

Probabilitas Risiko Pengelolaan Arsip Inaktif di Dewan Perwakilan Rakyat Republik Indonesia (DPR RI) = Risk Probability of Inactive Records Management at the House of Representatives of the Republic of Indonesia (DPR RI)

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Abstrak

Penelitian ini bertujuan untuk menghitung probabilitas risiko pengelolaan arsip inaktif di Dewan Perwakilan Rakyat Republik Indonesia (DPR RI) dan memberikan rekomendasi upaya mitigasi risiko. Risiko yang dihitung probabilitasnya diadaptasi dari Records Risk Assessment Tool, The University of Newcastle, Australia, yang terdiri dari lima jenis risiko, yaitu risiko lingkungan, risiko kesalahan manusia, kebijakan, dan prosedur, risiko keamanan, risiko ruang penyimpanan, dan implementasi perencanaan bencana.

Penelitian ini menggunakan pendekatan deskriptif kuantitatif dengan metode survei. Pengumpulan data dilakukan melalui kuesioner yang disebarakan kepada 19 pegawai di Bagian Arsip DPR RI, yaitu 1 Kepala Bagian Arsip, 12 Arsiparis, 4 Tenaga Sistem Pendukung (TSP), dan 2 Staf Tata Usaha (TU). Teknik analisis data menggunakan analisis deskriptif dan menggunakan metode rata-rata tertimbang untuk menghitung probabilitas risiko, dengan mengambil nilai rata-rata pendapat responden. Hasil penelitian menunjukkan bahwa probabilitas risiko pengelolaan arsip inaktif di DPR RI secara keseluruhan berada pada kategori kemungkinan terjadi rendah (10,68%). Risiko dengan probabilitas tertinggi adalah risiko ketiadaan rencana kesinambungan bisnis (22,56%), risiko ketiadaan rencana pemulihan bencana (21,35%), risiko pegawai yang merokok di dalam atau di sekitar ruang penyimpanan arsip inaktif (18,26%), risiko kebocoran air (16,40%), dan risiko fluktuasi suhu dan kelembaban (14,96%) dengan masing-masing berada pada kategori kemungkinan terjadi rendah. Hasil ini menunjukkan bahwa secara keseluruhan, pengelolaan arsip inaktif di DPR RI sudah baik, namun diperlukan peningkatan pada aspek kesiapan menghadapi bencana, pengelolaan risiko lingkungan dan kondisi ruang penyimpanan, serta penguatan disiplin prosedur pegawai dalam pengelolaan arsip inaktif di DPR RI.

.....This study aims to calculate the probability of risks in the management of inactive records at the House of Representatives of the Republic of Indonesia (DPR RI) and to provide recommendations for risk mitigation efforts. The assessed risks are adapted from the Records Risk Assessment Tool, the University of Newcastle, Australia, which includes five types of risks: environmental risks, human error, policy and procedural risks, security risks, storage area risks, and disaster planning implementation. This study employs a quantitative descriptive approach using a survey method. Data are collected through questionnaires distributed to 19 respondents in the Records Division of the DPR RI, consisting of 1 Head of the Records Division, 12 Archivists, 4 System Support Staff, and 2 Administrative Staff. The data are analyzed using a descriptive statistical techniques, and the weighted average method is applied to calculate risk probabilities based on the mean values of participants' responses. The results indicate that the overall probability of risks in inactive records management at DPR RI falls into the low likelihood category (10,68%). The highest probability risks identified are the absence of a business continuity plan (22,56%), the absence of a disaster recovery plan (21,35%), the presence of employees smoking in or near the inactive records storage area (18,26%), water leakage (16,40%), and fluctuations in temperature and humidity (14,96%), all of which fall

under the low likelihood category. These findings indicate that, overall, inactive records management at DPR RI is already well-implemented. However, improvements are needed in disaster preparedness, environmental risk and storage condition management, as well as in strengthening staff discipline in following procedures related to inactive records management.