

RECORDS MANAGEMENT TRAINING AND ASSISTANCE FOR teachers and education personnel DISTRICT IN THE SUB climbing KULON PROGO

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ABSTRACT

Archives have an important role for any organization or institution, whether public or private. One important role is as a central archive memory. Without archives, the organization will have difficulty in proofs against something. Likewise, the absence of archives, the organization will also have difficulty in remembering certain events or situations that occur in the organization. In principle, the archive has some important roles that aim to help the smooth operation of the organization and to provide guidance to leaders and managers of the organization in planning the policies of the organization.

Community Services activities was implemented to provide training to teachers and educators in the school environment in cluster 3 districts Panjatan. The objectives are: 1) Provide the ability to manage the archive provision in the school environment; and 2) Doing assistance in records management.

Based on the results of the implementation of the Training and Mentoring Management of Archives for Schools in Cluster 3 District of Panjatan Kulon Progo can be taken some conclusions as follows: 1) training records management has to be implemented as planned, giving a better understanding of and ability to perform records management in the school environment; 2) The records management focused on the management of private archives as a first step.

The suggestions can be put forward relating to this training as follows: 1) The management of archives should be carried out continuously / constantly in line with the number of records that archive does not accumulate; 2) This training needs to be followed up with a records management organization, in this case the school, given the archive schools have huge numbers; 3) The training needs to be followed up with an electronic-based records management training by utilizing a computer that records management is becoming more orderly; 4) It should be organized training activities in a wider scope, both in terms of number of participants, the region, as well as funds and facilities.

Kata Kunci: *archives, teachers*