

ABSTRACT

The objective of this research is to understand the digital records management of registration of processed food in the Processed Food Directorate of the National Agency of Drug and Food Control. This research uses a qualitative method with a descriptive approach. The data collection methods that have been used for this research are observation and semi-structured interviews with purposive sampling as the method for informant selection. The collected data are being analyzed using Miles and Huberman's method of data analysis. The result of the analysis shows the management of digital records covers receiving process of digital records from the registration of food product license through website, recording information of digital records related to name and the receipt date of the records, documentation and storage of digital records based on company's name and submission number, distribution of digital records to the users who have access rights, maintenance and protection towards the hardware and software support system of digital records, permanent disposition of documents, and the settings of document information package. The management of digital records activity from the registration of processed food is mostly fitted with ISO 14589-1:2016 about records management and ISO 14721 OAIS about digital records management. Several things which still not in accordance with both ISO mentioned earlier are records metadata writing phase, destruction of digital, and lack of authenticity validation process of digital document

Keywords: *digital records; digital record management; National Agency of Drug and Food Control; ISO.*