

TRAINING PUBLIC AWARENESS OF FAMILY RECORDS MANAGEMENT

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ABSTRACT

Community Service aims to provide training in the management of family records to enhance public awareness in storing and organizing files correctly and adequately. Community Service is held on March 22-23, 2019. This activity is expected to increase public awareness of the excellent and correct storage and arrangement of family records. With increasing public awareness of the room and structuring of family records correctly and adequately, indirectly, the skills and knowledge of the management of family records have also increased.

The method used in community service activities is 1) Lecture. This method is used to convey explanations to participants about the material urgency of the family archive. 2) Discussion, this method is carried out to explore issues related to the material and explore the problems that are often faced in the process of storing family records. 3) Practice and mentoring.

Based on the evaluation results of the PPM activities that were carried out, the results showed that (1) all participants understood family filling material (2) All participants appreciated the family archive storage system material (3) 89.66% or 29 participants understood and as much as 10.34 % or 3 participants did not understand the family archive management material (4) The participation rate of PPM participants was 96.67% or 29 people present. The hope is that after participants get the knowledge and practice about managing family records, participants can pass on to outside communities. This can make more people aware of the importance of maintaining family records correctly and adequately.

Kata Kunci: *Public Awareness, Family Record, Family Record Management*