

Evaluasi Pemberkasan Arsip Aktif pada Unit Pengolah di Direktorat Industri Kimia Hulu sebagai Dasar Penyusunan Standar Operasional Prosedur (SOP) = Evaluation of active archive filings in the Processing Unit at the Directorate of upstream chemical industry as the basis for the preparation of Standard Operating Procedures (SOP)

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Abstrak

Pemberkasan arsip aktif yang kurang terorganisir di Direktorat Industri Kimia Hulu, Kementerian Perindustrian Republik Indonesia mengakibatkan kesulitan dalam pengelolaan dan pencarian arsip aktif. Penelitian ini bertujuan untuk menyusun draf Standar Operasional Prosedur (SOP) pemberkasan arsip aktif yang sesuai dengan regulasi yang berlaku dan kondisi nyata di lapangan. Metode penelitian yang digunakan adalah pendekatan kualitatif melalui observasi, wawancara, dan telaah dokumen, dengan validasi data menggunakan teknik triangulasi metodologis, data, dan teori. Hasil penelitian menunjukkan bahwa proses pemberkasan arsip aktif belum dilaksanakan secara seragam oleh arsiparis. Pemberkasan masih dilakukan secara manual tanpa acuan yang baku, dan belum tersedia prosedur terdokumentasi seperti penggunaan kode klasifikasi atau sistem pencatatan arsip aktif. Berdasarkan temuan tersebut, disusun draf SOP pemberkasan arsip aktif yang mengikuti tahapan dalam Peraturan Menteri Perindustrian Republik Indonesia Nomor 42/M-IND/PER/8/2013 serta prinsip-prinsip penyusunan SOP yang berlaku. Draft SOP ini telah direviu oleh arsiparis dan dinyatakan sesuai dengan kebutuhan serta kondisi riil organisasi, menggunakan bahasa yang mudah dipahami. Penelitian ini belum mencakup tahap penerapan dan evaluasi SOP. Draft SOP diharapkan menjadi dasar pembakuan dalam proses pemberkasan arsip aktif yang lebih tertata dan terdokumentasi.

.....The poorly organized filing of active archives in the Directorate of upstream Chemical Industry, Ministry of Industry of the Republic of Indonesia resulted in difficulties in the management and search of active archives. This study aims to develop a draft standard operating procedure (SOP) active archive filing in accordance with applicable regulations and real conditions in the field. The research method used is a qualitative approach through observation, interviews, and Document Analysis, With data Validation using methodological triangulation techniques, data, and theory. The results showed that the active archive filing process has not been implemented uniformly by archivists. The filing is still done manually without a standard reference, and there are no documented procedures such as the use of classification codes or active archival recording systems. Based on these findings, a draft SOP for active archive filing was prepared which follows the steps in the regulation of the Minister of Industry of the Republic of Indonesia number 42/M-IND/PER/8/2013 and the principles for drafting the applicable SOP. This draft SOP has been reviewed by archivists and stated in accordance with the needs and real conditions of the organization, using language that is easy to understand. This study does not cover the implementation and evaluation of SOP. The SOP draft is expected to be the basis for Standardization in the active archive filing process which is more organized and documented.