

Fungsi unit kearsipan : studi kasus pada Kementerian Keuangan Republik Indonesia = The function of records center : a case study in Ministry of Finance of Republic Indonesia

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Abstrak

Skripsi ini menganalisis tentang fungsi unit kearsipan di lingkungan Kementerian Keuangan sehingga terlihat peran unit kearsipan dalam mendukung tujuan Kementerian Keuangan. Tujuan penelitian ini adalah mengetahui peran unit kearsipan di lingkungan Kementerian Keuangan melalui analisis fungsi organisasi kearsipan yang mencakup aspek manajerial, sistem pengelolaan arsip, sarana dan prasarana kearsipan, serta sumber daya manusia kearsipan. Melalui komponen tersebut maka terlihat bahwa unit kearsipan memiliki andil dalam pencapaian cita-cita Kementerian Keuangan dan reformasi birokrasi yang sedang dilakukan. Akan tetapi, Unit Kearsipan di lingkungan Kementerian Keuangan perlu melakukan penguatan organisasi kearsipan dan pengembangan sistem kearsipan guna semakin meningkatkan kinerja unit kearsipan serta tercapainya good and clean governance.

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This thesis analyzed the function of archival organization to support Ministry of Finance. The purpose of this study was to determine the role of records center as archival organization in the Ministry of Finance by analysing the organizational functions that include managerial aspects of archival, records management systems, facilities and infrastructure of archives , and resource of archives . These components will show records center's contributes to support Ministry of Finance and bureaucratic reforms. However , Ministry of Finance? Records Center should strengthen the archival organization and establishment of records management system to improve the performance and support in good and clean governance.</i>