

PELATIHAN PENGELOLAAN ARSIP BAGI PERANGKAT DESA SINDUHARJO NGAGLIK SLEMAN

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ABSTRACT

This Community Service Program (CSP) aims to provide archive management knowledge and skills for the Sinduharjo village apparatus, Ngaglik District, Sleman Regency. The Community Service Program was held on 10-11 June 2021. This PPM activity was able to overcome the problems experienced by village officials in managing physical document archives. The methods used in this community service activity include: 1) the lecture method, the lecture method is used to provide explanations to participants about the concept, the urgency of archiving. 2) Practicum for managing physical document archives, 3) Questions and answers, the question and answer method is used to identify problems related to physical document archive management problems at the village office and find solutions to solve the problem. The CSP activity was attended by 20 participants. This training had a good impact as evidenced by the increase in the participants' scores. The average pre-test score of the participants was 4.3 while the average post-test score of the participants was 7.35.

Kata Kunci: *Training, Filing, Village government*