

## **ABSTRACT**

*This research discusses the preservation of archivist knowledge in the Department of Population and Civil Registry of Semarang City. This research aims to preserve knowledge of archivists in order to avoid organization memory loss. This research employed a qualitative research method with an action research approach. Its results showed that there are no documentation activities of archivist knowledge. This is due to the limited skills of archivist and the busyness of archivist who accumulate so that knowledge preservation archivists are not a priority. The follow-up of knowledge preservation activities is the creation of a pocket books as a storage medium for archivists knowledge. The making of pocket books is done through several stages, namely the planning stage, the action stage, the observation stage and reflection stage. The making of pocket books is done by conducting discussions and planning actions by applying the 5W+1H analysis. The action stage, a discussion was held with information to develop the structure and content of the pocket books. The observation stage, a thorough observation was carried out by considering the criticisms and suggestions from the archivist against the pocket book ready to be applied. The reflection stage can not be applied because there is no change of archivist. The application of preservation of archivist knowledge contained in the pocket books is expected to be a link between the previous archivist to the next archivist. So, there is no more competency gap between one generation and the next generation.*

**Key Words:** *Preservation Knowledge, Preservation Knowledge of Archivist, Organization of Memory Loss, Archivist, Dinas Kependudukan dan Pencatatan Sipil Kota Semarang*