

RECORDS MANAGEMENT COMPUTER-BASED TRAINING FOR THE DISTRICT OF EMPLOYEES IN THE DISTRICT SLEMAN

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ABSTRACT

As a government employee in the public service, the sub-district employees not only carry out tasks orally but also must develop skills in the management of archives. One proof of the ability to develop the skills of records management is to understand and control the management of computer-based or electronic archives. But the facts show that the majority of employees of sub-districts are still less capable of processing electronic archive. PPM Its objective is to prevent loss and damage to the archives at the district office in Sleman district and sub-district increase the ability of employees to manage computer-based archive. To achieve these objectives, the method used in this activity are training to employees Sleman subdistrict. Sleman district selected as the target of this training, given in Sleman district there are many disaster-prone areas that can lead to the level of damage and loss of records very high. The training activities starting with the provision of material to improve employee motivation and pemahanan subdistrict of computer-based records management. After giving the matter, officials subdistrict given a demonstration demonstration application use electronic records, the application program Digital File Cabinet (DFC) as well as provide the opportunity for participants to practice the processing of records using a computer, namely the media over the archive of media paper archives into archives electronically, following storage and archival discoveries way back by operating the application program Digital File Cabinet (DFC). The training was held at the Computer Laboratory of the Department of Educational Administration Faculty of Economics, University of Yogyakarta on September 17, 2016.

Kata Kunci: *Training, Records Management*