

TRAINING OF ARCHIVE MANAGEMENT IN IMPROVING THE EFFECTIVENESS OF THE COMMUNITY ORGANIZATION

by Muhyadi, Rosidah, Rr. Chusnu Syarifa D.K., Wahyu Rusdiyanto

ABSTRACT

Archives and documents have the necessary use values ??at any time for a particular purpose. During this time many people who view the archive as a trivial item. A trivial view of the archive impacts on the poor way of storing and managing archives that could potentially cause the loss and damage of archives or documents. If the stakeholders of the community organization such as the head of the RT, the chairman of the RW, and the Lurah have the wrong perception as described above, it will have an impact on the low effectiveness and efficiency of community service. In this context, changing the paradigm of society about archives is absolutely necessary. One of the efforts that can be done is to improve the understanding and skills of the community in handling the archives.

The training program is the method used in this PPM activity. The training program was chosen as an effort to improve community understanding and skills in handling the archives. As the target of the selected activities is the community around the campus of UNY located in Wates since the community around the campus UNY Wates still have the wrong perception of filing. The training activities begin with the giving of materials on the concept and urgency of the archives, followed by active and inactive archives management training.

Training activities are conducted using practice and mentoring methods.

The outcome of this community service program is a better understanding of the concept of archives and the treatment that is proportionate to the archives owned by families and community organizations. The results of these activities are further packaged in published articles.

Kata Kunci: *Training, Active Archive Management and Inactive Archives Management*