

ABSTRACT

This study is entitled "Analysis of Active Dynamic Archive Management at the Central Java Provincial Language Center". This study aims to determine the active dynamic archive management in the Central Java Provincial Language Administration Administration sub-section. The research method used in this study is a descriptive qualitative research method with a case study approach. Data collection techniques were carried out namely observation, interviews with informants determined by purposive sampling and document study methods. The results of this study indicate that the process of acceptance / creation of active dynamic archives is that the incoming letter is received directly by the archive management unit, the archive filing system is carried out by entering the physical information of the archive, the archive storage system is carried out with two systems namely the subject and chronological systems, the principle of organizing archives used the principle of combination, rediscovery using a chronological classification system, preservation / maintenance of active dynamic archives placed in a folder and stored in a dry place and given camphor, shrinkage has not been done.

Keywords: *Archival Management, Active Dynamic Archives.*