

ABSTRACT

[Title: Processing Inactive Dynamic Archive in an Effort to Support Information Services in Dinas Perpustakaan dan Arsip Kabupaten Batang] The research is to determine the processing and information services available at Dinas Perpustakaan dan Arsip Kabupaten Batang. This research uses qualitative research, design qualitative research with descriptive research types. the informants in this research were Kepala Dinas Perpustakaan dan Arsip Kabupaten Batang, Kepala Seksi Akuisisi dan Pengolahan Arsip di Dinas Perpustakaan dan Arsip Kabupaten Batang, Kepala Layanan Pembinaan dan Pengembangan Arsip di Dinas Perpustakaan dan Arsip Kabupaten Batang, Arsiparis/ Fungsional Kearsipan di Dinas Perpustakaan dan Arsip Kabupaten Batang. Data collection techniques used observation, interviews and documentation. The procedure of this research includes the pre-field stage, data analysis techniques include data collection, data reduction, data presentation, and drawing conclusions. The results of this research indicate that records management includes the creation and receipt of archives, storage and arrangement, depreciation and destruction. Inactive dynamic file processing activities carried out include recording archives through complete archives, separating archives and non-archives, controlling and distributing them with the date of receipt, date of the letter, initial receiving. Constraints include facilities and infrastructure that are not adequate. Based on the results of this research concluded that inactive dynamic file processing is less than the maximum facilities and infrastructure is not maximal.

Keywords: *inactive dynamic archive processing; information services; Dinas Perpustakaan dan Arsip Kabupaten Batang*