

PENINGKATAN KREATIVITAS DAN INOVASI PAMONG DESA MELALUI PELATIHAN MANAJEMEN FILE ELEKTRONIK DI KANTOR DESA KETAWANG KECAMATAN GRABAG KABUPATEN MAGELANG, PROV. JAWA TENGAH

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ABSTRACT

This Community Service (PKM) aims to provide training to village officials in managing electronic archives at the Ketawang Village office, Kec. Grabag, Magelang Regency, Prov. Central Java so that village officials understand and implement electronic file management. PKM was carried out for two days. For the first day, July 17 2023, material on electronic file management was presented by Mr. Yuliansah, M.Pd. On the second day, July 18 2023, electronic file management practices and assistance were carried out guided by resource person Mr. Yuliansah, M.Pd assisted by a team of service members.

PKM activities use lecture and discussion, practice and evaluation methods. Lectures and discussions to provide knowledge and understanding to village officials in electronic file management. Practice to provide technical skills to village administrators in managing archives. Evaluation for supervision and assessment of village officials in managing electronic files.

Based on the evaluation results, it shows that PKM participants' understanding has increased regarding the differences between manual and electronic filing. Ketawang Village village officials' understanding of digital archives has also increased. Village officials in Ketawang Village have more understanding after holding electronic file management training and practices.

Kata Kunci: *Management, Electronic Archives, village officials*