

Analisis Pemahaman SDM terhadap Prosedur Penataan Arsip Inaktif di Unit Head Of Document Archive & General Storage PT Sigma Cipta Utama = Analysis of HR Understanding of Inactive Archive Arrangement Procedures in the Head of Document Archive & General Storage Unit of PT Sigma Cipta Utama

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Abstrak

Penelitian ini menganalisis tingkat pemahaman Sumber Daya Manusia (SDM) terhadap Standar Operasional Prosedur (SOP) penataan arsip inaktif yang baru diimplementasikan di PT Sigma Cipta Utama (SCU), menyusul pembaruan SOP dan transformasi kode klasifikasi. Menggunakan pendekatan kualitatif studi kasus melalui wawancara, observasi, dan analisis dokumen, penelitian menemukan bahwa pemahaman SDM, khususnya admin non-kearsipan, masih rendah dan belum merata. Kesulitan utama meliputi ketidakfamiliaran dengan SOP dan kode klasifikasi baru, yang menghambat operasional. Faktor penyebabnya antara lain kurangnya latar belakang kearsipan, pelatihan belum optimal, “SOP fatigue”, kesenjangan persepsi kejelasan SOP, komitmen rendah, dan fasilitas belum optimal. Rendahnya pemahaman ini berimplikasi pada implementasi SOP yang belum optimal, berisiko pada pengelolaan arsip dan status akreditasi. Rekomendasi mencakup intensifikasi sosialisasi, perbaikan pelatihan, penguatan komitmen pimpinan, dan perbaikan fasilitas.

.....This study analyzes the level of understanding of Human Resources (HR) of the newly implemented Standard Operating Procedures (SOP) for structuring inactive archives at PT Sigma Cipta Utama (SCU), following the SOP update and classification code transformation. Using a qualitative case study approach through interviews, observations and document analysis, the research found that the understanding of HR, especially non-archiving admins, is still low and uneven. Major difficulties include unfamiliarity with the new SOPs and classification codes, which hampers operations. Contributing factors include a lack of archival background, suboptimal training, “SOP fatigue”, gaps in perceptions of SOP clarity, low commitment, and suboptimal facilities. This lack of understanding has implications for the suboptimal implementation of SOPs, putting archive management and accreditation status at risk. Recommendations include intensifying socialization, improving training, strengthening leadership commitment, and improving facilities.