

## **ABSTRACT**

*This research is motivated by the author's curiosity about the condition of records management and the use of archives, especially in the decision making process for leaders in an organization. This study aims to determine the contribution of records management in the decision making process for leaders in the Research and Development Agency of the Ministry of Defense of the Republic of Indonesia. The methodological research used in this research is descriptive qualitative research. The results of this study indicate that records management has contributed to the decision making process for leaders in the Research and Development Agency of the Ministry of Defense of the Republic of Indonesia. Utilization of archives that are managed optimally can have an influence on daily work activities, especially decision making activities. This can be seen from the archive management system, the availability of the archive when needed, the speed of searching and sending the archive to the user, as well as the ability of the archive manager. The obstacle in this research is the lack of human resources who manage archives and the condition of records management which is still in the process of development, namely the transition from managing records manually to electronics, which is still not optimal.*

**Keywords: Records Management, Decision Making, Organizational Leaders.**