

ABSTRACT

This research aims to analyze the management of textual archives in the process of archive retrieval in Dinas Kearsipan dan Perpustakaan Provinsi Jawa Tengah. The research design used in this study is descriptive analytical qualitative method with a case study approach. Data collection techniques used were observation and interviews. The data analysis technique used in this study consist of data reduction, data display, and conclusion drawing. The study found out that the management of textual archives in Dinas Kearsipan dan Perpustakaan Provinsi Jawa Tengah is in accordance with Peraturan Pemerintah No. 28 Tahun 2012 tentang Pelaksanaan Undang-Undang No. 43 Tahun 2009 tentang Kearsipan. This is based on the results of the analysis of textual archives management in Dinas Kearsipan dan Perpustakaan Provinsi Jawa Tengah which includes archives acquisition, archives processing, archives preservation, and archives acces. Management of textual archives in Dinas Kearsipan dan Perpustakaan Provinsi Jawa Tengah has also been able to support the archive retrieval processes. The role of the management of textual archives in the process of archive retrieval can be seen from the activities carried out and their impact on staff and archive users in the archive service centre. The study also found out that Dinas Kearsipan dan Perpustakaan Provinsi Jawa Tengah have limited human resources, for example, they do not have a staff who are understand Dutch and traditional Javanese language for whom they are needed to manage some archives.

Keywords: management, textual archives, archive retrieval, Dinas Kearsipan dan Perpustakaan Provinsi Jawa Tengah.