

**Implementasi Standar Operasional Prosedur (SOP) Pemindahan Arsip Inaktif Sebagai Salah Satu Cara Optimalisasi Pengelolaan Arsip Pada Direktorat Industri Kimia Hulu Kementerian Perindustrian =
Implementation Of Standard Operating Procedures (SOP) for the Transfer of Inactive Records As A Way To Optimize Records Management At The Directorate Of Upstream Chemical Industry, Ministry Of Industry**

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Abstrak

Penelitian ini membahas implementasi Standar Operasional Prosedur (SOP) pemindahan arsip inaktif sebagai salah satu cara optimalisasi pengelolaan arsip pada Direktorat Industri Kimia Hulu, Kementerian Perindustrian. Meskipun arsip inaktif memiliki frekuensi penggunaan yang telah menurun, arsip-arsip tersebut tetap memiliki nilai guna administratif, hukum, dan historis sehingga pengelolaan perlu dilakukan yang baik guna mencegah terjadinya arsip yang menumpuk dan kesulitan dalam proses temu kembali dimasa mendatang. Penelitian ini menggunakan metode kualitatif dengan pendekatan deskriptif, serta teknik pengumpulan data melalui observasi dan wawancara. Hasil penelitian menunjukkan bahwa meskipun telah ditetapkan SOP pemindahan arsip inaktif, implementasinya belum optimal karena kendala keterbatasan SDM, keterbatasan waktu, dan belum dilakukan evaluasi SOP secara berkala. Oleh karena itu, perlu dilakukan perbaikan dalam pelaksanaan SOP pemindahan arsip inaktif guna memastikan efektivitas dan efisiensi pengelolaan arsip, serta terciptanya tata kelola kearsipan yang baik sesuai regulasi yang berlaku.

.....This study discusses the implementation of Standard Operating Procedures (SOP) for the transfer of inactive records as a way to optimize records management at the Directorate of Upstream Chemical Industry, Ministry of Industry. Although inactive records have a decreased frequency of use, they still have administrative, legal, and historical use values so that good management needs to be done to prevent records from piling up and difficulties in the retrieval process in the future. This research uses a qualitative method with a descriptive approach, and data collection techniques through observation and interviews. The results showed that although the SOP for inactive records transfer had been established, its implementation was not optimal due to limited human resources, limited time, and no regular evaluation of the SOP. Therefore, improvements need to be made in the implementation of the SOP for moving inactive records to ensure the effectiveness and efficiency of records management, as well as the creation of good archival governance in accordance with applicable regulations.