

Sistem manajemen arsip dinamis inaktif pada bagian akuisisi deposit dan pengolahan Badan Perpustakaan dan Arsip Kota Pekanbaru / Desi Kurniawan, Rismayeti, Yuhelmi

Desi Kurniawan, author

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Abstrak

ABSTRACT

The purpose of this research is to analyze how the records management system used by the Deposit Acquisition and Processing Section of Library and Archives Pekanbaru. The method used in this research is descriptive qualitative method Data collection techniques are observation, interviews, documentation studies. Sample in this study is the Dynamic Archive inactive in Section Deposit Acquisition and Processing. The results of this study is: On the whole it can be said that the records management system used by officers in the archival processing Deposit Acquisition and Processing Section of Library and Archives Pekanbaru is good enough. This can be seen in the use of archival storage systems, maintenance records, destruction of records. Depreciation archives have not done the appropriate depreciation prosedur guidelines applicable record keeping. It means that depreciation archives conducted Deposit Acquisition and Processing Section of Library and Archives Pekanbaru City Records Retention Schedule not use.