tergolong cukup efektif, indikator penggunaan dan pemeliharaan arsip tergolong kurang efektif, serta indikator penyusutan arsip tergolong cukup efektif. Sub variabel kebijakan kearsipan pada indikator pedoman kearsipan dan pelaksanaan Jadwal Retensi Arsip tergolong cukup efektif. Sub variabel dana atau anggaran pada indikator anggaran kearsipan dan indikator pemanfaatan dana kearsipan tergolong cukup efektif. Sub variabel sosialisasi dan apresiasi kearsipan pada indikator sosialisasi kearsipan dan indikator apresiasi kearsipan tergolong kurang efektif. Faktor pendukung yaitu pemanfaatan anggaran yang optimal dan maksimal, adanya arahan dan kebijakan dari pusat dan provinsi. Adapun faktor penghambat tidak adanya pelatihan khusus di tingkat kabupaten, fungsi ruang yang tumpang tindih, belum diterapkannya sistem pengelolaan arsip yang terstandar, pemahaman pegawai mengenai kearsipan yang belum merata.

Disarankan kepada Badan Pusat Statistik Kabupaten Hulu Sungai Utara untuk meningkatkan kompetensi pegawai melalui pelatihan kearsipan, menyediakan sarana dan prasarana kearsipan yang sesuai standar, serta memperkuat sosialisasi dan apresiasi kearsipan agar efektivitas pengelolaan arsip dapat ditingkatkan.

ABSTRACT

AMALIA, Student ID: 2022006, Title: **“EFFECTIVENESS OF ARCHIVE MANAGEMENT AT THE CENTRAL BUREAU OF STATISTICS OF HULU SUNGAI UTARA REGENCY”** under the supervision of **Drs. H. Arpandi, M.AP.** as the first supervisor and **Selamat Riadi, S.Sos, M.AP.** as the second supervisor.

Archive management plays a pivotal role in supporting administrative order, accountability, and information services within government agencies. However, archive management at the Central Bureau of Statistics (BPS) of Hulu Sungai Utara Regency continues to encounter various obstacles, such as limitations in resources, infrastructure, archival systems, and employee comprehension. This study aims to determine the effectiveness of archive management at the Central Bureau of Statistics of Hulu Sungai Utara Regency, as well as the factors influencing it.

This study employed a descriptive qualitative method, utilizing data collection techniques through observation, interviews, and documentation. Data sources were obtained from 13 informants, comprising the leadership and staff of the Central Bureau of Statistics of Hulu Sungai Utara Regency. Data analysis was conducted using Data Reduction, Data Display, and Conclusion Drawing. The credibility of the data was verified through Prolonged Engagement, Persistent Observation, Triangulation, Use of Reference Materials, and Member Checks.

The results indicate that the effectiveness of archive management at the Central Bureau of Statistics of Hulu Sungai Utara Regency is classified as moderately effective. This assessment is based on several sub-variables:

Human Resources: The indicator for archival training is classified as less effective, whereas the indicator for responsibility in archive management is moderately effective. **Infrastructure:** The employee workspace indicator is moderately effective, while the archive storage room and the maintenance/preservation room indicators are classified as less effective. **Archival System:** The archive creation indicator is moderately effective, the use and maintenance indicator is less effective, and the archive disposal indicator is moderately effective. **Archival Policy:** Indicators regarding archival guidelines and the implementation of the Archives Retention Schedule (JRA) are classified as moderately effective. **Funding/Budget:** Both archival budget allocation and fund utilization indicators are classified as moderately effective. **Socialization and Appreciation:** Both the archival socialization and appreciation indicators are classified as less effective.

The supporting factors identified include the optimal and maximal utilization of the budget, as well as directives and policies from the central and provincial levels. Conversely, the inhibiting factors include the absence of specific training at the regency level, overlapping room functions, the lack of a standardized archive management system implementation, and uneven employee understanding of archival matters.

It is recommended that the Central Bureau of Statistics of Hulu Sungai Utara Regency enhance employee competence through archival training, provide infrastructure that meets archival standards, and strengthen archival socialization and appreciation to improve the overall effectiveness of archive management.