

Manajemen pusat arsip : Studi kasus di Universitas Katolik Indonesia Atma Jaya = Archives center management (case study at Atma Jaya Catholic University of Indonesia)

Margaretha Sri Udari, author

Deskripsi Lengkap: <https://lib.ui.ac.id/detail?id=20234322&lokasi=lokal>

Abstrak

Tesis ini membahas Manajemen Pusat Arsip khususnya di perguruan tinggi. Penelitian ini dilakukan di Universitas Katolik Indonesia (Unika) Atma Jaya. Penelitian ini adalah penelitian kualitatif dengan desain deskriptif. Data yang dikumpulkan melalui wawancara. Di Unika Atma Jaya memakai istilah Pusat Arsip karena selain mengelola arsip statis, Pusat Arsip juga menjadi koordinator atas unit-unit pengolah (Records Center).

Hasil penelitian menyarankan bahwa Pusat Arsip perlu disahkan/dilegalkan pendiriannya, masuk di dalam struktur organisasi, dan mempunyai tugas pokok dan fungsinya mendukung tercapainya visi, misi, dan tujuan universitas. Hal ini perlu dibicarakan dan diputuskan di level manajemen tertinggi universitas. Pusat Arsip berperan dalam menunjang tertib administrasi dan operasional universitas dalam menjalankan tugas dan fungsinya.

.....The focus of this study is the Archives Center Management specifically for higher education. This research was conducted at Atma Jaya Catholic University of Indonesia. It is a qualitative descriptive interpretive design. The data were collected by means of interview. Atma Jaya Catholic University of Indonesia uses Archives Center terminology because one of the responsibilities of the center is to coordinate the University's Records Centers besides its archives (static archives).

The results of the research suggest that Archives Center has to be legally established, included in the organization structure, and provided with job description and function to support the realization of the university's vision, mission, and aims. All these need to be discussed and decided at the management level of the university. The role of Archives Center is to support the correct conduct of administration, operational duty, and function of the university.