

ABSTRAK

Pengelolaan arsip yang tidak tertata dapat menghambat efisiensi kerja sebuah perusahaan, termasuk pada perusahaan jasa outsourcing seperti PT Metro Power Persada. Kondisi dilapangan menunjukkan penyimpanan dan temu kembali dokumen masih dilakukan secara manual tanpa kebijakan tertulis, sehingga proses pencarian arsip menjadi lambat dan sangat bergantung pada masing-masing pegawai. Penelitian ini bertujuan menganalisis kondisi dan kendala pengelolaan arsip dinamis Divisi HR dan Keuangan PT Metro Power Persada menggunakan teori Records Life Cycle, sekaligus memberikan kontribusi terhadap kajian kearsipan dalam bidang Sains Informasi. Penelitian menggunakan metode kualitatif dengan pendekatan deskriptif analitis melalui wawancara, observasi, dan dokumentasi. Hasil penelitian menunjukkan perbedaan antara kedua divisi pada empat dimensi Records Life Cycle, mulai dari penciptaan, distribusi dan penggunaan, pemeliharaan, hingga penyusutan arsip. Divisi HR relatif lebih tertata dibanding Divisi Keuangan yang masih menghadapi keterbatasan sarana penyimpanan. Kedua divisi sama-sama belum memiliki Jadwal Retensi Arsip. Penelitian ini menyimpulkan bahwa penerapan layanan arsip dinamis PT Metro Power Persada belum berjalan optimal karena belum adanya standar kearsipan yang sesuai, ketergantungan pada individu, dan minimnya pengembangan infrastruktur seiring bertambahnya volume arsip.

Kata kunci: arsip dinamis, Records Life Cycle, pengelolaan arsip, Sains Informasi.

ABSTRACT

Poorly organized records management can hinder a company's operational efficiency, including at outsourcing service companies such as PT Metro Power Persada. Conditions on the ground indicate that document storage and retrieval are still carried out manually without written policies, resulting in a slow records search process that is heavily dependent on individual employees. This study aims to analyze the conditions and challenges of dynamic records management in the HR and Finance Divisions of PT Metro Power Persada using the Records Life Cycle theory, while also contributing to archival studies in the field of Information Science. The research employs a qualitative method with a descriptive-analytical approach through interviews, observations, and documentation. The results show differences between the two divisions across the four dimensions of the Records Life Cycle—creation, distribution and use, maintenance, and disposal of records. The HR Division is relatively more organized than the Finance Division, which still faces limitations in storage facilities. Neither division currently has a Records Retention Schedule. This study concludes that the implementation of dynamic records management at PT Metro Power Persada has not been optimal due to the absence of appropriate archival standards, reliance on individuals, and insufficient infrastructure development as the volume of records increases.

Keywords: dynamic records, Records Life Cycle, records management, Information Science,