

RINGKASAN

Penelitian ini berjudul “Analisis Sistem Kearsipan di Universitas Jenderal Soedirman Purwokerto”. Arsip memiliki peran penting untuk menunjang proses administrasi dan manajemen birokrasi. Arsip tidak hanya sekedar hasil kegiatan organisasi, melainkan arsip diterima dan diciptakan oleh organisasi dalam rangka pelaksanaan kegiatan dan disimpan sebagai bukti kebijakan dalam aktivitasnya. Melihat pentingnya arsip, maka arsip harus disimpan dalam suatu sistem agar ketika dibutuhkan bisa ditemukan kembali dengan cepat.

Tujuan penelitian ini adalah untuk mendeskripsikan dan menganalisis sistem kearsipan di Universitas Jenderal Soedirman Purwokerto. Metode penelitian yang digunakan adalah metode kualitatif deskriptif, dengan teknik pemilihan informan *purposive sampling*. Pengumpulan data dilakukan melalui wawancara, observasi, dan dokumentasi. Metode analisis yang digunakan adalah model analisis data interaktif menurut Miles Huberman dan Saldana dan keabsahan data diuji dengan triangulasi sumber.

Berdasarkan hasil penelitian, sistem kearsipan di Universitas Jenderal Soedirman Purwokerto dilihat dari aspek input, proses kearsipan, output, umpan balik dan lingkungan menunjukkan bahwa kegiatan kearsipan sudah berjalan namun belum maksimal. Dikarenakan unsur-unsur penting dari input dan proses kearsipan ada yang belum memenuhi standar, sehingga output yang dihasilkan menjadi belum baik.

Kata Kunci : Input, Proses, Output, Umpan Balik, Lingkungan

SUMMARY

This research is entitled “Analysis of Archiving System at University of Jenderal Soedirman Purwokerto”. Archives have fundamental role to support administration process and management of bureaucracy. Archives are not merely the result of organizational activities, but they were created and accepted by the organization in order to records organizational activities and being stored as evidences of its executed policies. Because archives are very important, they must be stored in a system so that they will be able to be retrieved easily and rapidly when needed.

The purpose of this research is to describe and analyze the archiving system at University of Jenderal Soedirman, Purwokerto. This research was using descriptive qualitative method, with purposive sampling as its sampling technique. Data were collected through interview, observation, and documentation. Data then analyzed with interactive data analysis model by Miles Huberman and Saldana and data validity were examined with source triangulation.

Result of this research showed that archiving system at University of Jenderal Soedirman observed from following aspects: input, process, output, feedback, and environment indicates that archiving activities has been running but has not been optimally done. Because important elements of input and process aspects in archiving has not meet the standards yet, so the resulting output is not too good.

Keywords : Input, Process, Output, Feedback, Environment