

ABSTRAK

Kajian ini diorientasikan guna melacak konsep beserta implementasi sistem tata kelola arsip inaktif di dalam *Record Center* demi menopang ketertiban administrasi pada Balai Diklat Keagamaan Palembang. Metodologi yang dieksploitasi bertumpu pada pendekatan kualitatif dengan skema penjarangan data meliputi dokumentasi, wawancara semi-terstruktur, serta observasi partisipatif. Temuan riset mendeskripsikan bahwasanya secara konseptual, pihak instansi sukses melengkapi diri dengan Standar Operasional Prosedur (SOP), Jadwal Retensi Arsip (JRA), eksistensi tenaga arsiparis, didampingi *Record Center* sebagai pusat penyimpanan arsip inaktif. Namun dalam penerapannya, masih terdapat kendala berupa penyerahan arsip tanpa daftar usul serah, pendeskripsian arsip yang belum dilakukan secara rutin, adanya *ordner* tanpa label, sarana dan penyimpanan yang belum memenuhi standar ANRI, serta keterbatasan kapasitas mesin penghancur kertas. Penelitian ini menyimpulkan bahwa masih terdapat kesenjangan antara konsep dan penerapan sistem pengelolaan arsip inaktif di Balai Diklat Keagamaan Palembang yang perlu segera ditindaklanjuti agar pengelolaan arsip inaktif mumpuni beroperasi secara jauh lebih efisien dan efektif. Atas dasar itu, diperlukan upaya perbaikan secara berkelanjutan, meliputi peningkatan sumber daya manusia melalui pelatihan kearsipan, optimalisasi sarana beserta prasarana penyimpanan yang diselaraskan dengan standar baku usungan ANRI, serta penerapan prosedur administrasi yang lebih tertib dan konsisten. Dengan demikian, pengelolaan arsip inaktif di instansi ini diharapkan dapat memberikan kontribusi nyata terhadap terwujudnya tata kelola administrasi yang baik, tepercaya, dan mendukung keberlangsungan informasi kelembagaan secara optimal.

Kata Kunci: Arsip Inaktif, *Record Center*, Sistem Pengelolaan Arsip, Tertib Administrasi

ABSTRACT

This research is designed to evaluate the framework and execution of inactive records management within the Record Center, aiming to facilitate administrative order at the Religious Training Center of Palembang. The study adopts a qualitative methodology, utilizing data collection strategies that include participatory observation, semi-structured interviews, and documentation analysis. The results reveal that, from a conceptual standpoint, the institution already possesses Standard Operating Procedures (SOP), an Archive Retention Schedule (JRA), archival personnel, and a Record Center as the central storage facility for inactive records. However, in practice, several challenges remain, including the transfer of records without a handover proposal list, archival description which is not conducted regularly, the existence of unlabeled binders, and storage facilities that do not yet meet ANRI standards, and limited paper shredder capacity. This study concludes that a gap still exists between the concept and implementation of the inactive records management system at Balai Diklat Keagamaan Palembang, which requires immediate follow-up to ensure that inactive records management can operate more effectively and efficiently. Therefore, continuous improvement efforts are needed, including enhancing human resource capacity through archival training, upgrading storage facilities and infrastructure in accordance with ANRI standards, and implementing more orderly and consistent administrative procedures. It is hoped that inactive records management at this institution will make a meaningful contribution to the realization of good, accountable administrative governance and optimally support the continuity of institutional information.

Keywords: *Inactive Records, Record Center, Records Management System, Administrative Order*