

Digital Archival Training towards Employee of Kelurahan Landasan Ulin Banjarbaru

Adi Pratomo¹, Effan Najwaini², Said Muhamad³, Heldiansyah⁴

^{1,2,3,4}Politeknik Negeri Banjarmasin, Banjarmasin, Indonesia

¹adipratomo@poliban.ac.id, ²effan@poliban.ac.id, ³said.muhammad@poliban.ac.id, ⁴heldiansyah@poliban.ac.id

Archives are needed by various institutions. Various kinds of institutions must have archives to keep, and some of them are certainly important archives. The difficulty that often occurs lies in how to get the archive when needed. That's why an employee must really master Archives. The importance of records for the continuity of the company requires companies to empower their employees in managing company records. Some training on filing can be done, it's just that the training that is carried out every day is an important factor to achieve the neatness of company records. This underlies the holding of this community service activity, namely in the form of modern archives management training for employees in several Kelurahan, Banjarbaru, South Kalimantan. The result of this training is an increase in the quality of archive management, especially digitally

Keywords: archives; modern archives; digital archives

Kearsipan sangat dibutuhkan oleh berbagai institusi. Berbagai macam institusi pasti memiliki arsip untuk disimpan, dan diantaranya tentu merupakan arsip penting. Kesulitan yang sering terjadi terletak pada bagaimana mendapatkan arsip tersebut ketika dibutuhkan. Karena itulah seorang karyawan harus benar-benar menguasai Kearsipan. Pentingnya arsip bagi kelangsungan perusahaan menuntut perusahaan untuk memberdayakan karyawannya dalam mengatur arsip perusahaan. Beberapa pelatihan mengenai kearsipan bisa dilakukan, hanya saja latihan yang dilakukan setiap harinya merupakan faktor penting untuk mencapai kerapian arsip perusahaan. Hal tersebut mendasari diadakannya kegiatan pengabdian ini, yaitu dalam bentuk pelatihan manajemen kearsipan modern terhadap karyawan di beberapa kelurahan di kawasan Landasan Ulin, Banjarbaru, Kalimantan Selatan. Hasil pengabdian ini adalah adanya peningkatan kualitas tata kelola arsip, khususnya secara digital

Kata Kunci: kearsipan; arsip modern; arsip digital



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INTRODUCTION / PENDAHULUAN

In the course of a company, records will always be needed to show the company's performance. Various kinds of things related to important data of a company are in the archives. It's just that not all divisions are responsible for the interests of the archive. In fact, in reality, making notes is very useful to help memory or as a reminder in the process of carrying out daily work activities.

Archives are needed by various institutions. Various kinds of institutions must have archives to keep, and some of them are certainly important archives. The difficulty that often occurs lies in how to get the archive when needed. That's why an employee must master Archives. The importance of records for the continuity of the company requires companies to empower their employees in managing company records.

Exercise that is carried out every day is an important factor in achieving archive tidiness. This underlies the holding of this community service activity, namely in the form of modern archives management training for employees in several sub-districts in the Ulin Platform area, Banjarbaru, South Kalimantan.

METHOD / METODE

This community service activity is in the form of training and debriefing activities, where executors offer services and ideas about the benefits of using modern archives to encourage work effectiveness and efficiency. With provision on the use of modern archives, it is hoped that it will provide benefits in the implementation of work in general to improve performance

The community service activities mentioned above have several objectives, including:

- a. To provide provision on the importance of modern archives in the form of digitizing archives.
- b. To provide training on modern archives and archive digitization.

RESULT AND DISCUSSION / HASIL DAN PEMBAHASAN

This activity is divided into two sessions. The first session was hosted by Rika Novyanti, S.Sos. M. AB who introduced Modern Archives. In his presentation, it was stated that employees can improve performance and time efficiency in general to have a positive impact on public interest in general. Not only that, it also briefly describes filing activities in an office as a whole

After training and provisioning regarding modern artisan, it is hoped that it will be able to improve its overall performance, especially in the field of modern archival management because the service team has provided skills in the form of digital archival management.

CONCLUSION / KESIMPULAN

Archive activities are needed by various institutions. Various kinds of institutions must have archives to keep, and some of them are certainly important archives. The difficulty that often occurs lies in how to get the archive when needed. That's why an employee must master Archives. The importance of records for the continuity of the company requires companies to empower their employees in managing company records.

Some training on filing can be done, it's just that the training that is carried out every day is an important factor in achieving the neatness of company records. This underlies the holding of this community service activity, namely in the form of modern archives management training for employees in several sub-districts in the Ulin Platform area, Banjarbaru, South Kalimantan.

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